Ordinary Council Meeting (23 October 2024)

ATTACHMENTS

Number	Title
7.1(1)	Minutes – Special Council Meeting held 18 September 2024
7.2(1)	Minutes – Ordinary Council Meeting held 25 September 2024
7.3(1)	Minutes – Special Council Meeting held 9 October 2024
8.1(1)	Minutes – Warren Blackwood Alliance of Councils Meeting held 13 August 2024
9.1.1(1)	Development Application
9.1.1(2)	Development Application Plan
9.1.1(3)	Agency Submissions Combined
9.1.1(4)	Public Submission
9.1.1(5)	5 BMP
9.1.1(6)	6 BEP
9.1.1(7)	7 Clause 67 Assessment
9.1.1(8)	8 Applicants Comments on Submissions
9.2.1(1)	Schedule of Accounts Paid Under Delegation
9.2.2(1)	Statement of Financial Activity August and September 2024
9.2.4(1)	Local Public Notice (draft)
9.2.5(1)	Draft Council Policy EM/CP-6-Caretaker
9.2.6(1)	Draft Council Policy EXE/CP-4- Welcome and Acknowledgment of Country
9.2.6(2)	Council Policy EXE/CP-4- Welcome and Acknowledgment of Country

Shire of
Donnybrook Balingup

Minutes of Special Council Meeting

Held on 18 September 2024 and commenced at 5:00pm
Held at the Council Chambers in Donnybrook
(1 Bentley Street, Donnybrook)

The purpose of this Special Council Meeting is for Council to consider the:

1. Proposed Variation to Opening Hours – Donnybrook and Balingup Waste Management Sites
2. Adoption of 2024/25 Annual Budget

Authorised:

Tim Clynch, Chief Executive Officer (Temporary)

Prepared: 20 September 2024

MEASURES OF CONSEQUENCE

LEVEL	RATING	HEALTH & SAFETY	FINANCIAL	SERVICE INTERRUPTION	COMPLIANCE	REPUTATION	PROPERTY	ENVIRONMENT
1	**Insignificant**	Negligible injuries	Less than $5,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, localised low impact on community trust, low profile or no media item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
2	**Minor**	First aid injuries	$5,000 - $20,000 Or < 5% variance in cost of project	Temporary interruption to an activity – backlog cleared with existing resources	Some temporary non compliances	Substantiated, localised impact on community trust or low media item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
3	**Moderate**	Medical type injuries	$20,001 - $100,000 Or > 5% variance in cost of project	Interruption to Service Unit/(s) deliverables – backlog cleared by additional resources	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
4	**Major**	Lost time injury	$100,001 - $1M	Prolonged interruption of Service Unit core service deliverables – additional resources; performance affected	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
5	**Catastrophic**	Fatality, permanent disability	More than $1M	Indeterminate prolonged interruption of Service Unit core service deliverables	Non-compliance results in criminal charges or significant damages or penalties	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

MEASURES OF LIKELIHOOD

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	**Almost Certain**	The event is expected to occur in most circumstances	More than once per year
4	**Likely**	The event will probably occur in most circumstances	At least once per year
3	**Possible**	The event should occur at some time	At least once in 3 years
2	**Unlikely**	The event could occur at some time	At least once in 10 years
1	**Rare**	The event may only occur in exceptional circumstances	Less than once in 15 years

RISK MATRIX

Consequence / Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

RISK ACCEPTANCE CRITERIA

RISK RANK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

The Shire President acknowledged the continuing connection of Aboriginal people to Country, culture and community, including traditional custodians of this land, the Wardandi and Kaneang People of the Noongar Nation, paying respects to Elders, past and present.

The Shire President declared the meeting open at 5:02pm and welcomed the public gallery.

The Shire President advised that the meeting is being live streamed and recorded in accordance with Council Policy EM/CP-2. The President further stated the following:

> *"This meeting is being livestreamed and digitally recorded in accordance with Council Policy. Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the chairperson.*
> *Whilst every endeavour has been made to only record those who are actively participating in the meeting, loud comments or noises from the gallery may be picked up on the recording."*

2. Attendance

Councillors Present:

Cr Vivienne MacCarthy	Cr Alexis Davy	Cr Peter Gubler
Cr Anita Lindemann	Cr Anne Mitchell	Cr Grant Patrick

Staff Present:

Tim Clynch, Chief Executive Officer (Temporary)	Maurice Battilana, Acting Director Finance and Corporate
Ross Marshall, Director Operations	Loren Clifford, Manager Corporate Services
Stuart Eaton, Manager Finance and Projects	Samantha Farquhar, Administration Officer Corporate Services

Public Gallery:

No members of the public were in attendance.

2.1. Apologies

Cr Lisa Glover (Deputy President)
Cr John Bailey
Cr Deanna Shand

2.2. Approved Leave of Absence

Nil.

2.3. Application for Leave of Absence

Nil.

3. Announcements from the Presiding Member

Nil.

4. Declarations of Interest

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Nil.

5. Public Question Time

5.1. Responses to previous public questions that were taken on notice

Nil.

5.2. Public Question Time

In accordance with the Clause 7(3) of the Local Government (Administration) Regulations, public questions must relate to the stated purpose of the Special Meeting of Council.

Nil.

6. Presentations

6.1. Petitions

Nil.

6.2. Presentations

Nil.

6.3. Deputations

Nil.

6.4. Delegates' Reports

Nil.

7. Reports of Committees

Nil.

8. Reports of Officers

8.1.1. Change to waste facility operating hours

Report Details:			
Prepared by:	Manager Development Services		
Manager:	Ross Marshall, Director Operations		
File Reference:	HLT 08/1	**Voting Requirement:**	Simple Majority
Attachment(s):			

Nil.

Executive Recommendation

That Council determines the following waste management facility operating hours take effect from 7 October 2024:

1. **Donnybrook Waste Management Facility**
   - **Monday: 1:00 pm to 5:00 pm**
   - **Tuesday: 12:00 pm to 4:00 pm**
   - **Wednesday: Closed**
   - **Thursday: Closed**
   - **Friday: 8:00 am to 12:00 pm**
   - **Saturday: 7:00 am to 2:00 pm**
   - **Sunday: 10:00 am to 5:00 pm**
2. **Balingup Transfer Station**
   - **Monday: Closed**
   - **Tuesday: Closed**
   - **Wednesday: 9:00 am to 12:00 pm**
   - **Thursday: 2:00 pm to 5:00 pm**
   - **Friday: Closed**
   - **Saturday: 7:00 am to 1:00 pm**
   - **Sunday: 11:00 am to 5:00 pm**

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome:	12 - A well respected, professionally run organisation.
Objective:	12.1 - Deliver effective and efficient operations and service provision.

Executive Summary

Shire Officers are currently considering draft conditions from the Department of Water and Environmental Regulation for renewal of the Donnybrook Waste Management Facility operating licence. Proposed conditions strengthen requirements to cover waste daily and collect windblown litter daily form the landfill area and weekly from the greater premises area. The municipal waste collection (i.e. kerbside collection) is currently disposed of outside of the site operating times. Council is requested to determine a change to the opening hours to facilitate compliance with these licence conditions.

Background

At its Ordinary Council Meeting held April 2021 Council confidentially considered a future options paper with respect to the Donnybrook Waste Management Facility and resolved the following:

> *"COUNCIL RESOLUTION 67/21 (in part)*
>
> *That Council determines that it is the Shire's intent to prolong the life of the existing landfill facility for as long as possible and directs the Chief Executive Officer to instruct ASK Waste Management to prepare the Landfill Closure Management Plan on this basis*"

The Landfill Closure Management Plan was presented to Council at its Ordinary December 2021 meeting where Council resolved the following:

> *"COUNCIL RESOLUTION 205/21 (in part)*
>
> *That Council:*
>
> *1. Receives and endorses the Landfill Closure Management Plan (November 2021) (Attachment 9.1.1(1)) prepared by ASK Waste Management Pty Ltd to provide direction for future operations and progressive closure of the landfill at the Donnybrook Waste Management Facility;*
>
> *3. Instructs the Chief Executive Officer to make a formal application to the Department of Water and Environmental Regulation (DWER) to amend the facility licence to align with the endorsed Landfill Closure Management Plan and Transfer Station Concept Design."*

The Shire has applied for a renewal of the Donnybrook Waste Management Facility licence for a further 10 years i.e. until 2034 in line with the adopted Landfill Closure Management Plan. Both internal and external audits of the facility have identified windblown waste as a compliance challenge. Some of this is contributed to the delay in covering the municipal waste collection, which is often deposited on site outside of the facility operating hours.

The site is currently managed for the Shire by a private contractor. It is considered that a cost effective way to more effectively manage windblown waste is to change the operating hours of the site to ensure that there are personnel available to attend to the material on the day it is deposited.

Historically the Shire has ensured that there is always one of its two facilities open. In changing the Donnybrook Waste Management Facility hours it is also proposed to change two of the days at the Balingup Transfer Station.

Waste facility operating hours are broadly advertised via the Shire's rates notice information which contains tip pass information. There is an opportunity to make this change effective from when the rates notices are received i.e. the second week in October.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Almost Certain	Moderate	High (15)
Risk Description:	Noncompliance with operating licence.		
Mitigation:	By changing the operating hours to correlate to the kerbside waste delivery, it is considered that the risk likelihood will be reduced to "Likely" with a "Minor" consequence; leaving a residual risk rating of Moderate (8).		

Financial Implications

As there are no changes to the total number of hours that the facilities are operating, there are minimal financial implications to this proposed change. Advertising of the change can be undertaken via the Shire's existing communication methods at minimal cost with the opportunity to include the updated hours on the information supplied with the tips passes which are issued with the annual rates notices.

Alternative to amending opening hours additional expenditure will be incurred for the contractor to carry out compliance activities when the site isn't open. The draft budget does not contemplate additional operating expenses at either waste management site.

Policy Compliance

Nil.

Statutory Compliance

The licence renewal for the Donnybrook Waste Management Facility is considered by the Department of Water and Environmental Regulation under the Part V Division 3 of the *Environmental Protection Act 1986.* The Shire and, by contract, the site operator have obligations to comply with the licence conditions.

In relation to windblown waste draft conditions require:

- that general waste is covered "as soon as practicable and no later than the end of the working day"; and;
- "the licence holder must ensure windblown waste is collected from the landfill area on a daily basis and from the greater premises (including perimeter fencing, roads and vegetated areas) on at least a weekly basis and returned to the tipping area or appropriately contained".

In relation to operating hours, there is a draft condition that reads "the licence holder must ensure that operations at the premises only occur between the hours of 7:00 and 19:00 and on the days of Monday through to Sunday".

Part 4.2 of the *Shire of Donnybrook-Balingup Waste Local Law 2017* states:

The local government may from time to time determine the hours of operation of a waste facility.

Consultation

The site contractor has had an opportunity to comment on the proposed licence conditions and has worked collaboratively with Shire staff to offer a practical solution at minimal cost to both parties.

Officer Comment

The Donnybrook Waste Management Facility was first licenced in 1997 but has been in operation since the 1950s. The current landfill area is on top of the historical waste trenches with new waste compacted to form a constructed mound. As the height above ground level increases, there is an increased potential for windblown litter.

The current kerbside collections for Donnybrook occur on a Monday and for Balingup a Tuesday, resulting in the waste being deposited close to or outside of current operating hours. By changing the opening hours, waste can be managed more effectively by the onsite contractor, improving compliance outcomes.

The current hours are illustrated in Table 1 and the proposed hours in Table 2.

Table 1 : Current waste facility opening hours

	Donnybrook Waste Management Facility	Balingup Transfer Station
Monday	8:00 am – 12:00 pm	Closed
Tuesday	Closed	9:00 am – 12:00 pm
Wednesday	1:00 pm – 5:00 pm	Closed
Thursday	Closed	2:00 pm – 5:00 pm
Friday	8:00 am – 12:00 pm	Closed
Saturday	7:00 am – 2:00 pm	7:00 am – 1:00 pm
Sunday	10:00 am – 5:00 pm	11:00 am – 5:00 pm

Table 2: Proposed waste facility opening hours

	Donnybrook Waste Management Facility	Balingup Transfer Station
Monday	1:00 pm – 5:00 pm	Closed
Tuesday	12:00 pm – 4:00 pm	Closed
Wednesday	Closed	9:00 am – 12:00 pm
Thursday	Closed	2:00 pm – 5:00 pm
Friday	8:00 am – 12:00 pm	Closed
Saturday	7:00 am – 2:00 pm	7:00 am – 1:00 pm
Sunday	10:00 am – 5:00 pm	11:00 am – 5:00 pm

There are no changes proposed to the weekend opening hours. Endorsement, by determination, of the proposed hours is recommended.

COUNCIL RESOLUTION:	148/09-24		
MOVED BY:	Cr Anita Lindemann	**SECONDED BY:**	Cr Grant Patrick

That Council determines the following waste management facility operating hours take effect from 7 October 2024:

1. **Donnybrook Waste Management Facility**
   - **Monday: 1:00 pm to 5:00 pm**
   - **Tuesday: 12:00 pm to 4:00 pm**
   - **Wednesday: Closed**
   - **Thursday: Closed**
   - **Friday: 8:00 am to 12:00 pm**
   - **Saturday: 7:00 am to 2:00 pm**
   - **Sunday: 10:00 am to 5:00 pm**
2. **Balingup Transfer Station**
   - **Monday: Closed**
   - **Tuesday: Closed**
   - **Wednesday: 9:00 am to 12:00 pm**
   - **Thursday: 2:00 pm to 5:00 pm**
   - **Friday: Closed**
   - **Saturday: 7:00 am to 1:00 pm**
   - **Sunday: 11:00 am to 5:00 pm**

For: Cr MacCarthy, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried: 6/0

8.2.1. Adoption of 2024/25 Annual Budget

Report Details:

Prepared by: Manager Finance Projects

Manager: Acting Director Finance and Corporate

File Reference: FNC 04/1 **Voting Requirement:** Absolute Majority

Attachment(s):

8.2.1(1) 2024/25 Annual Budget
8.2.1(2) Budget Paper No.1 – 2024/25 Management Budget
8.2.1(3) Budget Paper No.2 – 2024/25 Budget Overview

Executive Recommendation

That Council:

1. **Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the 2024/25 Annual Budget.**
2. **For the purpose of yielding rates revenue in the 2024/25 Annual Budget pursuant to sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995*, impose the following general and minimum rates on ratable properties valued on Gross Rental Value and Unimproved Value.**

Description	Rate in the $	Minimum Payment $
Gross Rental Value (GRV)	$0.092018	$1,667.00
Unimproved Value (UV)	$0.005013	$1,667.00

3. **Adopt the rate instalment options in accordance regulation 64(2) of the *Local Government (Financial Management) Regulations 1996* and instalment charge in accordance with section 6.45(3) of the *Local Government Act 1995*, as follows:**

Instalment Options	Date due	Instalment Plan Charge $
Option one		
Single payment in full	11 November 2024	Nil
Option two		
First instalment	11 November 2024	Nil
Second instalment	10 January 2025	$13.00 / Instalment
Option three		
First instalment	11 November 2024	Nil
Second instalment	10 January 2025	$13.00 / Instalment
Third instalment	11 March 2025	$13.00 / Instalment
Fourth instalment	12 May 2025	$13.00 / Instalment

4. **Adopts a per annum interest rate of 5.50% on rates paid by instalments in accordance with section 6.45 (3) of the *Local Government Act 1995*.**
5. **Adopts a per annum interest rate of 11.00% on all outstanding rate balances in accordance with section 6.51 (1) of the *Local Government Act 1995*.**
6. **Adopts the following Elected Member allowances:**
   - **6.1 Annual Attendance Fee for Council Members – $10,668**
   - **6.2 Annual Attendance Fee for Shire President - $13,096**
   - **6.3 Annual President's Allowance - $10,832**
   - **6.4 Annual Deputy President's Allowance (25% of President's Allowance) - $2,708**
   - **6.5 Annual Information and Communications Technology Allowance – Shire President $2,750**
   - **6.6 Annual Information and Communications Technology Allowance – Council Members $1,010**
7. **Note that pursuant to section 6.16 (3) of the *Local Government Act 1995*, it adopted at its ordinary meeting held on 24 July 2024 the 2024/25 Schedule of Fees and Charges. Notwithstanding that resolution, Council reaffirms its 2024/25 Schedule of Fees and Charges incorporating some minor variations, as appended to the 2024/25 Annual Budget document.**
8. **Pursuant to regulation 34 (5) of the Local Government (Financial Management) Regulations, adopts a material variance reporting threshold of $10,000.**
9. **Establishes the following new reserve accounts**

New Reserve Account	Reserve Purpose
Langley Villas 1-9 Surplus Reserve	To accumulate surplus income of units 1-9 for purposes prescribed in the Joint Venture Agreement
Langley Villas 1-9 Long Term Maintenance Reserve	To accumulate funds for units 1-9 prescribed under the Joint Venture Agreement for the purposes of property maintenance
Minninup Cottages 5-12 Surplus Reserve	To accumulate surplus income of units 5-12 for purposes prescribed in the Joint Venture Agreement
Minninup Cottages 5-12 Long Term Maintenance Reserve	To accumulate funds for units 5-12 prescribed under the Joint Venture Agreement for the purposes of property maintenance

10. Closes the following reserve accounts when existing funds are depleted

New Reserve Account	Reserve Purpose
Minninup Cottages 5-8 Surplus Reserve	**To accumulate surplus income of units 5-8 for purposes prescribed in the Joint Venture Agreement**
Minninup Cottages 9-12 Surplus Reserve	**To accumulate surplus income of units 9-12 for purposes prescribed in the Joint Venture Agreement**
Minninup Cottages 5-8 Long Term Maintenance Reserve	**To accumulate funds for units 5-8 prescribed under the Joint Venture Agreement for the purposes of property maintenance**
Minninup Cottages 9-12 Long Term Maintenance Reserve	**To accumulate funds for units 9-12 prescribed under the Joint Venture Agreement for the purposes of property maintenance**
Langley Villas 1-6 Surplus Reserve	**To accumulate surplus income of units 1-6 for purposes prescribed in the Joint Venture Agreement**
Langley Villas 7-9 Surplus Reserve	**To accumulate surplus income of units 7-9 for purposes prescribed in the Joint Venture Agreement**
Langley Villas 1-6 Long Term Maintenance Reserve	**To accumulate funds for units 1-6 prescribed under the Joint Venture Agreement for the purposes of property maintenance**
Langley Villas 7-9 Long Term Maintenance Reserve	**To accumulate funds for units 7-9 prescribed under the Joint Venture Agreement for the purposes of property maintenance**

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Executive Summary

This report requests Council to formally consider the attached budget papers to adopt the 2024/25 Annual Budget.

Local Governments must prepare annual budgets in the format as prescribed in the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. This report is for Council to consider:

- Adopting the 2024/25 Annual Budget.
- Setting due dates for payment of rates and service charges, either in full or by instalments.

- Setting interest rates for outstanding rates after the due date and for rates paid by instalments and the administrative fee for setting up an instalment plan.
- Setting Council Member attendance fees and allowances for 2024/25.
- Setting a level of reporting material variances so as to satisfy Council that the annual budget is being implemented satisfactorily.
- Establish new reserve accounts and make arrangements for closure of other reserve accounts.

Background

Pursuant to section 6.2 of the *Local Government Act 1995 (the Act),* a local government is to prepare and adopt an annual budget between 1 June and 31 August each year, or such extended time as the Minister allows. Due to staff vacancies in key financial management positions, the Shire has obtained formal ministerial extension of time to adopt the 2024/25 Annual Budget and is therefore compliant with the Act.

The executive recommendation will formally adopt the 2024/25 Annual Budget.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Almost Certain	Moderate	High (15)
Risk Description:	Deferring adoption of the Annual Budget will further delay raising of rates and will adversely affect cash flow, project delivery and interest revenue estimates.		
Mitigation:	Adoption of the 2024/25 Annual Budget		

Financial Implications

Adoption of the 2024/25 Annual Budget will approve the financial operations of the Shire for the 2024/25 financial year.

Policy Compliance

Nil.

Statutory Compliance

Pursuant to section 6.2 of the *Local Government Act 1995* (the Act), a local government is to prepare and adopt an annual budget between 1 June and 31 August each year, or such extended time as the Minister allows. Due to staff vacancies in key financial management positions, the Shire has obtained formal ministerial extension of time to adopt the 2024/25 Annual Budget and is therefore compliant with the Act.

Other applicable sections of *Local Government Act 1995 and Regulations*:

- Section 5.63(1)(b) excludes the need for councillors or staff to declare a financial interest for the imposition of a rate, charge or fee.

- 6.47 Local Government Act - Concessions.
- Clauses 64 of the *Local Government (Financial Management) Regulations 1996* – Set the due date(s) for the payment of rates.
- Section 6.45(3) of the *Local Government Act 1995* and Clauses 67 and 68 of the *Local Government (Financial Management) Regulations 1996* – Setting instalment plan administration charges and an interest rate for outstanding rates and charges.
- Section 6.51(1) of the *Local Government Act 1995* and Clause 70 of the *Local Government (Financial Management) Regulations 1996* – Setting an interest rate for the late payment of rates and charges.
- Section 6.11 of the *Local Government Act 1995* – Create Reserve Funds.

- Sections 6.16 to 6.19 of the *Local Government Act 1995* – Setting of fees and charges. Fees imposed as part of the budget adoption process do not require public notice to be given.
- Section 6.20 of the Local Government Act – Power to Borrow.
- Regulation 34(5) of the Local Government *(Financial Management)* Regulations requires a local government, each financial year, to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards, to be used in statements of financial activity for reporting material variances.

Consultation

The 2024/25 Annual Budget has been informed by several workshop discussions with elected members and direction from strategic documents such as the Council Plan, Long-Term Financial Plan and Asset Management Plan. Workshop discussions on budget matters were:

- Workshop 4, 6 March 2024 – high level summary and discussion about State economy, capital expenditure and relationship of Long-Term Financial Plan to the annual budget.
- Workshop 5, 13 March 2024 – update on Long-Term Financial Plan, core assets and alignment of expenditure to the Council Plan, forecast operating revenue and discussion on operational financial challenges.
- Workshop 6, 10 April 2024 - Asset Planning & Financial Informing Plans.
- Workshop 7, 1 May 2024 – capital works plan and asset management plan implications for budget.
- Workshop 8, 8 May 2024 – discussion on budget parameters.
- Workshop 9, 5 June 2024 – rating issues.
- Workshop 10, 26 June 2024 – various budget matters.
- Workshop 11, 3 July 2024 – addressed high-level budget assumptions and included a briefing on content and recommendations of the Long-Term Financial Plan, the proposed management approach and principles to be followed in the budget preparation process, discussion on fees & charges, elected member allowances, V C Mitchell Park Project, reserve account status and principles, cost escalation assumptions and preliminary discussion on the possible rate increase.
- Workshop 12, 10 July 2024 – discussed the proposed works construction program, proposed capital program for buildings (as per Asset Management Plan), councillor

requests, donations/contributions and councillor related expenditure.

- Workshop 13, 31 July 2024 – discussed the framework of the proposed budget and sought feedback from councillors on possible changes to the community grants scheme.
- Workshop 15 – discussed recommendations for revised community grants and donations scheme.
- Workshop 16, 28 August 2024 – Review draft management budget.

The 2024/25 Annual Budget reflects the agreed outcomes from those workshops.

Officer Comment

The 2024/25 Annual Budget document is provided under a separate cover. It meets the statutory budget reporting requirements under the Act and *Local Government (Financial Management) Regulation 1996.*

Significant additional interpretive information is provided under further separate covers:
Budget Paper No.1 – 2024/25 Management Budget

Budget Paper No.2 – 2024/25 Budget Overview

The draft budget incorporates an average 10% rate increase noting that some additional natural growth in rates will occur from revaluations associated with creation of new properties (subdivisions) and development of properties.

The 10% increase has been determined in consultation with elected members, as follows:

- +4.5% general cost escalations (generally equivalent to the Local Government Cost Index which is the local government version of CPI).
- +4% V C Mitchell Park Costs (loan repayments, insurances, management costs)
- +4.5% increased transfers to reserve accounts
- Less 3% cost efficiencies (to be identified by Executive but must be recurring expenditure)

Detailed information on the key features of the draft budget are contained in the 2024/25 Budget Overview document (refer Attachment 8.2.1(3)).

The draft budget has been prepared with a focus on pivoting the organisation towards improved financial sustainability. In July Council adopted a new Long-Term Financial Plan (LTFP) which is a modelling tool to project the Shire's financial commitments over the next ten years as a means of ensuring financial sustainability. It analyses financial trends on a range of assumptions and provides information to assess the impacts of current decisions and budgets on future financial sustainability. The LTFP identified that the Shire's existing revenue is approximately 25% below the level required to meet the long-term objectives and responsibilities of the Shire. The 25% funding gap equates to an amount of approximately $1.8 million.

The 10% rate increase is only one means of lessening the funding gap. Other means are:

- Continuing to review recurrent expenditure – such as the $265,131 savings discussed earlier.
- Increasing own source revenue from fees and charges (user-pays philosophy)
- Rationalising assets, particularly those that have high servicing costs but minimal use.

Funds have been included in the budget to engage independent consultants to assess a selection of property assets for potential disposal.

Fees & Charges

Council, at its meeting held on 24 July 2024 adopted the 2024/25 Schedule of Fees and Charges. These came into effect earlier this month. Since then, some minor variations have been identified, being:

Description			Fee Adopted July 2024 (GST Incl)	Recommended New Fee (GST Incl)	Reason
3.1	Rates & Debtors				
	3.1.1	Instalment Admin Fee – Per Instalment	$12.90	$13.00	Rounding Up
	3.1.5	Rate Notice Reprint	$12.90	$15.00	Officer time reviewed and costed
	3.2.1	Settlement Agent Rating Account Enquiry – Rates Only	$96.50	$100.00	Rounding Up
	3.2.2	Settlement Agent Rating Account Enquiry – Rates, Orders & Requisitions	$182.00	$200.00	Officer time reviewed and costed
	3.2.3	Complex Rating Enquiry (per hour)	$96.50	$100.00	Rounding Up
8.2	Preston Village	Preston Village 2 Bedroom Unit	$232.71	$221.76	Reduction in accordance with Residents AGM budget
10.2	Event Bin Hire				
	10.2.1	Donnybrook – for the hire, delivery, collection and disposal of waste for up to 10 bins	At cost + 10%	$250.00	The "cost + 10%" fee made it difficult for event organisers as the fee couldn't be determined to after the work was done. The revised fee has been determined using estimates of staff time, plant hire and disposal charges
	10.2.2	Donnybrook – for the hire, delivery, collection and disposal of waste for between 10 to 20 bins	At cost + 10%	$400.00	As above
	10.2.3	Balingup – for the hire, delivery, collection and disposal of waste for up to 10 bins	At cost + 10%	$300.00	As above
	10.2.4	Balingup – for the hire, delivery, collection and disposal of waste for between 10 to 20 bins	At cost + 10%	$450.00	As above

11.4	Donnybrook Recreation Centre				
	11.4.6	Gym			
		Swipe Card – 24 Hour Gym Access (One-Off Fee Members Only)		$25.00	Cost recovery for purchase of cards
		Kindy Gym – Per Session	$8.80	$0	Kindy Gym sessions discontinued
	11.4.7	Stadium - Homeschool Sport	-	$10.00	New Fee. The homeschool sport program was overlooked from the fees and charges that were last submitted.
		Casual Entry per Session	-	$76.00	As Above
		9 Week Term Upfront			
11.1	Donnybrook Hall				
		Donnybrook Meeting Room Community (per hour)	-	$15.00	New Fee. Hire of this room hasn't been listed in previous years
		Donnybrook Meeting Room Commercial (per hour)	-	$23.00	New Fee. Hire of this room hasn't been listed in previous years
11.2	Balingup Hall				
		Balingup Consultation Room Community (per hour)	-	$15.00	New Fee. Hire of this room hasn't been listed in previous years
		Balingup Consultation Room Commercial (per hour)	-	$23.00	New Fee. Hire of this room hasn't been listed in previous years

The 2024/25 Schedule of Fees & charges is appended at the end of the 2024/25 Annual Budget document.

Council Member Allowances

Part 5, Division 8 (Sections 5.98, 5.98A, 5.99 and 5.99A) of the *Local Government Act 1995* provides for council members (councillors) to receive certain payments

The Salaries and Allowances Tribunal (the Tribunal) conducts an annual review of fees, allowances and expenses for elected council members of Local Governments throughout Western Australia. The annual determination establishes a scale of payments and provisions for reimbursement of expenses in accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996.*

The Tribunal has divided all local governments into four bands based on a number of factors such as population, size of budget, complexity of issues, etc. The Shire of Donnybrook Balingup has been classified as a Band 3 local government (same as for 2023/24).

In its 2024 determination the Tribunal increased the amounts within the bands by 4%. The Tribunal notes each local government is able to set remuneration within its band to which it is allocated. Each local government must conduct its own assessment to determine whether any increase, within the bands, is justified. At a budget workshop councillors proposed an increase of 4% to all allowances.

New Reserve Accounts

The 2024/25 Annual Budget includes four new aged housing reserve accounts.

The Shire has a joint venture agreement with Department of Communities for provision of low-income aged housing at the following facilities:

1. Langley Villas (units 1-9)
2. Minninup Cottages (units 5-12) *(Note: The Shire owns units 1-4 outright)*

The agreement requires certain funds to be set aside into reserve. Historic practice has been to separate each constructed block of units within each complex. There is no requirement under the agreement to account by separate joint venture unit blocks and the practice is administratively cumbersome and unnecessary.

The new reserve accounts will align with the operational budgets in 2024/25 for these facilities where the joint venture units will be accounted for jointly at each facility, rather than by each individually constructed block.

New Reserve Account	Existing Reserve Accounts (to be closed when held funds are depleted)
Langley Villas 1-9 Surplus Reserve	• Langley Villas 1-6 Surplus Reserve • Langley Villas 7-9 Surplus Reserve
Langley Villas 1-9 Long Term Maintenance Reserve	• Langley Villas 1-6 Long Term Maintenance Reserve • Langley Villas 7-9 Long Term Maintenance Reserve
Minninup Cottages 5-12 Surplus Reserve	• Minninup Cottages 5-8 Surplus Reserve • Minninup Cottages 9-12 Surplus Reserve
Minninup Cottages 5-12 Long Term Maintenance Reserve	• Minninup Cottages 5-8 Long Term Maintenance Reserve • Minninup Cottages 9-12 Long Term Maintenance Reserve

This a housekeeping matter to align the reserve accounts to the operating budgets in the 2024/25 Management Budget for the joint venture housing facilities.

When funds in the existing reserve accounts are depleted, the existing reserve accounts will be closed.

COUNCIL RESOLUTION:	149/09-24		
MOVED BY:	Cr Grant Patrick	**SECONDED BY:**	Cr Anita Lindemann

That Council:

1. **Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the 2024/25 Annual Budget.**
2. **For the purpose of yielding rates revenue in the 2024/25 Annual Budget pursuant to sections 6.32, 6.34 and 6.35 of the *Local Government Act 1995*, impose the following general and minimum rates on ratable properties valued on Gross Rental Value and Unimproved Value.**

Description	Rate in the $	Minimum Payment $
Gross Rental Value (GRV)	$0.092018	$1,667.00
Unimproved Value (UV)	$0.005013	$1,667.00

3. Adopt the rate instalment options in accordance regulation 64(2) of the *Local Government (Financial Management) Regulations 1996* and instalment charge in accordance with section 6.45(3) of the *Local Government Act 1995*, as follows:

Instalment Options	Date due	Instalment Plan Charge $
Option one		
Single payment in full	11 November 2024	Nil
Option two		
First instalment	11 November 2024	Nil
Second instalment	10 January 2025	$13.00 / Instalment
Option three		
First instalment	11 November 2024	Nil
Second instalment	10 January 2025	$13.00 / Instalment
Third instalment	11 March 2025	$13.00 / Instalment
Fourth instalment	12 May 2025	$13.00 / Instalment

4. Adopts a per annum interest rate of 5.50% on rates paid by instalments in accordance with section 6.45 (3) of the *Local Government Act 1995*.
5. Adopts a per annum interest rate of 11.00% on all outstanding rate balances in accordance with section 6.51 (1) of the *Local Government Act 1995*.
6. Adopts the following Elected Member allowances:
   - 6.1 Annual Attendance Fee for Council Members – $10,668
   - 6.2 Annual Attendance Fee for Shire President - $13,096
   - 6.3 Annual President's Allowance - $10,832
   - 6.4 Annual Deputy President's Allowance (25% of President's Allowance) - $2,708
   - 6.5 Annual Information and Communications Technology Allowance – Shire President $2,750
   - 6.6 Annual Information and Communications Technology Allowance – Council Members $1,010
7. Note that pursuant to section 6.16 (3) of the *Local Government Act 1995*, it adopted at its ordinary meeting held on 24 July 2024 the 2024/25 Schedule of Fees and Charges. Notwithstanding that resolution, Council reaffirms its 2024/25 Schedule of Fees and Charges incorporating some minor variations, as appended to the 2024/25 Annual Budget document.
8. Pursuant to regulation 34 (5) of the Local Government (Financial Management) Regulations, adopts a material variance reporting threshold of $10,000.

9. Establishes the following new reserve accounts

New Reserve Account	Reserve Purpose
Langley Villas 1-9 Surplus Reserve	To accumulate surplus income of units 1-9 for purposes prescribed in the Joint Venture Agreement
Langley Villas 1-9 Long Term Maintenance Reserve	To accumulate funds for units 1-9 prescribed under the Joint Venture Agreement for the purposes of property maintenance
Minninup Cottages 5-12 Surplus Reserve	To accumulate surplus income of units 5-12 for purposes prescribed in the Joint Venture Agreement
Minninup Cottages 5-12 Long Term Maintenance Reserve	To accumulate funds for units 5-12 prescribed under the Joint Venture Agreement for the purposes of property maintenance

10. Closes the following reserve accounts when existing funds are depleted

New Reserve Account	Reserve Purpose
Minninup Cottages 5-8 Surplus Reserve	To accumulate surplus income of units 5-8 for purposes prescribed in the Joint Venture Agreement
Minninup Cottages 9-12 Surplus Reserve	To accumulate surplus income of units 9-12 for purposes prescribed in the Joint Venture Agreement
Minninup Cottages 5-8 Long Term Maintenance Reserve	To accumulate funds for units 5-8 prescribed under the Joint Venture Agreement for the purposes of property maintenance
Minninup Cottages 9-12 Long Term Maintenance Reserve	To accumulate funds for units 9-12 prescribed under the Joint Venture Agreement for the purposes of property maintenance
Langley Villas 1-6 Surplus Reserve	To accumulate surplus income of units 1-6 for purposes prescribed in the Joint Venture Agreement
Langley Villas 7-9 Surplus Reserve	To accumulate surplus income of units 7-9 for purposes prescribed in the Joint Venture Agreement
Langley Villas 1-6 Long Term Maintenance Reserve	To accumulate funds for units 1-6 prescribed under the Joint Venture Agreement for the purposes of property maintenance
Langley Villas 7-9 Long Term Maintenance Reserve	To accumulate funds for units 7-9 prescribed under the Joint Venture Agreement for the purposes of property maintenance

For: Cr MacCarthy, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick
Against: Nil.
Carried by Absolute Majority: 6/0

9. Elected Member Motions of which previous notice has been given

Nil.

10. New Business of an urgent nature introduced by Decision of the Meeting

Nil.

11. Meetings Closed to the Public

11.1. Matters for which the Meeting may be closed

Nil.

11.2. Public reading of Resolutions that may be made public

Nil.

12. Closure

The Shire President advised that the next Agenda Briefing Session will be held on 18 September 2024, and will commence straight after this Special Council Meeting, in the Shire of Donnybrook Balingup Council Chamber.

The Shire President declared the meeting closed at 5:21pm.

Shire of
Donnybrook Balingup

Minutes of Ordinary Council Meeting

Held on 25 September 2024 and commenced at 5:00pm
Held at the Council Chambers in Donnybrook
(1 Bentley Street, Donnybrook)

Authorised:

Tim Clynch, Chief Executive Officer (Temporary)

Prepared: 3 October 2024

MEASURES OF CONSEQUENCE

LEVEL	RATING	HEALTH & SAFETY	FINANCIAL	SERVICE INTERRUPTION	COMPLIANCE	REPUTATION	PROPERTY	ENVIRONMENT
1	**Insignificant**	Negligible injuries	Less than $5,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, localised low impact on community trust, low profile or no media item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
2	**Minor**	First aid injuries	$5,000 - $20,000 Or < 5% variance in cost of project	Temporary interruption to an activity – backlog cleared with existing resources	Some temporary non compliances	Substantiated, localised impact on community trust or low media item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
3	**Moderate**	Medical type injuries	$20,001 - $100,000 Or > 5% variance in cost of project	Interruption to Service Unit/(s) deliverables – backlog cleared by additional resources	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
4	**Major**	Lost time injury	$100,001 - $1M	Prolonged interruption of Service Unit core service deliverables – additional resources; performance affected	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
5	**Catastrophic**	Fatality, permanent disability	More than $1M	Indeterminate prolonged interruption of Service Unit core service deliverables	Non-compliance results in criminal charges or significant damages or penalties	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

MEASURES OF LIKELIHOOD

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

RISK MATRIX

Consequence / Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

RISK ACCEPTANCE CRITERIA

RISK RANK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

The Shire President acknowledged the continuing connection of Aboriginal people to Country, culture and community, including traditional custodians of this land, the Wardandi and Kaneang People of the Noongar Nation, paying respects to Elders, past and present.

The Shire President declared the meeting open at 5:02pm and welcomed the public gallery.

The Shire President advised that the meeting is being live streamed and recorded in accordance with Council Policy EM/CP-2. The President further stated the following:

> *"This meeting is being livestreamed and digitally recorded in accordance with Council Policy. Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the chairperson.*
> *Whilst every endeavour has been made to only record those who are actively participating in the meeting, loud comments or noises from the gallery may be picked up on the recording."*

2. Attendance

Councillors Present:

Cr Vivienne MacCarthy	Cr Lisa Glover	Cr Alexis Davy
Cr Peter Gubler (arrived 5:03pm)	Cr Anita Lindemann	Cr Anne Mitchell
Cr Deanna Shand		

Staff Present:

Tim Clynch, Chief Executive Officer (Temporary)	Maurice Battilana, Acting Director Finance and Corporate
Loren Clifford, Manager Corporate Services	Samantha Farquhar, Administration Officer Corporate Services

Other Members Present:

Public Gallery:	1	Livestream Viewers:	43

2.1. Apologies

Ross Marshall, Director Operations
Cr Grant Patrick
Cr John Bailey

2.2. Approved Leave of Absence

Nil.

2.3. Application for Leave of Absence

Cr Shand has requested a leave of absence for the October Ordinary Council Meeting.

COUNCIL RESOLUTION:	150/09-24		
MOVED BY:	Cr Lisa Glover	**SECONDED BY:**	Cr Anne Mitchell

That Council:

1. **Approve Cr Deanna Shand's request for a leave of absence for the Ordinary Council Meeting held on 23 October 2024.**

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0

3. Announcements from the Presiding Member

Our young people have been having significant impact in developing community. The Shire and high school students have been collaborating through the Innovation Academy (run by Manea Senior College) in a program designed to connect young people with industry to solve real-world problems. These young locals have been energetic drivers across a number of projects in our Shire, including the Youth Space Project in Donnybrook, establishing a Youth Reference Group, organising the very successful 'Brook Fest music event held earlier this year, and they have also worked to embed the dismantle bike rescue courses within the local school curriculum.

I am very pleased to say that through their leadership and hard work, they have been awarded first place at the Awards Ceremony held by the Innovation Academy at Manea Senior College, attracting $1,000 in prize money. Our local youth were competing against 15 other groups of students from Bunbury and the South West, all of whom had delivered amazing projects.

The award recognised their efforts for the following work: production of a short film about the Youth Space Project, building their own website, portfolio and social media pages, and procuring up to $6,000 in grant funding. Their hard work doesn't end there, and there are many other great initiatives and projects that they are planning to achieve.
On behalf of all Councillors, I would like to congratulate these young leaders. Well done to all students and other youths who have been involved.

On this day we acknowledge local community members who make a notable contribution to the well-being of our local community.
If you would like to recognise a community member for their efforts, please take the time to nominate them in any of the four categories as:

- Community Citizen of the Year
- Young Community Citizen of the Year
- Senior Community Citizen of the Year
- Active Citizenship (Group or Event)

Nominations close on 31 October 2024.

This year's theme, "Now and Then", presents an opportunity to showcase our heritage and to compare this photographically with where we are now. The top 12 photos will be included in the 2025 Calendar. Entry is free and open to all residents and will close in just three days on 30th September 2024,

You can find more details on both the Community Citizen of the Year Awards and Photography Competition on the Shire website, or by contacting the Administration Office. For the last eleven or twelve months our Council and Shire Executive have been absorbing the knowledge and expertise of two, very experienced CEO's.

Following a stint as Temporary Director of Finance & Corporate, CEO Tim Clynch replaced CEO Garry Hunt in July this year. Since then, Tim has continued the forward momentum of many improvements in our operations, governance, processes and controls. Three months has flown by, and you will be vacating the role in two week's time. You have been very helpful to me and to my fellow Councillors, especially in the area of standing orders and providing guidance in our meetings and more generally in navigating the many aspects of Local Government.

I'm mindful that you came to our Shire direct from your placement as Temporary CEO at Wickepin, and prior to that more than 20 years as CEO at Bridgetown and I hope that you now have the opportunity for a break before you on to the next Council that sends out their call for help.
On behalf of all Councillors and our Community, thank you for your contribution to our Shire.

4. Declarations of Interest

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that an interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Cr Peter Gubler declared an indirect financial interest regarding item 9.1.2 as he may transport guests.

Cr Patrick declared an impartiality interest regarding item 9.2.6 as a member of his household previously worked for one of the listed applicants.

Tim Clynch declared a financial interest regarding item 11.1.1 as the subject matter concerns his employment with the Shire.

Cr Lisa Glover declared a financial, proximity, indirect financial, and impartiality interest regarding item 12.1.1, as her property is adjoining the reserve, her property is a financial investment, is co-owned by her husband, and Cr Glover is also a member of the tennis club.

5. Public Question Time

5.1. Responses to previous public questions that were taken on notice

Nil.

5.2. Public Question Time

Nil.

6. Presentations

6.1. Petitions

A petition was received from Ms Angela Brooke regarding the 2024/2025 hire charges for the Donnybrook Seniors Seminar room. This petition will be presented at the October Ordinary Council Meeting.

6.2. Presentations

Nil.

6.3. Deputations

Nil.

COUNCIL RESOLUTION:	151/09-24		
MOVED BY:	Cr Anita Lindemann	**SECONDED BY:**	Cr Deanna Shand

Council suspend Clause 8.2 of the *Meeting Procedures Local Law 2017* to permit all Councillors to remain seated while speaking.

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0

Adoption by Exception

COUNCIL RESOLUTION:	152/09-24		
MOVED BY:	Cr Anne Mitchell	**SECONDED BY:**	Cr Anita Lindemann

That Council adopt the following items 'En-bloc' and resolves in accordance with each of the Executive Recommendations:

7.1 Ordinary Council Meeting Minutes held 28 August 2024
8.1 South West Regional Road Group Meeting Minutes held 27 July 2024
8.2 Local Emergency Management Committee Meeting Minutes held on 20 August 2024
8.3 South West Country Zone Meeting held 23 August 2024
9.1.3 Shire of Donnybrook Balingup Interim Local Recovery Plan Update
9.2.1 Schedule of Accounts Paid as at 31 August 2024
9.2.2 Statement of Financial Activity Report as at 31st July 2024
9.2.3 Nomination of WALGA 2024 Annual General Meeting Voting Delegates
9.2.4 Adoption of Changes to Council Policy EM/CP-5-Elected Member Allowances and Entitlements
9.2.6 Windy Arbor Pty Ltd – Lease Assignment

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0

7. Confirmation of Minutes

7.1. Ordinary Council Meeting held on 28 August 2024

Minutes of the Ordinary Council Meeting held 28 August 2024 are attached as Attachment 7.1(1).

Executive Recommendation:

That the Minutes from the Ordinary Council Meeting held 28 August 2024 be confirmed as a true and accurate record.

COUNCIL RESOLUTION:	153/09-24		
MOVED BY:	Cr Anne Mitchell	**SECONDED BY:**	Cr Anita Lindemann

That the Minutes from the Ordinary Council Meeting held 28 August 2024 be confirmed as a true and accurate record.

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0 by En-bloc resolution 152/09-24

8. Reports of Committees

8.1. South West Regional Road Group Meeting held on 27 July 2024

Minutes of the South West Regional Road Group Meeting held 27 July 2024 are attached at Attachment 8.1(1)

Executive Recommendation:

That the Minutes from the South West Regional Road Group Meeting held 20 August 2024 be received.

COUNCIL RESOLUTION:	154/09-24		
MOVED BY:	Cr Anne Mitchell	**SECONDED BY:**	Cr Anita Lindemann

That the Minutes from the South West Regional Road Group Meeting held 20 August 2024 be received.

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0 by En-bloc 152/09-24

8.2. Local Emergency Management Committee Meeting held on 20 August 2024

Minutes of the Local Emergency Management Committee Meeting held 20 August 2024 are attached at Attachment 8.2(1)

Executive Recommendation:

That the Minutes from the Local Emergency Management Committee Meeting held 20 August 2024 be received.

COUNCIL RESOLUTION:	155/09-24		
MOVED BY:	Cr Anne Mitchell	**SECONDED BY:**	Cr Anita Lindemann

That the Minutes from the Local Emergency Management Committee Meeting held 20 August 2024 be received. by En-bloc 152/09-24

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0 by En-bloc 152/09-24

8.3. South West Country Zone Meeting held on 23 August 2024

Minutes of the South West Country Zone Meeting held 23 August 2024 are attached at Attachment 8.3(1)

Executive Recommendation:

That the Minutes from the South West Country Zone Meeting held 23 August 2024 be received.

COUNCIL RESOLUTION:	156/09-24		
MOVED BY:	Cr Anne Mitchell	**SECONDED BY:**	Cr Anita Lindemann

That the Minutes from the South West Country Zone Meeting held 23 August 2024 be received.

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0 by En-bloc 152/09-24

9. Reports of Officers

9.1. Director Operations

9.1.1 Request for Consent to Mine - Reserve 2052 and Reserve 22860 - WITHDRAWN

Report Details:

Prepared by:	Principal Planner
Manager:	Manager Development Services
Applicant:	Kulu Gold Limited
Location:	Lot 515, 516, 517 and 518 (Reserve 2052) Sandhills Road, Brookhampton and Lot 363 and 392 (Reserve 22860) Thomson Road, Donnybrook
File Reference:	A3475 and A3252 (IND 01/1)
Voting Requirement:	~~Simple Majority~~

Attachment(s):

~~9.1.1(1) Letter from DMIRS requesting comment relating to Reserve 2052~~
~~9.1.1(2) Letter from DMIRS requesting comment relating to Reserve R22860~~
~~9.1.1(3) Crown Land Reserve Reports~~

Note this item has been withdrawn by the Chief Executive Officer.

At the Agenda Briefing Session held on 18 September 2024 several questions on this item were asked by Councillors. Responses to those questions were unable to be obtained prior to release of this Agenda, consequently the item has been withdrawn. It is intended that a new item on this matter will be presented to the October meeting of Council.

Cr Gubler declared an indirect financial interest and left the Council Chamber at 5:12pm.

9.1.2. The Wild Campout – Event Application

Report Details:			
Prepared by:	Senior Community Development Officer		
Manager:	Manager Development Services		
Applicant:	Jeremy Bos, Royal Jelly Productions Pty Ltd		
Location:	Lot 945 Southampton Road, Balingup		
File Reference:	A4987	**Voting Requirement:**	Simple Majority
Attachment(s):			
9.1.2(1)	The Wild Campout Site Maps		

Executive Recommendation

That Council:

1. **Considers the event application, The Wild Campout, as temporary works and use and therefore exempt from development approval under clause 61(1)(a)(17) and 61(2)(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the period 26 December 2024 until 4 January 2025.**
2. **Approves the event, The Wild Campout, to be held at Linga Longa, Lot 945 Southampton Road Balingup from 29 December 2024 until 2 January 2025 subject to the following conditions:**
   a) **A maximum accommodation number of 1,200 patrons and 1,600 people on site at any one time;**
   b) **Event organiser to provide evidence of minimum $20 million public liability insurance to the satisfaction of the Shire;**
   c) **Provision of a risk management plan that has been developed in accordance with AS/NZS ISO 31000:2009 Risk Management;**
   d) **Provision of an emergency management plan that has been developed to comply with the intent of AS 3745:2010, Planning for Emergencies in Facilities is to be submitted and subject to separate written approval from the Shire. This is to include a fire management plan and actions to be considered should a Fire Danger Rating of Extreme or Catastrophic be declared;**
   e) **All electrical equipment is to be tested and tagged by an appropriately qualified persons;**
   f) **All temporary generator installations earthed in accordance with Australian Standards, as appropriate. A Form 5 "Certificate of Electrical Compliance" required to be submitted by a licensed electrical contractor for all temporary power installations prior to the commencement of the event;**
   g) **A minimum of 25 additional temporary unisex toilets to provided and placed so that they are within 90 metres of any camp site;**

h) All toilets are to be serviceable for the duration of the event and all temporary toilets are to be located in a manner to facilitate servicing/replenishment for the duration of the event;
i) Event grounds are to have adequate lighting after dark;
j) Lighting to achieve a minimum of 40 Lux, to be provided in in or above temporary toilets to facilitate safe use after dark;
k) All temporary structures (including tents, gazebos and marquees) must be suitably secured to prevent movement in wind gusts and not used if winds exceed manufacturer specified rating;
l) For the stage and any tent or marquee greater than 55m² the event organiser is to provide a Certificate of Structural Adequacy from a practising structural engineer or authorised installer, confirming structural adequacy of temporary structures installed;
m) Camping for event attendees is permitted for four (4) nights and subject to separate written approval from the Shire;
n) Separate approval under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to be obtained from the Shire;
o) The application required under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to include a Noise Management Plan;
p) A first aid post with a minimum of four qualified first aid officers is required to be provided and adequately sign posted for the duration of the event;
q) Adequate potable water is to be available for free to event attendees including campers;
r) Applicant to submit a Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS's) prepared by an appropriately qualified person, showing temporary warning signs and method of traffic management to control traffic along Southampton and Cassia Roads for the duration of the event. This TMP is subject to separate written approval from the Shire prior to commencement of the event;
s) An accredited traffic management provider must be in control of all Traffic Management for the duration of the event. All aspects of the TMP must be adhered to at all time and traffic controllers must be fully accredited for the tasks they are undertaking;
t) Fires, fireworks or any other pyrotechnic display are not permitted for the duration of the event;
u) The event organiser is to ensure there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of thoughtfully without any rubbish or debris deposited on neighbouring properties;
v) Notification to residents within 2 km of the event site is to be undertaken by the Shire, at the applicant's cost;
w) Event organiser to submit a list of all food vendors to the Shire for separate approval. The following information, for each food vendor, is also required to be submitted:
- **A copy of the vendors 'Food Business Registration Certificate (*Food Act 2008*)' from their "home" Shire (if not from the Shire of Donnybrook Balingup);**
- **A copy of the vendors Certificate of Currency product and public liability insurance, providing minimum cover of $10 million; and;**

x) **An event debrief meeting is to be arranged with the Shire before the end of February 2025, with relevant festival staff to be available to contribute. A list of complaints, issues and successes to be available for discussion.**

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome:	2 - A safe and healthy community.
Objective:	2.2 - Facilitate, encourage and support a diverse range of festivals, community events, arts and cultural activities.
Outcome:	9 - A thriving economy.
Objective:	9.2 - Attract and retain a diverse mix of businesses and investment opportunities.
Outcome:	10 - A popular destination for visitors and tourists.
Objective:	10.1 - Encourage more people to stop, shop and experience the Shire of Donnybrook Balingup.

Executive Summary

Following the Shire's experiences regarding the Meliora Festival held over New Year's 2023/2024, the Shire is currently developing an Events Policy. Until this policy has been adopted it is considered that multi-day music festivals should be referred to Council for determination.

While there is currently a development application being advertised for public comment for a number of land uses at this venue, multi day music festivals are not included with the landowner's preference that third party providers obtain specific event approval. This has been the case for previous events of this nature held at the property.

It is recommended that The Wild Campout be conditionally approved.

Background

Royal Jelly Productions have held The Wild Campout at Linga Longa in 2018, 2019, 2020 and 2022. It is a New Years Eve celebration featuring music and camping over three days.

This year the applicant proposes to permit a limited number of campers (up to 500) early access, resulting in camping for up to four days for some campers. The set up for the event is to commence from 26 December and be completed by 30 December 2024. Campers from the early access area will not be permitted access into the main festival area until all high-risk activities have been completed, instead having access to a food and non-alcoholic beverage vendor, light entertainment and art

activation closer to their camping area. Pack down will commence from 2 January and is anticipated to be completed by 4 January 2025.

It will be a public, ticketed event with a cap of 1,200 patrons and up to 400 people comprising volunteers, contractors, artists, performance and food and beverage vendors. The applicant anticipates the use of some local volunteers so not all 400 people are likely to camp on site. Food will be provided via food trucks and it is proposed to be a BYO alcohol event with no pass outs once entry has been obtained. Swimming is proposed within the existing site dam.

There will be three stages on site as summarised below:

	Main Stage	The Hive	Pop Up
Entertainment description	DJ's playing recorded music with some acts having accompanying live elements (brass, percussion, strings).	Live music and performances.	DJ and background music for interactive, themed sport carnival to be held within the beach area.
Operating Times			
Day 1 (30 Dec)	5:00 pm – 2:00 am (9 hours)	2:00 pm – 1:30 am (11.5 hours)	Not operating
Day 2 (31 Dec)	2:00 pm – 2:00 am (12 hours)	10:00 am – 10:30 pm (12.5 hours)	
Day 3 (1 Jan)	5:00 pm – 9:30 pm (4.5 hours)	Kids activities and cinema only	11:00 am – 5:00 pm (6 hours)

Along with their completed event application form Royal Jelly Productions have provided the following information in support of their event application:

- A site plan (refer Attachment 9.1.2(1))
- A camping site plan
- HIVE layout plan
- Jelly HQ plan
- Main gate traffic plan
- Mainstage layout and design
- Power and lighting plan

It is considered that there are adequate parking bays and camping areas for the proposed number of attendees and support staff.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Moderate	Moderate (9)
Risk Description:	Negative community experience; risk to attendants.		
Mitigation:	Event conditions.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Rare	Catastrophic	Moderate (5)
Risk Description:	Serious injury to attendants.		
Mitigation:	Risk management plans, presence of appropriately qualified first aiders and lifeguards.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Major	High (12)
Risk Description:	Event set up and operation not in accordance with approval. Offsite impacts. Risk to patrons.		
Mitigation:	Event conditions and compliance site visits in the lead up to the event.		

Financial Implications

The event assessment process is a collaborative effort between Shire staff across the Operations Directorate, who each provide recommendations specific to their area of expertise. Application fees are not intended to fully recover the costs associated with the event assessment process.

This event attracts the following fees (as per Council's adopted fees and charges):

Item	Rate
Event Application Fee	$500
Application Fee Temporary Camping	$100
Water sampling fee (if requested)	$188 (per sample)
Application fee Regulation 18	$1,000
Notification letters	To be determined

Policy Compliance

Nil. As an event policy has yet to be finalised, this application is being referred to Council for determination.

Statutory Compliance

Under clause 61(1)(a)(17) and 61(2)(f) of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, events can be considered as exempted development where they meet the definition of "temporary works" and "temporary use". Temporary works are defined as "the works are in existence for less than 48 hours, or a longer period agreed by the local government, in any 12-month period"; and temporary use is defined as "the use is in existence for less than 48 hours, or a longer period agreed by the local government, in any 12-month period".

Events in Western Australia are assessed under the following legislation:

- *Health (Public Buildings) Regulations 1992* (primary legislation);
- *Caravan Parks and Camping Grounds Regulations 1997* (Temporary camping);
- Regulation 18 *Environmental Protection (Noise) Regulations 1997* (noise exemptions);
- *Food Act 2008* (Temporary food business/mobile food operator); and;
- *Bush Fires Act 1954* (Total Fire Bans and Harvest Vehicle Movement Bans).

Consultation

Due to the temporary nature of an event, community engagement regarding events is routinely limited to informing the community rather than seeking their feedback for consideration prior to approving an event. It is proposed that a mailout is conducted, at the applicant's cost, to residents within a 2-kilometre radius, notifying them of this event. This notification will include start and finish times as well as key contact information to assist with any complaint management.

Officer Comment

Royal Jelly Productions have run The Wild Campout four times since 2018 with incremental increases in patrons from 500 patrons in 2018 to 1,200 in 2022. The Shire has had very little feedback from community members regarding the event, with anecdotal information suggesting a past noise complaint has resulted in reorientation of the stage layout for subsequent events. Notwithstanding, it is considered important that noise is addressed particularly given the duration of this event.

Generally, noise emitted from any premises must comply with the provisions of the *Environmental Protection (Noise) Regulations 1997*. The Regulations reference assigned levels, when received at a receiving premises. Regulation 18 allows the Chief Executive Officer of the local government to approve an event if satisfied that "its noise emissions would exceed the assigned noise levels, but would lose its character or usefulness if it had to meet the assigned levels".

It is widely accepted that music festivals would lose its character if it had to meet the assigned levels. In relation to noise, the Department of Health's "Guidelines for concerts, events and organised gatherings" includes the following:

Noise management plans should consider measures that will reduce the event's noise impact on the community, such as maximum sound levels at the mixing desk and noise sensitive premises. Outdoor music concerts and festivals need to operate at sound levels of at least 95 dB(A) at the mixing desk to achieve an acceptable atmosphere. The sound mixing operators for many of the artists may wish to operate at higher levels, typically up to 105 dB(A) at the mixing desk. In most cases, this is unnecessary and a limit of 100 dB(A) at the desk is acceptable. Noise levels are measured as 1-minute LAeq (average) sound levels.

Time and duration of the event
Control over the start and finish times and duration of the event will reduce the noise impact on noise sensitive occupiers. Events should generally be held at reasonable hours of the day such as from 9.00 am to 11.00 pm. Event duration should not exceed 6 hours. Sound check, or practice times should also be limited to no more than 1 to 2 hours and not before 9.00 am or after 10.00 pm. Longer event duration and later hours may be acceptable if it is demonstrated the community does not object or specific noise amelioration measures are implemented.

While the applicant has not provided specific sound levels to be monitored, they have indicated that stage outputs are to be monitored by experienced sound technicians. Given the location of the site and past performance, it is not considered necessary that the applicant provide a formal Noise Prediction Model. However, it is still considered that the noise levels, particularly in the early hours of the morning, will exceed the assigned levels when received at a noise sensitive premises within this rural setting. It is therefore recommended that a condition be included to require the applicant obtain a Regulation 18 approval specific to this event.

Southampton and Cassia Roads pass by/through the event venue. While the applicant has provided a main gate traffic plan, given the area traversers public roads it is recommended that the applicant provide a formal Traffic Management Plan. These are required to be completed by appropriately qualified persons who would be able to provide an assessment as to the most appropriate way to manage through traffic as well as traffic generated by the event. A condition is therefore recommended.

The event organisers are aware that Linga Longa have recently reviewed their Bushfire Management Plan as part of their current development application which will provide valuable insight in relation to bushfire management relevant to this site. For entertainment venues with occupancy of more than 1,000 people there is a requirement under the *Health (Public Buildings) Regulations 1992* for an emergency plan to be prepared in accordance with *AS 3745:2010, Planning for Emergencies in Facilities.* The Department of Health's "Guidelines for concerts, events and organised gatherings" recommends that event managers consider the following emergencies within their emergency plan:

- Crowd crush
- Fire
- Flood or flash flood

- Severe weather
- Civil disturbance
- Loss of key supplier or customer
- Explosion
- Biological agent release (bioterrorism)
- Communications failure

A condition is therefore recommended, with fire specifically referenced for consideration within the resultant plan.

This event attracts the following fees (as per Council's adopted fees and charges):

Item	Rate
Event Application Fee	$500
Application Fee Temporary Camping	$110
Water sampling fee (if requested)	$188 (per sample)
Application fee Regulation 18	$1,000
Notification letters	To be determined

COUNCIL RESOLUTION:	157/09-24		
MOVED BY:	Cr Anita Lindemann	**SECONDED BY:**	Cr Alexis Davy

That Council:

1. **Considers the event application, The Wild Campout, as temporary works and use and therefore exempt from development approval under clause 61(1)(a)(17) and 61(2)(f) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the period 26 December 2024 until 4 January 2025.**
2. **Approves the event, The Wild Campout, to be held at Linga Longa, Lot 945 Southampton Road Balingup from 29 December 2024 until 2 January 2025 subject to the following conditions:**
   a) **A maximum accommodation number of 1,200 patrons and 1,600 people on site at any one time;**
   b) **Event organiser to provide evidence of minimum $20 million public liability insurance to the satisfaction of the Shire;**
   c) **Provision of a risk management plan that has been developed in accordance with AS/NZS ISO 31000:2009 Risk Management;**
   d) **Provision of an emergency management plan that has been developed to comply with the intent of AS 3745:2010, Planning for Emergencies in Facilities is to be submitted and subject to separate written approval from the Shire. This is to include a fire management plan and actions to be considered should a Fire Danger Rating of Extreme or Catastrophic be declared;**
   e) **All electrical equipment is to be tested and tagged by an appropriately qualified persons;**

f) **All temporary generator installations earthed in accordance with Australian Standards, as appropriate. A Form 5 "Certificate of Electrical Compliance" required to be submitted by a licensed electrical contractor for all temporary power installations prior to the commencement of the event;**
g) **A minimum of 25 additional temporary unisex toilets to provided and placed so that they are within 90 metres of any camp site;**
h) **All toilets are to be serviceable for the duration of the event and all temporary toilets are to be located in a manner to facilitate servicing/replenishment for the duration of the event;**
i) **Event grounds are to have adequate lighting after dark;**
j) **Lighting to achieve a minimum of 40 Lux, to be provided in in or above temporary toilets to facilitate safe use after dark;**
k) **All temporary structures (including tents, gazebos and marquees) must be suitably secured to prevent movement in wind gusts and not used if winds exceed manufacturer specified rating;**
l) **For the stage and any tent or marquee greater than 55m² the event organiser is to provide a Certificate of Structural Adequacy from a practising structural engineer or authorised installer, confirming structural adequacy of temporary structures installed;**
m) **Camping for event attendees is permitted for four (4) nights and subject to separate written approval from the Shire;**
n) **Separate approval under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to be obtained from the Shire;**
o) **The application required under Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* is to include a Noise Management Plan;**
p) **A first aid post with a minimum of four qualified first aid officers is required to be provided and adequately sign posted for the duration of the event;**
q) **Adequate potable water is to be available for free to event attendees including campers;**
r) **Applicant to submit a Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS's) prepared by an appropriately qualified person, showing temporary warning signs and method of traffic management to control traffic along Southampton and Cassia Roads for the duration of the event. This TMP is subject to separate written approval from the Shire prior to commencement of the event;**
s) **An accredited traffic management provider must be in control of all Traffic Management for the duration of the event. All aspects of the TMP must be adhered to at all time and traffic controllers must be fully accredited for the tasks they are undertaking;**
t) **Fires, fireworks or any other pyrotechnic display are not permitted for the duration of the event;**
u) **The event organiser is to ensure there are sufficient waste receptacles provided to ensure all waste generated by the event is disposed of thoughtfully without any rubbish or debris deposited on neighbouring properties;**
v) **Notification to residents within 2 km of the event site is to be undertaken by the Shire, at the applicant's cost;**

w) **Event organiser to submit a list of all food vendors to the Shire for separate approval. The following information, for each food vendor, is also required to be submitted:**
   - **A copy of the vendors 'Food Business Registration Certificate (*Food Act 2008*)' from their "home" Shire (if not from the Shire of Donnybrook Balingup);**
   - **A copy of the vendors Certificate of Currency product and public liability insurance, providing minimum cover of $10 million; and;**

x) **An event debrief meeting is to be arranged with the Shire before the end of February 2025, with relevant festival staff to be available to contribute. A list of complaints, issues and successes to be available for discussion.**

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 6/0

Cr Gubler re entered the Council Chamber at 5:14pm.

9.1.3. Shire of Donnybrook Balingup Interim Local Recovery Plan Update

Report Details:			
Prepared by:	Community Emergency Services Manager		
Manager:	Ross Marshall, Director Operations		
File Reference:	CSV 20	**Voting Requirement:**	Simple Majority
Attachment(s):			
9.1.2(1)	Updated Local Recovery Plan		

Executive Recommendation

That Council:

1. **Adopts the updates to the Local Recovery Plan as endorsed by the Local Emergency Management Committee.**
2. **Requests that the Chief Executive Officer forward an updated copy of the Local Recovery Plan to the District Emergency Management Advisor for noting.**

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome:	3 - The natural environment is well managed for the benefit of current and future generations.
Objective:	3.2 - Develop community readiness to cope with natural disasters and emergencies.
Item:	3.2.4 - Provide support for emergency services volunteers.

Executive Summary

The Shire of Donnybrook Balingup has undertaken an interim review of the Local Recovery Plan.
In Preparation for the 2024/25 bushfire season, the current Local Recovery Plan was provided to the Shire's Local Emergency Management Committee and relevant Shire Staff for review, to ensure that the information and terminology within the document accurately reflect current practices.

Background

The Shire's Local Emergency Management Committee consists of numerous stakeholders who are responsible for contributing to the development of the Shire's Local Emergency Management Arrangements, which includes the Local Recovery Plan.
Due to the wide range of stakeholders that contribute to the Recovery Plan outcomes, it was identified that some terminology and procedures within the plan were outdated and would benefit from an interim review.
Each agency from the Shire's Local Emergency Management Committee was invited to review the document and provide feedback as displayed below:

Page Number	Amendment
6	Change 'Department of Communities' to 'Regional Coordinator Bunbury'
11	Correct spelling error – 'Opeartions' amended to 'Operations'
14	'Welfare Centre' updated to 'Evacuation Centre'
14	'Welfare Services' deleted and updated to 'emergency relief and support services'
19	Title: 'Arrrangements' corrected to 'Arrangements'
19	Paragraph 4 - update document title to updated version 'Local Emergency Relief and Support Plan – Shire of Donnybrook Balingup
19	Existing Plans and Arrangements – update document title to updated version 'Local Emergency Relief and Support Plan'
22	Change venue from Balingup Fire Station to Balingup Recreation Centre
36	5.2 Update term 'Welfare Agencies' to 'Support Agencies'
37	5.3 Update title to 'Emergency Support and Health Services'
37	Update terminology – remove term 'welfare' amend to 'emergency relief and support'
37	Update name of plan to 'State Support Plan – Emergency Relief and Support'
37	Update dot point 2 – 'State Support Plan – Emergency Relief and Support'
37	Update dot point 3 – 'Local Emergency relief and Support Plan'
64	Update terminology – delete 'welfare' update terminology 'emergency relief and support services'
64	Update terminology to 'emergency food, emergency clothing and personal requisites' to align with State EM Plan section 5.5.4
64	Delete paragraph referring to State EM Plan 6.10 (now obsolete)
Throughout Document	Update 'Balingup Community Advisory Committee' to Balingup Progress Association and Balingup Resilience Committee'

At its August meeting, the Local Emergency Management Committee was provided a summary of the suggested amendments for consideration. The committee resolved to endorse the above amendments to Council as per the following resolution:

"RECOMMENDATION

"That the Local Emergency Management Committee endorse the amendments to the Shire of Donnybrook Balingup Recovery Plan.

Carried: 15/0"

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Moderate	Moderate (8)
Risk Description:	Poor organisation in the recovery space		
Mitigation:	Perform regular reviews and updates to recovery plans		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Moderate	Moderate (8)
Risk Description:	Negative community experience		
Mitigation:	Ensure recovery plan outcomes are achievable and relevant		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Emergency Management Act 2005.

Consultation

The Shire's Local Emergency Management Committee consisting of the following agencies were invited to review the Local Recovery Plan:

Balingup Progress Association	Department of Biodiversity, Conservation and Attractions
Department of Communities	Department of Fire and Emergency Services
District Emergency Management Advisor	Donnybrook SES
Donnybrook Volunteer Fire and Rescue Service	Main Roads WA
Shire of Donnybrook Balingup	St John Ambulance
Water Corporation	WA Police
Shire of Donnybrook Balingup Bushfire Service	Community Home Care
Department of Primary Industries and Regional Development	Donnybrook Hospital
Red Cross	St John Ambulance
Tuia Lodge	WA Country Health service
Western Power	

Officer Comment

The Shire identified that an interim review of the Local Recovery Plan would be beneficial in preparation for the 2024/25 bushfire season.

Whilst it is not mandatory to perform interim updates of the Local Recovery Plan, it was determined that it would be best practice to ensure that the Shire's Local Emergency Management Arrangement documents remain current and accurate.

COUNCIL RESOLUTION:	158/09-24		
MOVED BY:	Cr Anne Mitchell	**SECONDED BY:**	Cr Anita Lindemann

That Council:

1. **Adopts the updates to the Local Recovery Plan as endorsed by the Local Emergency Management Committee.**
2. **Requests that the Chief Executive Officer forward an updated copy of the Local Recovery Plan to the District Emergency Management Advisor for noting.**

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0 by En-bloc 152/09-24

9.2. Director Finance and Corporate

9.2.1. Schedule of Accounts Paid as at 31 August 2024

Report Details:

Prepared by: Finance Officer

Manager: Manager Financial Services

File Reference: FNC **Voting Requirement:** Simple Majority

Attachment(s):

9.2.1(1) Schedule of Accounts Paid Under Delegation

Executive Recommendation

That Council:

Receive the accounts for payment report for the period ended August 2024 as per Attachment 9.2.1

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 12 - A well respected, professionally run organisation.

Objective: 12.1 - Deliver effective and efficient operations and service provision.

Item: Nil.

Executive Summary

That in accordance with Regulation 13 (3) of the *Local Government (Financial Management) Regulations 1996,* Council receive the "Schedule of Accounts Paid" covering the period 1 August 2024 to 31 August 2024, the schedule contains details of the following transactions:

1 Municipal Account – payments totalling $2,570,087.30.

Credit Card payments	3568-3576
EFT Payments	EFT29160A – EFT29290B
Cheque Payments	53804 – 53806
Direct Debit payments	DD27907 & 27927

Background

In accordance with Delegation 1.2.23 – payments from the Municipal or Trust funds adopted by Council on 30 August 2023, the Chief Executive Officer is authorised to incur expenditure in accordance with the Annual Budget provisions and limited over-expenditure subject to subsequent budget amendments. In doing so, section 13 of the *Financial Management Regulations 1996* is to be adhered to with a list of accounts for approval to be presented to Council each month.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Minor	Low (2)
Risk Description:	Additional checks and balances of accounts paid by the Shire.		
Mitigation:	Monthly reporting on accounts paid.		
Compliance	Unlikely	Minor	Low (2)
Risk Description:	Meeting legislative requirement of financial reporting to the Council		
Mitigation:	Monthly reporting on accounts paid.		

Financial Implications

All liabilities settled have been in accordance with the annual budget provisions.

Policy Compliance

- FIN/CP-4 Purchasing
- FIN/CP-5 Regional Price Preference
- FIN/CP-7 Credit Card

Statutory Compliance

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Where the local government has delegated the CEO the exercise of its power to make payments from the municipal fund or the trust funds, Regulation 13 requires that a list of accounts paid by the CEO is to be prepared each month showing for each account paid:

(a) The payee's name; and
(b) The amount of the payment; and
(c) The date of the payment; and
(d) Sufficient information to identify the transaction.

This list of accounts is to be:

(a) Presented to Council at the next ordinary meeting of the Council after the list is prepared; and
(b) Recorded in the minutes of that meeting.

Consultation

Relevant staff have been consulted and have authorised the payments.

Officer Comment

For a detailed listing of payments see Attachment 9.2.1
Please raise any queries prior to the meeting to enable questions to be investigated and a response prepared.

COUNCIL RESOLUTION:	159/09-24		
MOVED BY:	Cr Anne Mitchell	**SECONDED BY:**	Cr Anita Lindemann

That Council:
Receive the accounts for payment report for the period ended August 2024 as per Attachment 9.2.1

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0 by En-bloc 152/09-24

9.2.2. Statement of Financial Activity report as at 31st July 2024

Report Details:			
Prepared by:	Acting Manager Financial Services		
Manager:	Acting Director Finance & Corporate		
File Reference:	Nil.	**Voting Requirement:**	Simple Majority
Attachment(s):			
9.2.2(1)	Statement of Financial Activity July 2024		

Executive Recommendation

That Council receive the Statement of Financial Activity report for the period ending 31st July 2024 as per Attachment 9.2.2(1).

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome:	12 - A well respected, professionally run organisation.
Objective:	12.1 - Deliver effective and efficient operations and service provision.
Item:	Nil.

Executive Summary

Pursuant to Section 6.4 of the *Local Government Act 1995 (the Act)* and Regulation 34(4) of *the Local Government (Financial Management) Regulations 1996 (the Regulations*), a local government is to prepare, on a monthly basis, a monthly financial report presented to Council details the Shire's performance in relation to its adopted/amended budget and actuals.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the Shire's financial performance for the period ending 31st July 2024.

Background

The Regulations detail the form and manner in which the monthly financial report is to be presented to the Council, and is to include the following:

- Annual budget estimates.
- Budget estimates to the end of the month in which the statement relates.
- Actual amounts of revenue and expenditure to the end of the month in which the statement relates.
- Material variances between budget estimates and actual revenue/expenditure.
- Net current assets at the end of the month to which the statement relates.

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year.
At its Special Meeting of Council on 18th September 2024 it was recommended Council adopt the following material variance reporting thresholds for the 2024/25 financial year:

> *A material variance for reporting of $10,000, for 2024/2025, pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996.*

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Financial Impact	Unlikely	Moderate	Moderate (6)
Risk Description:	Monetary loss that may or may not be managed within existing budget or may not impact a program or services		
Mitigation:	Reporting financials monthly		
Compliance	Unlikely	Minor	Low (4)
Risk Description:	Meeting legislative requirement of financial reporting to the Council		
Mitigation:	Monthly reporting on financial reports.		

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal.

Policy Compliance

Nil.

Statutory Compliance

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* detail the form and manner in which a local government is to prepare financial activity statements.

Consultation

The Shire's Executive Team, Department Managers and Finance staff monitor the Shire's monthly revenue and expenditure.
Approved budget amendments are recorded in the financial statements to always reflect the Shire's current budget and financial position.

Officer Comment

Due to end of financial year processing, presentation of the July 2024 Financial Activity Statements to Council was deferred to the September 2024 ordinary meeting. Also, with the timing of preparing the report for inclusion in the September agenda and the lateness of the 2024/2025 budget being adopted the figures shown in the Financial Activity Statements are compared to **draft** budget amounts only.
Material variance reporting will have anomalies due to the budget timing data yet to be included at the time this Agenda Report was completed. This will be addressed at subsequent Financial Reports to Council once the 2024/2025 Budget is adopted and timing data updated.

COUNCIL RESOLUTION:	160/09-24		
MOVED BY:	Cr Anne Mitchell	**SECONDED BY:**	Cr Anita Lindemann

That Council receive the Statement of Financial Activity report for the period ending 31st July 2024 as per Attachment 9.2.2(1).

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0 by En-bloc 152/09-24

9.2.3. Nomination of WALGA 2024 Annual General Meeting Voting Delegates

Report Details:			
Prepared by:	Administration Officer – Corporate Services		
Manager:	Manager Corporate Services		
Location:	Shire of Donnybrook Balingup		
File Reference:	DEP 22/4D	**Voting Requirement:**	Simple Majority
Attachment(s):			
9.2.3(1)	WALGA AGM Agenda 2024		

Executive Recommendation

That Council:

1. **Nominates the following two delegates for the 2024 Annual General Meeting of the WA Local Government Association to be held on Wednesday 9 October 2024 at Perth Convention and Exhibition Centre.**
   - **1.1 Cr Davy and**
   - **1.2 Cr Glover.**
2. **Notes that no Councillors will be nominated as proxy voting delegates for the 2024 Annual General Meeting.**
3. **Requests the Chief Executive Officer to advise the WA Local Government Association (WALGA) of Council's nominees.**
4. **Requests the two delegates vote on the proposed motions as follows:**
   - **4.1 Vote For Motion 7.1 Amendments to the *Cat Act 2011* - Allow Local Governments to Make Local Laws to Contain Cats to The Owner's Property; and**
   - **4.2 Vote Against Motion 7.2 Advocacy for Legislative Reforms to Counter Land-Banking**
   - **4.3 Vote For Motion 7.3 Advocacy for Expansion of Differential Rating to Include Long Term Unoccupied Commercial Buildings (Property Activation Levy); and**
   - **4.4 Vote Against Motion 7.4 Action on Asbestos for Western Australia; and**
   - **4.5 Vote Against Motion 7.5 Addressing the Impracticality of Local Governments Funding Department of Communities and Government Regional Officer Housing; and**
   - **4.6 Vote For Motion 7.6 Advocacy for Accessibility.**
5. **Notwithstanding Part 4, voting delegates are given authority to vote on motions or amendments contrary to the positions determined by Council where new information is provided in the debate. In the event of this occurring the voting delegates are to provide a report to the Chief Executive Officer for distribution to Councillors, explaining the reasons and circumstances of those decisions.**

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Executive Summary

The Annual General Meeting (AGM) provides an opportunity for members to review WALGA's annual financial statements, the President's annual report, and to consider any motions submitted by the executive or Council Members, this year there are six (6) motions Council's delegates will need to vote on. The AGM will be held on Wednesday, 9 October 2024, at the Perth Convention and Exhibition Centre, in conjunction with the Local Government Convention 2024.

Background

The Western Australian Local Government Association (WALGA) has announced that the Annual Local Government Convention will take place in Perth from Tuesday, 8 October to Thursday, 10 October 2024.

At its Ordinary Council Meeting held 24 July 2024, Council resolved the following:

"COUNCIL RESOLUTION 130/24

That Council:

1. Authorise the attendance of the following Elected Members to attend the Local Government Convention to be held in Perth from Tuesday, 8 October to Thursday, 10 October 2024:

1.1. Cr Patrick; and

1.2. Cr Davy; and

1.3. Cr Glover.

As part of Local Government Week, the Annual General Meeting (AGM) of WALGA will be held on Wednesday, 9 October 2024. Council is entitled to be represented by two voting delegates at the AGM. Each Council is entitled to appoint two voting delegates and two proxy delegates to represent them at WALGA's Annual General Meeting (AGM). The Chief Executive Officer (CEO) has received a request from WALGA for Council to submit its nominated voting delegates by Friday, 27 September 2024.

Cr Patrick has since informed the CEO that he is unable to attend.

The 2024 WALGA AGM Agenda has six (6) motions submitted by other councils for consideration.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Compliance	Possible	Insignificant	Low (1)
Risk Description:	Council does not nominate voting delegates to vote on the matters being considered by WALGA.		
Mitigation:	The nominating of two suitable voting delegates.		
Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Possible	Insignificant	Low (3)
Risk Description:	Council's delegates vote contrary to the position of Council or without knowledge of Council's preferred position		
Mitigation:	Council to provide guidance to its delegates.		

Financial Implications

Attendance at the AGM is free for all Elected Members and officers from Local Governments, but it is necessary to register the designated voting delegates and proxies in advance.

Policy Compliance

Council Policy EXE/CP-5 Attendance at Events and Functions applies to this matter.

Statutory Compliance

Nil.

Consultation

Nil.

Officer Comment

The Council should be aware that the absence of nominated proxy voting delegates will result in the inability to cast a vote on any motions presented at the AGM if one of the designated voting delegates is unable to attend.

Council's representation at the WALGA Annual General Meeting will contribute to the potential development of policy and future planning processes to assist the Shire's strategic capacity to provide good governance, service, and facilities for its greater community.

During the AGM, Council's voting delegates will be called upon to vote on the various motions contained within the Agenda Papers. Motions for consideration are contained in the attachment, together with member comments and secretariat (WALGA) comment.

Council's voting delegates at the AGM will be directed to vote in accordance with the Council resolutions, unless new information arises during the debate which, in the opinion of the voting delegates, changes the prospective position of Council (this also includes the consideration of any amendments moved at the AGM).

The 2024 WALGA AGM Agenda (Attachment 9.2.3(1)) has six (6) motions submitted by the executive or Council Members for Council consideration. The motions and comments have been provided below, together with Shire officer comments in support or opposition of the proposed motions.

In addition to the 6 member motions there are a number of "procedural" items (adoption of AGM Standing Orders, Adoption of Annual Report and Confirmation of 2023 AGM Minutes) that voting delegates are authorized to vote on.

Motion	Executive Comments:
7.1 Amendments to the Cat Act 2011 - Allow Local Governments to Make Local Laws to Contain Cats to The Owner's Property (Composite Motion from Shire of Esperance and Shire of Dardanup).	It is recommended Council delegates support this motion. The motion is simply seeking amendments to the Cat Act to provide local governments with the discretion to make a new Cat Local Law or amend a current Cat Local Law to introduce requirements for cat owners to contain cats on their property. The process to make or amend a local law has its own community consultation requirements. The subject of wandering cats and responsible cat ownership is commonly raised by community members and there is often an expectation that local governments have the legislative capacity to impose controls. The arguments often used to support the introduction of increased controls on cats include: • Protection of wildlife • Reduction of public nuisance • Cat safety • Reducing stray and feral cat populations • Improving neighbour relationships • Making cat ownership legal responsibilities consistent with dog ownership
7.2 Advocacy for Legislative Reforms to Counter Land-Banking (Motion from Town of Bassendean)	It is recommended Council delegates not support this motion however it is recognised that the content of debate on this motion may reveal new information that causes the delegates to support it. In assessing whether Council should support or oppose the proposal addressing land-banking practices, it is important to weigh the proposal's

Motion	Executive Comments:
	potential impacts on community wellbeing, economic prosperity, and broader town planning goals. The proposal seems designed to discourage speculative land-holding practices (land-banking) that can hinder development, limit housing availability, and negatively affect community growth. Arguments in support of the motion include: • The measures outlined discourage land-banking, ensure more timely development, help keep housing available and neighbourhoods vibrant. • Prohibiting the premature demolition of habitable housing aligns with sustainable development goals. It prevents vacant lots from lying unused, often leading to urban blight or increased maintenance costs. By requiring a development application before demolition, the proposal ensures that the intention behind demolishing housing is clear and part of a broader development plan. Housing stock and community vibrancy would be retained, reducing vacant lots. • Imposing time limits on development after demolition ensures that projects are completed in a reasonable period, preventing speculative land-banking where land lies vacant for long durations. This assists in ensuring that surrounding properties aren't disrupted by prolonged periods of inactivity following demolitions, thus helping maintain property values and aesthetic appeal. • Implementing penalty fees for failing to meet project timelines adds an incentive for developers to follow through with their projects in a timely manner. It also compensates the local government for any increased costs associated with delayed developments. This can help prevent unsightly or underutilized spaces from remaining dormant for extended periods, improving liveability. • Creating a register of unoccupied residential properties provides transparency, while applying rates or levies on unoccupied properties disincentivizes land-banking. Arguments in opposition of the motion include: • The creation of new systems, such as a mandatory register of unoccupied properties and the enforcement of time limits on development projects, could require significant additional resources for monitoring compliance, issuing penalties, and maintaining the register. • Implementing and managing these new requirements could impose costs on the local government. This might include software for the register, legal processes to enforce penalties, and the need for inspections to ensure compliance with demolition and development timelines.

Motion	Executive Comments:
	• Developers and investors could view the proposal as too restrictive or punitive, particularly with the introduction of penalties for non-compliance with development timelines and additional levies on vacant properties. Some developers may prefer flexibility in project timelines due to the unpredictability of construction, financing, and market conditions. If the penalties and restrictions are perceived as too harsh, they might discourage investment in the area. • Even well-intentioned developers sometimes face unexpected delays due to supply chain issues, labour shortages, financing problems, or environmental concerns. Imposing rigid time limits on development could penalize developers who face legitimate obstacles beyond their control, creating an unfair burden. • There is a potential risk that the new requirements could be viewed as excessive regulation, which could lead to criticisms that the government is overreaching or micromanaging private property decisions. • Developers might pass the costs of compliance (penalty fees, additional levies, or the costs of speeding up development) onto future buyers or renters, potentially increasing housing prices rather than making housing more affordable.
7.3 Advocacy for Expansion of Differential Rating to Include Long Term Unoccupied Commercial Buildings (Property Activation Levy) (Motion from Town of Bassendean)	It is recommended Council delegates support this motion. The motion is seeking to commence a consultative process for WALGA to review its current advocacy position on differential rating, specifically to consider amending the advocacy position to allow local governments the ability to apply a differential rate to long term unoccupied commercial buildings. The motion proposes WALGA amend its advocacy position and refer it to all West Australian local governments for comment, and that a subsequent report be made available for consideration by WALGA Zones. Council will be able to determine its position if and when this process occurs.
7.4 Action on Asbestos for Western Australia (Motion from Shire of Dundas)	It is recommended Council delegates not support this motion however it is recognised that the content of debate on this motion may reveal new information that causes the delegates to support it. It isn't clear in the information provided with the motion under what circumstances the Shire of Dundas is seeking assistance from State and Federal governments. The responsibility for asbestos management and disposal rests with the owner of the property. This includes local governments and their building maintenance obligations. Local governments also deal with illegal disposal of asbestos, where disposed on its property, such as vacant vested reserves and waste management facilities.

Motion	Executive Comments:
7.5 Addressing the Impracticality of Local Governments Funding Department of Communities and Government Regional Officer Housing (Motion from Shire of Dundas)	It is recommended Council delegates not support this motion however it is recognised that the content of debate on this motion may reveal new information that causes the delegates to support it. Local governments aren't compelled to enter partnerships with State agencies for development of housing. Any such proposal should be supported by a business case or similar financial assessment that addresses the construction costs, whole of life costs and risks of the investment.
7.6 Advocacy for Accessibility (motion from Town of Victoria Park)	It is recommended Council delegates support this motion. As per the Secretariat comments in the AGM agenda, the goal of the National Construction Code (NCC) is to enable the achievement of nationally consistent, minimum necessary standards of relevant safety (including structural safety and safety from fire), health, amenity and sustainability objectives efficiently. The NCC has traditionally included a part focused on access for people with a disability, setting out deemed-to-comply solutions and general building requirements for buildings based on their classification, for class 2-9 buildings. New requirements introduced into the NCC in 2022 apply to all dwelling types and are intended to increase the stock of housing that is adaptable and better able to meet the needs of older people and people with mobility limitations. However, the WA Government has determined that the mandatory liveable (accessible) housing provisions would not be applied. The Disability Services Act requires local and State government agencies to develop and implement a Disability Access and Inclusion Plan (DAIP) to assist in the promotion of access and inclusion of people with disability, and to achieve access and inclusion outcomes. DAIPs act as a framework for the implementation of strategies and initiatives to ensure people with disability are supported to have the same opportunities as others to access services, facilities and information. They can be an important tool to make a tangible difference to the lives of people with disability in Western Australia. The decision by the WA Government to not apply the mandatory liveable (accessible) housing provisions appears contrary to the objectives enshrined under the Disability Services Act.

COUNCIL RESOLUTION:	161/09-24		
MOVED BY:	Cr Anne Mitchell	**SECONDED BY:**	Cr Anita Lindemann

That Council:

1. **Nominates the following two delegates for the 2024 Annual General Meeting of the WA Local Government Association to be held on Wednesday 9 October 2024 at Perth Convention and Exhibition Centre.**
   - **1.1 Cr Davy and**
   - **1.2 Cr Glover.**
2. **Notes that no Councillors will be nominated as proxy voting delegates for the 2024 Annual General Meeting.**
3. **Requests the Chief Executive Officer to advise the WA Local Government Association (WALGA) of Council's nominees.**
4. **Requests the two delegates vote on the proposed motions as follows:**
   - **4.1 Vote For Motion 7.1 Amendments to the *Cat Act 2011* - Allow Local Governments to Make Local Laws to Contain Cats to The Owner's Property; and**
   - **4.2 Vote Against Motion 7.2 Advocacy for Legislative Reforms to Counter Land-Banking**
   - **4.3 Vote For Motion 7.3 Advocacy for Expansion of Differential Rating to Include Long Term Unoccupied Commercial Buildings (Property Activation Levy); and**
   - **4.4 Vote Against Motion 7.4 Action on Asbestos for Western Australia; and**
   - **4.5 Vote Against Motion 7.5 Addressing the Impracticality of Local Governments Funding Department of Communities and Government Regional Officer Housing; and**
   - **4.6 Vote For Motion 7.6 Advocacy for Accessibility.**
5. **Notwithstanding Part 4, voting delegates are given authority to vote on motions or amendments contrary to the positions determined by Council where new information is provided in the debate. In the event of this occurring the voting delegates are to provide a report to the Chief Executive Officer for distribution to Councillors, explaining the reasons and circumstances of those decisions.**

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0 by En-bloc 152/09-24

9.2.4. Adoption of changes to Council Policy EM/CP-5- Elected Member Allowances and Entitlements

Report Details:

Prepared by: Manager Corporate Services

Manager: Acting Director Finance and Corporate

File Reference: ADM 11/1 **Voting Requirement:** Simple Majority

Attachment(s):

9.2.4(1) Draft Council Policy EM/CP-5- Elected Member Allowances and Entitlements

Executive Recommendation

That Council:

1. **Adopts the draft Council Policy EM/CP-5- Elected Member Allowances and Entitlements, noting the amendments to the payment frequency from quarterly in arrears to paid monthly in arrears, as well as minor grammatical changes.**

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 11 - Strong, visionary leadership.

Objective: 11.1 - Provide strategically focused, open and accountable governance.

Item: Nil.

Executive Summary

Elected Members have requested that the payment frequency of all Elected Member Allowances and Entitlements be paid monthly instead of quarterly. Council is requested to adopt the changes made to Council Policy EM/CP-5- Elected Member Allowances and Entitlements (Attachment 9.2.4(1)) to allow for this.

Background

Council first adopted an Elected Member Allowances and Entitlements policy at its Ordinary Council meeting held 26 June 2019 (Resolution 84/19), with further minor amendments made at its Ordinary Council meeting held 21 December 2021 (Resolution 213/21) to renumber the policy and add a scope to the policy.

Council discussed the Elected Member Allowances and Entitlements at its Budget workshop #11, on 3 July 2024, where Elected Members raised the query regarding changes to the payment frequency.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Rare	Insignificant	Low (1)
Risk Description:	More frequent payments could delay or add more time to the creditor's payment run process.		
Mitigation:	Streamline payment processes.		

Financial Implications

Nil.

Policy Compliance

Council Policy EXE/CP-8- Policy Framework

Amendments made to Council Policy EM/CP-5- Elected Member Allowances and Entitlements are in line with the requirements of the Council Policy EXE/CP-8- Policy Framework.

Statutory Compliance

Nil.

Consultation

Council discussed the Elected Member Allowances and Entitlements at its Budget workshop #11, on 3 July 2024, where Elected Members raised the query regarding changes to the payment frequency.

Officer Comment

Council is requested to adopt the draft Council Policy EM/CP-5- Elected Member Allowances and Entitlements (Attachment 9.2.4(1)) which has been amended to allow for the payment frequency to be monthly instead of quarterly.

Council should note that are minor grammatical changes were made including changes to replace gender-specific pronouns ('her' or 'she') with the gender-neutral pronoun 'they'.

The next quarterly payment (July-September quarter) is scheduled for 3 October 2024. If Council adopt these changes, they can expect their monthly payments to be incorporated into the first payment run of each month commencing 14 November 2024.

COUNCIL RESOLUTION:	162/09-24		
MOVED BY:	Cr Anne Mitchell	**SECONDED BY:**	Cr Anita Lindemann

That Council:

1. **Adopts the draft Council Policy EM/CP-5- Elected Member Allowances and Entitlements, noting the amendments to the payment frequency from quarterly in arrears to paid monthly in arrears, as well as minor grammatical changes.**

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0 by En-bloc 152/09-24

9.2.5 Annual Concession on Split Local Government Boundary

Report Details:			
Prepared by:	Rates Officer		
Manager:	Maurice Battilana, Acting Director Finance and Corporate		
Location:	Shire of Donnybrook Balingup		
File Reference:	A1394	**Voting Requirement:**	Absolute Majority
Attachment(s):			

Nil.

Executive Recommendation

That Council:

1. **Grant a concession of 58%, on rates for Lot 8314 Greenbushes Grimwade Road, North Greenbushes (A1394), effective from 1 July 2024, noting the reason being:**
   - **1.1. That the land parcel is intersected by the boundary between the Shire of Donnybrook-Balingup and Shire Bridgetown-Greenbushes boundary, with 58% of the land parcel located within the Shire of Bridgetown Greenbushes boundary.**

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome:	11 - Strong, visionary leadership.
Objective:	11.1 - Provide strategically focused, open and accountable governance.
Item:	Nil.

Executive Summary

The purpose of this report is for Council to consider a concession on rates for Lot 8314 Greenbushes-Grimwade Road, North Greenbushes (A1394). Due to the land parcel being intersected between the Shire of Donnybrook-Balingup and Shire Bridgetown-Greenbushes boundaries, with 58% of the land parcel located within the Shire of Bridgetown Greenbushes boundary.

Background

Council has previously been requested to considered applications for rate concessions on properties intersected by the boundaries of the Shire of Donnybrook Balingup, the Shire of Boyup Brook, and the Shire of Bridgetown Greenbushes.

At its Ordinary Council Meeting held 24 April 2013, Council considered an approach from the Shire of Boyup Brook to initiate a Shire boundary adjustment to resolve the issue of the intersecting boundary. Council considered the application and resolved the following;

> *"COUNCIL DECISION*
>
> *That the CEO write to the Shire of Boyup Brook advising that it would not be in favour of a Shire boundary adjustment but would be prepared to offer a 50% rating concession and a 50% concession on any waste management charges currently levied on the affected properties, specifically crown grants 11859 (A4390), 12087 (A4389) and 4522 (A2491). The provision of these concessions is subject to the Shire of Boyup Brook providing a 50% concession to the affected landowners for land situated within the Boyup Brook Shire."*

Since 2020, Council has issued an annual rates concession of 58% on this particular property, which is the last remaining property affected by this boundary intersection.

At its Ordinary Council meeting held 23 August 2023 Council resolved the following:

> *"COUNCIL RESOLUTION 102/23*
>
> *That Council (the Commissioner) grant a concession of 58% on the 2023/2024 rates charged against Lot 8314 Greenbushes-Grimwade Road, North Greenbushes (A1394), effective 1 July 2023."*

The Rates Assessment Council is requested to considered in this application is:

Assessment: A1394
Address: Lot 8314, Greenbushes-Grimwade Road, North Greenbushes
Lot and Plan: 8314 P157864

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Likely	Insignificant	Low (4)
Risk Description:	Annual rates concession on split local government boundary not approved.		
Mitigation:	Approve the rate concession.		

Financial Implications

If Council grants the concession, there would be a reduction in revenue of $966.86. The 2024/2025 Draft Budget makes provision for concessions relating to this property.

Assessment	Based on 2024/25 Draft Budget Figures		Reduction in Revenue (Proposed Concession)	
	Valuation	Rates Levied	Rates Concession %	Rates Concession $
A1394	$216,000	$1,667.00	58%	$966.86

Policy Compliance

Nil.

Statutory Compliance

Local Government Act 1995

S6.28 of the *Local Government Act 1995* (the Act) requires a Local Government to rate in accordance with the valuation provided by the Valuer General these valuations are required to be applied to a property by the local government, without amendment.

Council has the authority to resolve to grant discounts and concessions per s6.47 and s6.12 of the Act.

Consultation

Nil.

Officer Comment

The Valuer General (VG) has provided both Shires with a pro-rata property valuation equivalent to the apportioning land parcel within each Shire's boundary.

Assessment	Lot	Area (ha)			Valuation 2024/2025		
		Donnybrook Balingup	Other Shire	Total Area (ha)	Donnybrook Balingup	Other Shire	Total Valuation
A1394	8314	48.5	67.9	116.4	216,000	341,000	557,000

The Shire rates the properties in accordance with s6.28(4) of the *Local Government Act 1995* (the Act), where it is required to apply the valuations supplied by the Valuer General.

It is recommended that Council grants the rates concession pursuant to Section 6.47 of the *Local Government Act 1995,* on rates for Lot 8314 Greenbushes Grimwade Road, North Greenbushes (A1394).

COUNCIL RESOLUTION:	163/09-24		
MOVED BY:	Cr Lisa Glover	**SECONDED BY:**	Cr Alexis Davy

That Council:

1. **Grant a concession of 58%, on rates for Lot 8314 Greenbushes Grimwade Road, North Greenbushes (A1394), effective from 1 July 2024, noting the reason being:**
   - **1.1. That the land parcel is intersected by the boundary between the Shire of Donnybrook-Balingup and Shire Bridgetown-Greenbushes boundary, with 58% of the land parcel located within the Shire of Bridgetown Greenbushes boundary.**

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried by Absolute Majority: 7/0

9.2.6 Windy Arbor Pty Ltd- Lease Assignment

Report Details:

Prepared by: Governance Coordinator

Manager: Loren Clifford, Manager Corporate Services

Applicant: Windy Arbor Pty Ltd

Location: Goods Shed, 2 Collins Street, Donnybrook WA

File Reference: L108 **Voting Requirement:** Simple Majority

Attachment(s):

9.2.6(1) Draft Deed of Assignment of Lease - Confidential
9.2.6(2) Lease of Goods Shed
9.2.6(3) Assignees Financial Documents- Confidential

Executive Recommendation

That Council:

1. **Authorises the Chief Executive Officer and Shire President to execute the Deed of Assignment of Lease** (Confidential Attachment 9.2.6(1)) **subject to any non-substantive changes approved by the Chief Executive Officer, and other appropriate documentation for the lease assignment from Windy Arbor Pty Ltd to Mac and Wood Pty Ltd for the Goods Shed, 2 Collins Street, Donnybrook WA, subject to:**
    1.1. **The draft deed be amended to insert a clause specifically stating that the assignment is subject to and conditional upon the repayment of the outstanding amounts.**
    1.2. **All amounts payable due and payable have been paid and there is no existing unremedied breach in accordance with Lease clause 18.3(b)** (Attachment 9.2.6(2)).
    1.3. **The prior written consent of the Minister for Lands being obtained in accordance with Lease clause 18.1** (Attachment 9.2.6(2)).

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 12 - A well respected, professionally run organisation.

Objective: 12.1 - Deliver effective and efficient operations and service provision.

Item: Nil.

Executive Summary

The Shire was contacted on 9 July 2024 by legal representatives for Windy Arbor Pty Ltd, Tolson & Co. Barristers and Solicitors, to request consent of an assignment of lease to Mac and Wood Pty Ltd for the Goods Shed, located at 2 Collins Street, Donnybrook WA.

Council is requested to consider the lease assignment from Windy Arbor Pty Ltd to Mac and Wood Pty Ltd for the Goods Shed, 2 Collins Street, Donnybrook, authorising the Chief Executive Officer and Shire President to execute the Deed of Assignment of Lease (Confidential Attachment 9.2.6(1)) and related documentation, subject to the prior written consent being obtained from the Minister for Lands.

Background

Windy Arbor Pty Ltd (Windy Arbor) operates the licensed café business known as Park Donnybrook from the leasehold premises, leased by Windy Arbor (Lessee) from the Shire of Donnybrook Balingup (Lessor) under a registered lease dated 30 June 2021 (Attachment 9.2.6(2)). The premises, known as the Goods Shed, located at 2 Collins Street, Donnybrook, is located on a portion of Crown Reserve 47814 with the responsible agency being Department of Planning Lands and Heritage (DPLH). The management order is vested with the Shire with the purpose of Recreation and Tourism. The Shire has the power to lease for any term not exceeding 21 years subject to the consent of the Minister for Lands.

On 4 June 2024, Windy Arbor entered into an agreement for the sale of a business as a going concern, subject to conditions, with Mac and Wood Pty Ltd (Mac and Wood), with the proposal for assignment of lease of the premises in accordance with the Lease requirements. The Shire was contacted on 9 July 2024 by legal representatives for Windy Arbor, Tolson & Co. Barristers and Solicitors, to request consent for an assignment of lease from Windy Arbor to Mac and Wood.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Unlikely	Moderate	Moderate (6)
Risk Description:	The Shire's reputation may be negatively impacted if the Assignee does not uphold the terms of the Lease or engages in undesirable activities.		
Mitigation:	Lawyers have drafted the Lease assignment to ensure compliance with relevant legislation and to ensure due diligence concerning the assignment considerations.		

Financial Implications

All costs for the lease assignment incurred by the Shire as Lessor are required to be paid by the Lessee in accordance with the provisions of the Lease.

Policy Compliance

Nil.

Statutory Compliance

The Lease between the Shire and Windy Arbor (Attachment 9.2.6(2)) and the draft Deed of Assignment of Lease (Confidential Attachment 9.2.6(1)) have been prepared by McLeod's Lawyers (McLeod's) to ensure compliance with relevant legislation, including the *Land Administration Act 1997*, *Transfer of Land Act 1893, Commercial Tenancy (Retail Shops) Agreements Act 1985,* and *Local Government Act 1995*.

Consultation

The Shire's appointed lawyers, McLeod's, have coordinated with the Lessee's and Assignee's legal representatives to ensure due diligence concerning the lease assignment. The Shire's Chief Executive Officer and Manager Corporate Services met with the Assignee on 6 August 2024 to discuss the Lease assignment requirements, including the management obligations in relation the Interpretive Centre.

The Shire has acquired financial documents (Confidential Attachment 9.2.6(3)) from Mac and Wood Pty Ltd to assess the suitability and financial stability of the proposed assignees, in accordance with lease conditions. After a review within available resources, staff believe that Mac and Wood Pty Ltd are respectable and financially sound, however the final determination is best made by the Council.

The Shire has also consulted with the Assignee's settlement agent to ensure that the settlement process will incorporate all the requirements of the deed.

Officer Comment

Reason for Assignment

Windy Arbor (Lessee) have sold their business to Mac and Wood (Assignee). The Contract of Sale is conditional upon the buyer receiving written consent from the Shire (Lessor) to an assignment of the Lease.

Lease Requirements

In accordance with Lease clause 18.1, the prior written consent of the Shire, the Minister for Lands and any other person whose consent is required under the Lease or at law, is required for the assignment of lease. Amongst other requirements, in accordance with Lease clause 18.3(b) the Shire as Lessor may not unreasonably withhold its consent to the lease assignment if all amounts payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Shire or not, of any of the Lessee's Covenants of the Lease.

The draft Deed of Assignment of Lease (Confidential Attachment 9.2.6(1)), prepared by McLeod's Lawyers, sets out the terms and conditions of the assignment of the Lease. It contains representations, warranties and covenants, including a covenant by the Assignee with the Shire to pay all amounts payable and to perform and observe all the Lessee's Covenants.

It is recommended that Council consider the request for consent of lease assignment from Windy Arbor to Mac and Wood for the Goods Shed, 2 Collins Street, Donnybrook, authorising the Chief Executive Officer and Shire President to execute the Deed of Assignment of Lease (Confidential Attachment 9.2.6(1)) as per the Executive Recommendation.

COUNCIL RESOLUTION:	164/09-24		
MOVED BY:	Cr Anne Mitchell	**SECONDED BY:**	Cr Anita Lindemann

That Council:

1. **Authorises the Chief Executive Officer and Shire President to execute the Deed of Assignment of Lease** (Confidential Attachment 9.2.6(1)) **subject to any non-substantive changes approved by the Chief Executive Officer, and other appropriate documentation for the lease assignment from Windy Arbor Pty Ltd to Mac and Wood Pty Ltd for the Goods Shed, 2 Collins Street, Donnybrook WA, subject to:**
    - **1.1. The draft deed be amended to insert a clause specifically stating that the assignment is subject to and conditional upon the repayment of the outstanding amounts.**
    - **1.2. All amounts payable due and payable have been paid and there is no existing unremedied breach in accordance with Lease clause 18.3(b)** (Attachment 9.2.6(2)).
    - **1.3. The prior written consent of the Minister for Lands being obtained in accordance with Lease clause 18.1** (Attachment 9.2.6(2)).

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0 by En-bloc 152/09-24

9.3 Chief Executive Officer

Nil.

10. Elected Member Motions of which previous notice has been given

Nil.

11. New Business of an urgent nature introduced by Decision of the Meeting

COUNCIL RESOLUTION:	165/09-24		
MOVED BY:	Cr Lisa Glover	**SECONDED BY:**	Cr Deanna Shand

That Council accept Item 11.1.1 as urgent business.

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried by Absolute Majority : 7/0

Tim Clynch declared a financial interest and left the Council Chambers at 5:17pm.

11.1.1. Extension Of Temporary Chief Executive Officer Clynch's Contract

Report Details:

Prepared by: Manager Corporate Services

Manager: Acting Director Finance and Corporate

File Reference: EMP 890 **Voting Requirement:** Absolute Majority

Attachment(s):

11.1.1(1) Draft Contract Extension Letter – Temporary CEO

Executive Recommendation

That Council accept Item 11.1.1 as urgent business.

Executive Recommendation

That Council:

1. **Authorises the Shire President to execute the attached letter of offer** (Attachment 11.1.1(1)**, to extend the Temporary Chief Executive Officer's term of employment until 11 October 2024, to provide a handover for incoming Chief Executive Officer, Nick O'Connor, noting all other conditions of employment will remain the same.**

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 12 - A well respected, professionally run organisation.

Objective: 12.1 - Deliver effective and efficient operations and service provision.

Item: Nil.

Executive Summary

Council approval is recommended to authorise the Shire President to execute the attached letter of offer (Attachment 11.1.1(1), to extend the Temporary Chief Executive Officer's term of employment until 11 October 2024, to provide an adequate handover for Nick O'Connor, the new incoming permanent Chief Executive Officer.

Council should note all other conditions in Mr Clynch's employment contract will remain the same.

Background

At its Special Council Meeting held on 26 June 2024 Council resolved to appoint Mr Nick O'Connor as the permanent CEO, at its same meeting Council resolved to appoint Mr Timmothy Clynch to the position of Temporary Chief Executive Officer until the permanent CEO commences. Nick's employment commences 8 October 2024. This does not allow for an appropriate handover period.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Rare	Insignificant	Low (1)
Risk Description:	New CEO, commencing on 8 October is not provided with an appropriate handover.		
Mitigation:	Extend Tim Clynch's contract term for four days to deliver an appropriate handover.		

Financial Implications

Pursuant to Section 7A of the *Salaries and Allowances Act 1975*, was used to determine the total reward package negotiated in Mr Clynch's Contract of Employment.

Policy Compliance

Council Policy HR/CP-4- Temporary Employment or Appointment of CEO

In accordance with Section 5.39C of the *Local Government Act 1995*, the Council Policy HR/CP-4-Temporary Employment or Appointment of CEO details the Shire's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

Clause 4.16 the Council Policy HR/CP-4-Temporary Employment or Appointment of CEO outlines the remuneration and benefits for the Temporary CEO.

Clause 4.17 the Council Policy HR/CP-4-Temporary Employment or Appointment of CEO outlines that subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

Statutory Compliance

Local Government Act 1995

Section 5.39C sets the requirements for Council to adopt a policy for temporary employment or appointment of CEO.

Section 5.40, ***Principles affecting employment by local governments.***

The following principles apply to a local government in respect of its employees —

(a) employees are to be selected and promoted in accordance with the principles of merit and equity; and

(b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and

(c) employees are to be treated fairly and consistently; and

(d) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and

(e) employees are to be provided with safe and healthy working conditions in accordance with the Work Health and Safety Act 2020; and

(f) such other principles, not inconsistent with this Division, as may be prescribed.

Salaries and Allowances Act 1975

Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".

Consultation

Mr Clynch consulted with, Mr O'Connor and the Shire President.

Officer Comment

The employment contract between Mr Timothy Clynch and the Shire expires on 7 October 2024. Clause 2.2 Extension of Term of the employment contract allows for the contract to be extended. Clause 2.2.2 states the contract is renewable, and the Term may be extended, by agreement between the parties. Mr Clynch has conveyed to the Council his willingness to extend his tenure until 11 October 2024 to provide an appropriate handover.

COUNCIL RESOLUTION:	166/09-24		
MOVED BY:	Cr Lisa Glover	**SECONDED BY:**	Cr Deanna Shand

That Council:

1. **Authorises the Shire President to execute the attached letter of offer** (Attachment 11.1.1(1)**, to extend the Temporary Chief Executive Officer's term of employment until 11 October 2024, to provide a handover for incoming Chief Executive Officer, Nick O'Connor, noting all other conditions of employment will remain the same.**

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0

Tim Clynch returned to the Council Chamber at 5:20pm.

COUNCIL RESOLUTION:	167/09-24		
MOVED BY:	Cr Lisa Glover	**SECONDED BY:**	Cr Anita Lindemann

That Council accept Item 11.1.2 as urgent business.

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0

11.1.2. Cessation of Custom Kill Services in South-West

Report Details:

Prepared by: Tim Clynch, Chief Executive Officer (Temporary)

Manager: Tim Clynch, Chief Executive Officer (Temporary)

File Reference: CNL 33 **Voting Requirement:** Simple Majority

Attachment(s):

Nil.

Executive Recommendation

That Council accept Item 11.1.2 as urgent business.

Executive Recommendation

That Council request the support of the Warren Blackwood Alliance of Councils and WALGA (via the South-West Country Zone) to advocate to the Minister for Agriculture for the Western Australian Government to support local, small-scale farmers in their efforts to locate or develop an alternative custom kill service provider in the South-West Region.

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 9 - A thriving economy.

Objective: 9.2 - Attract and retain a diverse mix of businesses and investment opportunities.

Item: Nil.

Executive Summary

At the conclusion of the Agenda Briefing Session held on 18 September 2024 Cr Davy raided the possibility of Council considering an item of urgent business relating to the establishment of an advocacy position and process for the subject of addressing the recent decision by a south-west abattoir to cease providing livestock custom kill services. The content of this item has primarily been sourced from Cr Davy.

The Executive Recommendation is solely focused on advocacy around the Western Australian Government working with local and regional farmers to develop an alternative custom kill provider in the South-West Region. There is no intent in the Executive Recommendation to seek review of the commercial decision made by the abattoir company.

Background

On 15 September 2024, the Dardanup Butchering Company (DBC) announced to their customers that, as of 11 October 2024, they would no longer be offering custom kills. DBC has provided this valuable and much appreciated service for decades. This service allows local farmers to have full traceability for their animals, have them killed, chilled, and transported to local butcher for processing, packaging and supply to customers, restaurants or to take directly to markets. This service enables paddock to plate consumption, it means people can know the farmer, how the animal was raised, buy local and it means that local farmers can showcase the meat raised in our region.

Feedback from stakeholders indicates that a viable solution is possible. For example, mobile abattoirs are permissible in WA, no one has gone through the process yet, but a mobile abattoir built in WA has been in use in Victoria and Southern NSW for the last 4 years. It is understood that local farmers have called for an audience with the Minister for Agriculture and the Department of Health to actively work towards an acceptable solution for all parties.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Reputational	Unlikely	Insignificant	Low (2)
Risk Description:	Concerns that Council's advocacy position could be interpreted as a criticism of private enterprise withdrawing from custom kill services		
Mitigation:	The advocacy position is to be focused on finding solutions to the lack of custom kill services in the aftermath of private enterprise withdrawing from providing such a service		

Financial Implications

Nil.

Policy Compliance

Nil.

Statutory Compliance

Nil.

Consultation

Nil.

Officer Comment

Advocacy is proposed via the Warren Blackwood Alliance of Councils and the WALGA South-West Country Zone. The reason this item is considered as 'urgent business' is to ensure that this matter can be considered at the next meetings of the Warren Blackwood Alliance of Councils (1 October) and the South-West Country Zone (22 November).

Small businesses, resilient communities and economic prosperity are all important issues in our Shire. The Shire can play a role in advocating for small businesses, such as small-scale, local farmers, like Marigold Lamb or small, local businesses, like Donnybrook Butchers that offer the cut and pack services for these custom kills.

Resilient communities need young people and food security. Young people are moving away from farming communities, investors are moving in, and most smaller farms are no longer commercially viable. The average age of farmers in Australia is 63 and this is an increasing trend. If we want more young people with families moving to farming communities we need lower barriers of entry, and access for small scale farmers directly into the market. The vertical integration of DBC's business reinforces the "get big or get out" mantra and has been the trend over the last few decades as the vast majority of local abattoirs have closed. The recent pandemic served as a stark reminder that short, local supply chains are essential to resilient communities.

It is considered this is a matter that has enough local significance for Council to take on an advocacy role. Supporting small business, buying local and growing WA's food industries are State priorities and therefore adopting an advocacy position shouldn't be regarded as contentious. Agriculture is the highest value industry in our Shire, so the issue is certainly relevant.

COUNCIL RESOLUTION:	168/09-24		
MOVED BY:	Cr Alexis Davy	**SECONDED BY:**	Cr Anita Lindemann

Council suspend Clause 8.10 of the *Meeting Procedures Local Law 2017* to allow all Councillors to speak more than once.

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0

COUNCIL RESOLUTION:	169/09-24		
MOVED BY:	Cr Lisa Glover	**SECONDED BY:**	Cr Anita Lindemann

That Council reinstate 8.10 of the standing orders

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0

COUNCIL RESOLUTION:	170/09-24		
MOVED BY:	Cr Alexis Davy	**SECONDED BY:**	Cr Anita Lindemann

That Council request the support of the Warren Blackwood Alliance of Councils and WALGA (via the South-West Country Zone) to advocate to the Minister for Agriculture for the Western Australian Government to support local, small-scale farmers in their efforts to locate or develop an alternative custom kill service provider in the South-West Region.

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Cr MacCarthy
Carried: 6/1

12. Meetings Closed to the Public

12.1. Matters for which the Meeting may be closed

12.1.1 RFT 03/2425 VC Mitchell Park, Carpark Upgrade

This report is confidential in accordance with Section 5.23(c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

COUNCIL RESOLUTION:	171/09-24		
MOVED BY:	Cr Lisa Glover	**SECONDED BY:**	Cr Anita Lindemann

That the meeting be closed in accordance with section 5.23(c) of the *Local Government Act 1995* to discuss the following confidential items:

12.1.1 RFT 03/2425 VC Mitchell Park, Carpark Upgrade

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0

The meeting was closed to the public at 5:47pm.

Cr Glover declared a financial, proximity, indirect financial, and impartiality interest and left the Council Chamber at 5:50pm.

Cr Glover re entered the Council Chamber at 5:52pm.

COUNCIL RESOLUTION:	173/09-24		
MOVED BY:	Cr Alexis Davy	**SECONDED BY:**	Cr Anita Lindemann

That the meeting be re opened to the public.

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Glover, Cr Gubler, Cr Lindemann, Cr Shand
Against: Nil.
Carried: 7/0

The meeting was re opened to the public at 5:52pm.

12.2. Public reading of Resolutions that may be made public

COUNCIL RESOLUTION:	172/09-24		
MOVED BY:	Cr Anita Lindemann	**SECONDED BY:**	Cr Peter Gubler

That Council:

1. **Requests the Chief Executive Officer to award the contract for RFT 03-2425 – VC Mitchell Park Carpark Upgrade, to DBCEC WA PTY LTD, for their submitted total lump sum price.**
2. **Requests the Chief Executive Officer to advise DBCEC WA PTY LTD that the Council has determined not to award any of the "Optional Extra 1 – Works" requested within RFT 03-2425 – VC Mitchell Park Carpark Upgrade, with the contract to be established in point 1.**
3. **Requests the Chief Executive Officer to publish this Council decision in the minutes of the 25 September 2024 Ordinary Meeting of Council.**

For: Cr MacCarthy, Cr Davy, Cr Mitchell, Cr Gubler, Cr Lindemann
Against: Nil.
Carried: 6/0

13. Closure

The Shire President advised that the next Agenda Briefing Session will be held on 16 October 2024 at 5:00PM, in the Shire of Donnybrook Balingup Council Chamber.

The Shire President declared the meeting closed at 5:53pm.

Minutes of Special Council Meeting

Held on 9 October 2024 and commenced at 5:00pm
Held at the Council Chambers in Donnybrook
(1 Bentley Street, Donnybrook)

The purpose of this Special Council Meeting is for Council to consider the:

1. Proposed budget amendments to address matters in the aftermath of the Irishtown Bridge Fire.

Authorised:

Nicholas O'Connor, Chief Executive Officer

Prepared: 11 October 2024

MEASURES OF CONSEQUENCE

LEVEL	RATING	HEALTH & SAFETY	FINANCIAL	SERVICE INTERRUPTION	COMPLIANCE	REPUTATION	PROPERTY	ENVIRONMENT
1	**Insignificant**	Negligible injuries	Less than $5,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, localised low impact on community trust, low profile or no media item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
2	**Minor**	First aid injuries	$5,000 - $20,000 Or < 5% variance in cost of project	Temporary interruption to an activity – backlog cleared with existing resources	Some temporary non compliances	Substantiated, localised impact on community trust or low media item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
3	**Moderate**	Medical type injuries	$20,001 - $100,000 Or > 5% variance in cost of project	Interruption to Service Unit/(s) deliverables – backlog cleared by additional resources	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
4	**Major**	Lost time injury	$100,001 - $1M	Prolonged interruption of Service Unit core service deliverables – additional resources; performance affected	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
5	**Catastrophic**	Fatality, permanent disability	More than $1M	Indeterminate prolonged interruption of Service Unit core service deliverables	Non-compliance results in criminal charges or significant damages or penalties	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

MEASURES OF LIKELIHOOD

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	**Almost Certain**	The event is expected to occur in most circumstances	More than once per year
4	**Likely**	The event will probably occur in most circumstances	At least once per year
3	**Possible**	The event should occur at some time	At least once in 3 years
2	**Unlikely**	The event could occur at some time	At least once in 10 years
1	**Rare**	The event may only occur in exceptional circumstances	Less than once in 15 years

RISK MATRIX

Consequence / Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

RISK ACCEPTANCE CRITERIA

RISK RANK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

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1. Declaration of Opening / Announcement of Visitors

Acknowledgement of Country:

The Shire President acknowledged the continuing connection of Aboriginal people to Country, culture and community, including traditional custodians of this land, the Wardandi and Kaneang People of the Noongar Nation, paying respects to Elders, past and present.

The Shire President declared the meeting open at 5:03pm welcomed the public gallery.

The Shire President advised that the meeting is being live streamed and recorded in accordance with Council Policy EM/CP-2. The President further stated the following:

> *"This meeting is being livestreamed and digitally recorded in accordance with Council Policy.*
>
> *Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the chairperson.*
>
> *Whilst every endeavour has been made to only record those who are actively participating in the meeting, loud comments or noises from the gallery may be picked up on the recording."*

2. Attendance

Councillors Present:

Cr Vivienne MacCarthy	Cr Lisa Glover (via teams)	Cr John Bailey
Cr Alexis Davy (via teams)	Cr Peter Gubler	Cr Anita Lindemann
Cr Anne Mitchell	Cr Grant Patrick	Cr Deanna Shand

Staff Present:

Nicholas O'Connor, Chief Executive Officer	Tim Clynch, Chief Executive Officer (Temporary)
Maurice Battilana, Acting Director Finance and Corporate	Samantha Farquhar, Administration Officer Corporate Services

Cr Davy joined the meeting via teams at 5:00pm and read out loud the following.

'Pursuant to Section 14CA(5) of the Local Government (Administration) Regulations 1996 I Cr Alexis Davy declare that I am situated in a location where I can maintain confidentiality throughout the duration of the meeting.'

Public Gallery:

3 members of the public in attendance.

2.1. Apologies

Ross Marshall, Director Operations
Loren Clifford, Manager Corporate Services

2.2. Approved Leave of Absence

Nil.

2.3. Application for Leave of Absence

Nil.

3. Announcements from the Presiding Member

Nil.

4. Declarations of Interest

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Nil.

5. Public Question Time

5.1. Responses to previous public questions that were taken on notice

Nil.

5.2. Public Question Time

In accordance with the Clause 7(3) of the Local Government (Administration) Regulations, public questions must relate to the stated purpose of the Special Meeting of Council.

Nil.

6. Presentations

6.1. Petitions

Nil.

6.2. Presentations

Nil.

6.3. Deputations

Nil.

6.4. Delegates' Reports

Nil.

7. Reports of Committees

Nil.

Cr Anne Mitchell entered the Council Chamber at 5:12pm.

Cr Glover joined the meeting via teams at 5:15pm and read out loud the following.
'Pursuant to Section 14CA(5) of the Local Government (Administration) Regulations 1996 I Cr Lisa Glover declare that I am situated in a location where I can maintain confidentiality throughout the duration of the meeting.'

8 Reports of Officers

8.1.1 Budget Amendment – Irishtown Bridge Fire

Report Details:

Prepared by: Tim Clynch, Chief Executive Officer (Temporary)

Manager: Tim Clynch, Chief Executive Officer (Temporary)

File Reference: Nil **Voting Requirement:** Absolute Majority

Attachment(s):

8.1.1(1) Plan - Alternative Access Route

Executive Recommendation

That Council:

1. **Notes the President, using powers under Section 6.8(c) of the *Local Government Act 1995,* authorised the expenditure of funds not included in the annual budget for the purpose of improving the trafficability of the alternative access to the Irishtown locality in recognition that the locality's principal access via Irishtown Road was made inaccessible on 1 October 2024 due to damage to the bridge that crosses the Preston River at the western end of the road.**
2. **Approves unbudgeted expenditure of $340,000 for the construction and/or upgrading of Kelly Road, Fowler Street and Hamilton Street to improve access between Bridge Street and Irishtown Road (GL174320-Job#J513), noting that a portion of Kelly Road requires reconstruction within the dedicated road reserve.**
3. **Notes that an insurance claim is pending for the costs of constructing/upgrading of Kelly Road, Fowler Street and Hamilton Street.**
4. **Approves unbudgeted expenditure of $200,000 for design, approvals and project management associated with repairs and associated works required to the Irishtown Road bridge, noting that an insurance claim for reimbursement of these costs is pending.**
5. **Note that once a bridge design is completed a Request for Tender will be called for the repairs and associated works to the Irishtown Road bridge and that Council will consider funding of those works when awarding the tender.**

Strategic Alignment

The following outcomes from the Council Plan relate to this proposal:

Outcome: 2 - A safe and healthy community.

Objective: 2.3 - Maintain community safety.

Item: Nil.

Outcome: 8 - Safe and convenient movement of people into and around the district.

Objective: 8.1 - Improve road safety, connectivity and traffic flow for all users.

Item: Nil.

Executive Summary

A fire on 2nd October 2024 caused significant damage to the bridge on Irishtown Road, where it crosses the Preston River. The bridge has been closed to traffic since then and is causing a great deal of inconvenience to residents and businesses in Irishtown.

The bridge is covered by insurance, and this is expected to fund the cost of repairs and associated works. Nevertheless, Council approval of unbudgeted expenditure for the bridge repairs is required.

With the repairs to the bridge estimated to take at least 5 months the need for more permanent improvements to the alternative access roads has been identified. These works aren't provided for in the 2024/25 budget therefore Council approval of unbudgeted expenditure is required for these works to occur.

The estimated cost of the works to construct or upgrade the alternative access road (Kelly Road, Fowler Street and Hamilton Street) is $340,000. An insurance claim for the costs of repairing the bridge and constructing/upgrading the alternative access road is pending however there is an urgent need to progress the road improvements.

Background

A fire at the Irishtown Road bridge was first reported on Wednesday 2nd October at 4.49am. Fire fighters were quickly on the scene, and it was predominantly extinguished later that day. The fire caused significant damage to the bridge, necessitating its closure.

The closure of the bridge effectively cut the sole constructed road access to and from the Irishtown locality. Prior to the fire there was limited access from the town into Irishtown via formed and unformed tracks – Kelly Road, Fowler Street and Hamilton Street.

The closure of the bridge has caused a great deal of inconvenience to residents and the Shire has been, and will continue to work, to reduce the inconvenience as much as possible, until such time as the bridge is repaired and open to vehicle traffic.

An engineering assessment of the bridge was completed on Friday morning by a specialist team from Main Roads Western Australia (MRWA). Due to the significance of the bridge MRWA has prioritised the design and scoping processes. By the end of this week a sufficient level of preliminary design should exist to commence engagement with potential contractors regarding availability.

Construction design is expected to be achieved by early to mid-November which will allow the Shire to run a request for tender and appoint a contractor. Once a contractor is on-board offsite pre-fabrication can commence. Once the Contractor mobilises to site, the construction works are estimated to take approximately 3 months, bearing in mind contractor availability and the Christmas – New Year period. The bridge remedial works are expected to reach practical completion around the end of February 2025 – all going well, with nil contingency.

In the days since the fire there has been work done on Kelly Road, Fowler Street and Hamilton Street to improve access. The current access track (2.6kms long) predominately follows a gazetted road reserve along Hamilton Street, Fowler Street and Kelly Road. The southernmost portion of Kelly Road (to Bridge Street) is a constructed road reserve to rural gravel road standard.

The access track is being regularly attended to with grading continuing and tree trimming underway – the road is considered suitable for normal access, however ultimately the driver will need to make a decision on whether they proceed or not, and drive to the conditions. The road is narrow in sections

and drivers may have to pull over to allow the oncoming vehicle to pass. Where possible the Shire has provided some areas suitable for vehicles to pull off.
Whilst the work since last Wednesday has improved the condition and trafficability of the tracks it is acknowledged that more work needs to be done if the track is to hold up as the principal access road to Irishtown for 5 months or more, and is suitable for all types of vehicles, from small passenger sedans to large trucks. With summer and increased fire risks occurring the need to improve these roads is considered a high priority.

Risk Management

Risk:	Likelihood:	Consequence:	Risk Rating:
Service Interruption	Almost Certain	Major	Extreme (20)
Risk Description:	Closure of Irishtown Road where it crosses the Preston River occurs for an extended period, causing inconvenience to residents, increased risk due to bushfire and other natural disasters, and loss of income for businesses that rely on the road to transport produce		
Mitigation:	Improve the condition of the alternative access to provide for all types of vehicles		

Risk:	Likelihood:	Consequence:	Risk Rating:
Health	Possible	Catastrophic	High (15)
Risk Description:	Injury or fatality occurs in event of bushfire or other natural disaster due to there being a substandard access road servicing this locality		
Mitigation:	Improve the condition of the alternative access to provide for all types of vehicles		

Financial Implications

Council's 2024/25 budget didn't foresee damage to the Irishtown Road bridge therefore any repairs outside of bridge maintenance works will be classified as unbudgeted expenditure. The bridge is fully insured, and the cost of repairs and associated works should be fully funded by insurance reimbursement.
Council's 2024/25 budget doesn't contain funding for capital improvements to Kelly Road, Fowler Street and Hamilton Street. Whilst there are funds for various road maintenance works contained in the budget the scope of works for improving the trafficability of these roads (to accommodate anticipated traffic volumes over the next 5 months and then to exist as a suitable fire escape route from the locality) is capital in nature and beyond normal maintenance work.
An insurance claim has been lodged for the bridge damage and for the works required to the alternative access road. The Shire's insurance policy with LGIS contains coverage for 'business interruption' which by description covers "any additional costs of workings". The insurance claim for the bridge is seeking funding of the necessary improvements to the alternative access roads as these

improvements are only necessary due to the damage caused to the bridge making it inaccessible to traffic.

Policy Compliance

Nil.

Statutory Compliance

Section 6.8(c) of the *Local Government Act 1995* allows the Shire President, in an emergency, to authorise expenditure of funds not included in the annual budget. The Irishtown bridge fire meets the definition of an emergency. The works to undertake some immediate improvements on the alternative access, specifically Kelly Street, Fowler Street and Hamilton Street, are not identified in Council's 2024/25 budget therefore the Chief Executive Officer sought and obtained the authorisation of the Shire President to expend funds for these works, noting that this Special Meeting of Council has been called to seek a formal resolution of Council for any additional unbudgeted expenditure to be incurred. Section 6.8(b) of the *Local Government Act 1995* allows Council, via an absolute majority decision, to authorise in advance expenditure not included in the annual budget.

Consultation

Two meetings have been held with residents of Irishtown (Wednesday 2 October and Friday 4 October) and residents have conveyed concerns about the condition of the alternative access roads, particularly for smaller 2WD sedans and for large trucks. A number of queries, via telephone, email or face to face contact have been received from affected residents.

Officer Comment

Shire staff did discuss with MRWA the possibility and practicality of installing a bailey bridge to provide temporary access across the river. Unfortunately, investigations determined this wasn't practical or feasible as the only place a bailey bridge could be placed is over the deck of the current bridge. Significant works to blend in levels from approach roads to the elevated deck of a bailey bridge would be required and in any case the bailey bridge would have to be removed once works commenced on repairing the main bridge.

The north-west portion of the Kelly Road section of the access track veers away from the gazetted road reserve and traverses private property. The landowners have been kind enough to support access via their property. This is considered a short-term arrangement and if the road is to be upgraded it should be done on land within the road reserve.

The scope of works for the proposed road improvements are:

- Section A - Hamilton Street and Fowler Street (approximate 1.3km length) – 150mm gravel road base, widen road to 6 metre gravel carriageway with minimum 6.5 metre formation and 8 metre wide formation on bends to facilitate movement of trucks.

- Section B - Kelly Road (section encroaching on private property) – construct 6 metre gravel carriageway with minimum 6.5 metre formation and 8-metre-wide formation on bends wholly within road reserve. Some tree clearing will be required but where practicable any significant trees are to be retained and if necessary, a narrower carriageway and formation is to be constructed to aid in tree preservation.
- Section C - Kelly Road (from end of Section B to intersection with Bridge Street) – gravel re-sheet to 6-metre-wide carriageway.

The priority order for carrying out these works is Section A, Section B and Section C. The proposed road improvements will provide a short-term solution to the current access restrictions for residents and businesses in the Irishtown locality but will also provide a well-constructed, permanent secondary access road which is important in the event of emergency such as a bushfire or flood.

COUNCIL RESOLUTION:	174/09-24		
MOVED BY:	Cr Deanna Shand	**SECONDED BY:**	Cr Grant Patrick

That Council:

1. **Notes the President, using powers under Section 6.8(c) of the *Local Government Act 1995,* authorised the expenditure of funds not included in the annual budget for the purpose of improving the trafficability of the alternative access to the Irishtown locality in recognition that the locality's principal access via Irishtown Road was made inaccessible on 2 October 2024 due to damage to the bridge that crosses the Preston River at the western end of the road.**
2. **Approves unbudgeted expenditure of $340,000 for the construction and/or upgrading of Kelly Road, Fowler Street and Hamilton Street to improve access between Bridge Street and Irishtown Road (GL174320-Job#J513), noting that a portion of Kelly Road requires reconstruction within the dedicated road reserve.**
3. **Notes that an insurance claim is pending for the costs of constructing/upgrading of Kelly Road, Fowler Street and Hamilton Street.**
4. **Approves unbudgeted expenditure of $200,000 for design, approvals and project management associated with repairs and associated works required to the Irishtown Road bridge, noting that an insurance claim for reimbursement of these costs is pending.**
5. **Note that once a bridge design is completed a Request for Tender will be called for the repairs and associated works to the Irishtown Road bridge and that Council will consider funding of those works when awarding the tender.**

For: Cr MacCarthy, Cr Glover, Cr Bailey, Cr Davy, Cr Gubler, Cr Lindemann, Cr Mitchell, Cr Patrick, Cr Deanna Shand
Against: Nil.
Carried: 9/0

9. Elected Member Motions of which previous notice has been given

Nil.

10. New Business of an urgent nature introduced by Decision of the Meeting

Nil.

11. Meetings Closed to the Public

11.1. Matters for which the Meeting may be closed

Nil.

11.2. Public reading of Resolutions that may be made public

Nil.

12. Closure

The Shire President advised that the next Agenda Briefing Session will be held on 16 October 2024, in the Shire of Donnybrook Balingup Council Chamber.

The Shire President declared the meeting closed at 5:56pm.

MINUTES

WARREN BLACKWOOD ALLIANCE OF COUNCILS BOARD MEETING
TUESDAY 13 AUGUST 2024, 5PM
HOST: SHIRE OF DONNYBROOK - BALINGUP

Meeting opened: 5.00pm

1. Welcome

a) Acknowledgement to Country

Cr Vivienne MacCarthy acknowledged the traditional custodians of the land on which we meet today and paid respect to Elders past, present and emerging.

b) Attendance:

Voting:
Cr Donelle Buegge SOM (Chair)
Cr Steve Miolin SOM
Cr Vivienne MacCarthy SODB
Cr Alexis Davy SODB
Cr Helen O'Connell SOBB
Cr Vicki Hansen SON
Cr Jenny Mountford SOBG
Leonard Long SOBB
David Taylor SON

Non-voting:
Tim Clynch DODB
Ben Rose SOM
Katie McDonnell Executive Officer (EO)
Matthew Tartaglia (Climate Alliance PO)
Billy Wellstead (SWDC)

Apologies for absence:
Cr Richard Walker SOBB
Cr Tony Dean SON
Nicole Gibbs SOBG
Cr Sean Mahoney SOBG

Guests:
Pip Kirby, SWDC Director Regional Development for Business and Industry

2. Presentation

Town Team Movement: Judith Morrisey, Donnybrook Town Team.

- Donnybrook Town Team started in 2021
- Claire Connelly co-coordinator with Judith Morrisey
- Started with concept of doing artwork on town toilet block.
- Town Teams- why do people start and join them:
    - Make a difference to their community
    - To fill a gap that exists
    - To build connections between people and their community
    - This is where they live, it is their community
- Why should Local Governments work with Towns Teams:
    - Generate positive views of local government within the community
    - Leverage the residents to create better communities
        - Engage with the residents,
        - Be positive about their community, and
        - How it operates and is governed.
- How can Local Governments work with Towns Teams
    - See them as collaborators, not competitors
    - See them as sources of energy, not interruptions to your work
    - See their ideas and projects as opportunities for building good relationships with the community
- How to work with Towns Teams
    - Enable and support staff
    - Enable staff, especially professional, qualified staff, to use their skills and qualifications and expertise to be advisors.
    - Enable staff to work with Town Teams in supporting and positive ways.

Questions

- For Shires that don't have a town activation committee, how do they get towns to champion the Town Team movement and take ownerships of the projects:
    - Shire found the 'energy people' in the town that are looking to make things happen
- What is Town Teams:
    - A social enterprise, started around themes, i.e. place activation, with the idea of the community doing activities that make the places better.
    - Donnybrook is a sub-committee of the Donnybrook CRC, some are casual groups, others are NFP groups. Shire of Donnybrook - Balingup has five groups.

- Started in WA. They offer free training of their website and lots of resources.

3. Declarations of Interest

None

4. Minutes of last meeting & matters arising

a) Minutes of meeting 04.06.2024

Minutes of WBAC board meeting on 04.06.2024 are confirmed as true and correct.

Moved: Cr Jenny Mountford
Seconded: Cr Steve Miolin **Carried 9/0**

- SOBB - Action from previous meeting was for each shire to go back to Shires and ask for support for 'Keep the Sheep'.

WBAC to write a letter to WA & Federal Ministers of Agriculture, WA Premier, and the Prime Minister regarding the sheep export ban and the impacts on our communities – social and economic impacts, mental health, agriculture industry sustainability, and request data from impact assessment. Katie draft and circulate to CEO's for approval.

Moved: Cr Helen O'Connell
Seconded: Cr Vivienne MacCarthy **Carried 9/0**

Action: Shire of Boyup Brook to share their letter.
Action: Katie draft letter and circulate to CEO's. Once approved, WBAC chair to sign.

5. Correspondence

a) Minister Punch: Donnelly Mill Project

- Reply to our letter supporting the Donnelly Mill Project.

b) Minister Templeman: Donnelly Mill Project

- Reply to our letter supporting the Donnelly Mill Project.

c) Talison

- Following several email exchanges with the Talison team about our Climate proposal, Katie was informed last week that they would not be meeting with us. She requested a call to discuss feedback on our

application. Kathleen spoke with Katie on Friday, and it seems there was a misunderstanding: despite our background information, Talison mistakenly thought that the WBAC was a governing body overseeing the councils, rather than a voluntary group of the councils. Kathleen will now contact their sustainability director to request a meeting with him on our behalf.

Action: Katie follow up Talison regarding meeting.

d) Water Corporation

- Following their presentation in April, they have sent information about the Yarragadee recharge, south Perth basin and Manjimup groundwater.
- Katie, and Jane Kelsbie, have followed up with Department of Water regarding the water allocations from Scott River.

Action: Katie follow up Department of Water again.

e) Shire of Denmark

- Cr Donelle Buegge and Ben Rose, on behalf of the WBAC and Shire of Manjimup, met with Shire of Denmark CEO David King regarding possible collaboration opportunities with the WBAC.
- Discussed they expectations and benefits for WBAC and Shire of Denmark. They don't feel aligned with their current Alliance of Councils and believe there is more alignment with our Alliance, particularly in regards for tourism (especially winter campaigns), and Climate project.
- There could be opportunities around certain WBAC projects, but not for them to join the WBAC.
- David King has since spoken with Katie McDonnell to advise that they are interested in being part of the WBAC projects but are currently not in the position to move forward. They will be in contact when they are able to request participation from the WBAC.
- Shire of West Arthur, Leonard to arrange a meeting to have similar discussion around projects.

WBAC send letter to Shire of Denmark acknowledging their interest in the WBAC. Ben and Katie to draft a letter.

Moved: Cr Steve Miolin
Seconded: Cr Jenny Mountford **Carried 9/0**

Action: Katie & Ben write letter to Shire of Denmark
Action: Leonard to arrange meeting with Shire of West Arthur

f) Review into Local Government Planning Frameworks for Tree Farms

- Invitation was circulated for the review session in Bunbury on Wednesday 18th September.

- WBAC councillors and staff attending from region.

Action: Katie circulate the link to book place at workshop.

g) Invitations for attendance

- WBAC have been invited to have a stand at the Rylington Park Field Day for the WBAC.
    - Spoken to Cr Helen O'Connell and advised that it is not the right target audience for us so have declined.
    - Have shown interest in WBAC board members to be invited.
    - Theme this year is 'Keep the sheep'.
- Request from Pemberton Chamber of Commerce & Industry for presentation on Monday 9th September at Karri Valley and inviting other neighbouring Chambers.
    - Katie has asked who attendance and the topic of our Presentation will be.
    - Katie, Ben, Donnelle all available to attend

Action: Confirm who will attend Pemberton Chamber presentation.

6. Finance

a) 2023 – 2024 financial report

The WBAC end of year financial report for the 2023 - 2024 financial year is confirmed as true and correct.

Moved:	Cr Vicki Hansen	
Seconded:	Cr Helen O'Connell	**Carried 9/0**

b) 2024 – 2025 budget

- No expenditure in July.
- All invoices have been issued to Local Governments for 2024-2025 contributions.

Budget noted by all members.

7. WBAC Climate Change Action Plan Implementation Reference Group

a) Minutes of meeting & actions

- Amendments to minutes:
    - Items 5, Shire of Bridgetown part of application, not Donnybrook.
    - Item 11, resourcing discussions were in regards the CCAPIRG project officer.

WBAC Minutes accepted with the above amendments.

Moved:	Cr Alexis Davy	
Seconded:	Cr Vicki Hansen	**Carried 9/0**

Action: Matthew to make amendments to minutes.

b) Introduction of Climate Alliance Project Officer: Matthew Tartaglia

- Matthew started with WBAC as Climate Alliance Project Officer in the middle of July and has received a handover with Mark Batty.
- Matthew is contacted for up to 19 hours per week and is based in Pemberton.
- An out of session motion for Matthew's employment was circulated and approved.

WBAC board confirmed the employment of Matthew Tartaglia as the WBAC Climate Alliance Project Officer, as per out of session motion.

Moved:	David Taylor	
Seconded:	Cr Steve Miolin	**Carried 9/0**

c) Future direction of the Climate Alliance Project

- Matthew is in the process of meeting with each LG to discuss opportunities, issues and their priorities.
- CCAPIRG have a list of short-term list of projects and opportunities to be pursued.
- Name of project suggested as Climate Alliance, also could change name of group 'Climate Alliance Reference Group'.

Action: Discuss name of CCAPIRG project with group.

8. WBAC Tourism: Southern Forests & Valleys

a) SF&V Project update

- An update was circulated with the board papers.
- 2 visitor centres (Bridgetown / Greenbushes) have already, a 2 (Boyup Brook / Pemberton) are in the process of, closing their own websites and having a one-page website that fully integrates with our site. This option is available to all visitor centres.
- Board members asked for an update on the entry sign project, Katie advised that the costings have been completed and we are investigating funding options.

- The next TAG meeting is scheduled for Tuesday, October 15th. However, Katie proposed that the group may have fulfilled its purpose and could be disbanded.
    - It was agreed that the group has fulfilled its purpose and should be concluded. WBAC will extend thanks to everyone who contributed to the group.
    - WBAC will include in the letter to all stakeholder's information on how WBAC can support them moving forward.

The Tourism Advisory Group (TAG) has fulfilled its purpose and will be concluded. WBAC to thank all members and include in the letter information on future support.

Moved: Cr Vivienne MacCarthy
Seconded: Cr Helen O'Connell **Carried 9/0**

Action: Report on entry signage for October meeting
Action: WBAC send letters to all TAG members

b) SF&V Tourism Conference – Tuesday 23rd July 2024

- A report was circulated with the board papers regarding the Tourism Conference.
- Still waiting for final invoices to come in:
    - Approximate costs were $18,500.
    - Received $9,800 cash sponsorship & $6,000 in kind (Tourism WA)
    - Approx $5k in ticket sales
    - WBAC contribution $3,700
- WBAC has received great feedback from operators and stakeholders who attended, as well as the speakers who found all attendees engaged.
- Feedback from board members and staff who attended include that it was a wonderful event, the breakout sessions were great, and the range of speakers was excellent.
- Future conferences:
    - The conference took a lot of WBAC staff resources to organise.
    - Suggestion that future conferences could be organised in partnership with the hosting Shire. (Community Grant)
    - Suggested 2026 conference to be held in Pemberton at the Sports Centre.

Action: Katie to meet with the Shire of Manjimup to discuss options for the 2026 conference in Pemberton.

c) Website

i. Statistics

- July saw 90,149 visits to the website, bringing the 12 month (since launch) total visits to 544,007.
- The increase in visits compared to previous months is likely due to our ongoing marketing efforts, inclusion in Tourism WA and ASW campaigns, the tourism conference, social media campaigns, SEO improvements on the site, and our consistent promotion of the site.

ii. SEO report and work moving forward

- SEO work has been completed on the website and our SEO score with google has increased from 67/100 to 100/100.
- Main works included template updates across all pages on the website, word optimisation, content updates, linking within text, URL optimisation, and added google tag manager to website.
- SEO contractor has conducted training with WBAC staff for future SEO implementation activities across the site. We now need to:
    - Review all heading
    - Add internal links throughout the whole website
    - Combine pages
    - Add keywords on each page (over 900 pages)
    - Back link the entire site
    - Review all image sizing
    - Build google business profile

Action: Include in next report the visits to individual town pages

d) 2025 Heritage Festival

- WBAC held meeting with all member shires regarding the 2025 regional heritage festival – minutes circulated with board papers.
- Southern Forests & Valleys Heritage Festival will be held from Saturday 19th April – Sunday 4th May 2025.
- Each shire will work with community and heritage locations to put together list of events, activities, open venues, heritage trails and places of interest.
- WBAC will produce digital regional booklet promoting all activities, have feature on the SF&V website with all events listed, manage a marketing campaign for the regional heritage festival.
- Shires and WBAC will apply for grants to support activities throughout the region.
- Notes that Saturday 19th April is also the Donnybrook Apple festival.

9. Warren Blackwood Stock Route

- Maintenance items are moving along well, just waiting on men's shed to complete the wooden name signs then we can start the whole route upgrade.
- Look at relaunch the Stock Route once all works are completed.
- Katie working with DBCA on documentation required.
- WBAC has received emails of concerns from horse riders regarding the Shire of Manjimup's Trail Bike Hub as their new trail shares a section of trail road with the WBSR. WBAC has spoken to Shire staff regarding the route alignment and the safety and appropriate use of the trails. We have requested the trial route alignment from the Shire and have spoken about additional signage we would like them to put up on the WBSR to warn riders and on trail hub route to warn of horses.
- Investigate using the app with GXP file as a way of building a membership to WBSR.

Action: Look at capabilities of the GPX map app

10. Housing Support Program Grant

- Grant submitted under Shire of Manjimup was unsuccessful.
- The awarded projects were for planning and staff.
- To be eligible for current rounds, we need a project plan with detailed budget, community consultation, etc.
- It would be great to have several fully planned projects ready for opportunities as they rise.

11. Warren Blackwood Strategic Review

a) CEO's meeting: Tuesday 3rd September 2024, Bridgetown

- Attending – CEO's & Katie

12. All Shires meeting 2025

- Tuesday 4th March 2025, 5pm.
- Venue: Power Up, Manjimup
- Councillors and Senior staff
- All shires to do an update on projects that energies their communities or projects that other shires can get involved with.
- WBAC to talk about keys projects (growth plan, tourism, climate) and have most of WBAC update as a video.
- Invite WALGA to give a state update
- It was discussed that moving forward, the Chair of the WBAC could host the all shires meeting

Action: CEO's to discuss presentations format

Action: Katie circulate save the date to all councillors & board members

13. General Business

a) Request to amend meeting dates

October

- Shire of Boyup Brook requested we move meeting as their council chambers will not be ready after undergoing renovation.
- Swapped Bridgetown and Boyup Brook locations.

December

- ALGA National Roads Congress in Margaret River which staff and councillor will be attending.
- Move to Tuesday 10th December 2024
- Location: Shire of Nannup
- Presentation from UCI Gravel World Championships

February

- Katie will be away Tuesday 3rd & Tuesday 11th February.
- Move to Tuesday 28th January 2025
- Location: Shire of Boyup Brook

b) Peter Whitney

- Cr Mountford asked if the SWDC have followed up with Peter regarding Crown land management of fire breaks being contracted to private operators.
- SWDC is aware that Peter has discussed issue with local candidates and SWDC raised with JETSI.
- SWDC has also reached out to him to pull together a briefing note as his presentation was handwritten.

Action: SWDC circulate briefing note to WBAC once completed.

c) Pip Kirby, SWDC Director Regional Development for Business and Industry

- Ashley Clements will be acting CEO until a replacement for Mellisa Teede is appointed.

14. Dates of future meetings:

a) Tuesday 1st October 2024, Shire of Bridgetown – Greenbushes & AGM
   a. 5pm AGM (Manjimup Chair / Donnybrook Vice Chair)
   b. 5.30pm Balingup Rail Group, Bunbury to Bridgetown Railway Line to present completed Feasibility Study

b) Tuesday 10th December 2024, Shire of Nannup
   a. Presentation from UCI Gravel World Championships

c) Tuesday 28th January 2025, Shire of Boyup Brook
d) Tuesday 4th March 2025, All Shire meeting, Manjimup
e) Tuesday 1st April 2025, Shire of Manjimup
f) Tuesday 3rd June 2025, Shire of Donnybrook Balingup

Action: Katie send calendar invitations for all meetings

Close meeting: 6.56pm

Development Planning – 127 Jayes Road (Lot1) ,BALINGUP, WA 6253
Background Information to support Development Application

Reception Centre with Incidental Camping

We seek formal approval for a 'Reception Centre' to host the following maximum number of events per year:

- **12 x Medium sized weddings** of up to 80 guests
- Memorial services for up to 200 attendees - Infrequently
- **6 x Public ticketed events** for up to 250 patrons eg: movie nights, outdoor plays, poetry recitals, classical music performances, black tie dinner-dance, ceilidh/folk band with dancing, High Tea, murder-mystery nights, Christmas family event, sculptures on the lawn. Ticketed events finishing by 9pm.
- **Incidental Camping** for up to 50 wedding guests being used up to a **maximum 6 times per year.**

Public ticketed events will be limited in number by tickets and gate staff with strictly adhered, start, end and vacate times. Allocated and directed parking (attendant staff). Tickets sold through online booking platform (Trybooking/Humanitix) which allow easy accurate record keeping and updates for attendees etc if events need to be cancelled and patrons notified.

Events will be in-keeping with the quality offering of our established short stay accommodation business; orderly, inclusive and varied for the benefit of local tourism and local community. Food and drinks will be served at events. Alcohol will be served within the limits of RGL licensing permits in effect at the property at the time or BYO if no license granted. All events are intended for family/tourism purposes and intoxication is not tolerated. All ticketed events are non-smoking and pet-free. The public area is monitored by CCTV, which is publicised.

We have a good relationship with our neighbours and will conduct our operations with consideration for them; we will advise them at regular intervals (quarterly) of upcoming booked events and weddings with detail of any planned amplified music. We will display speed restrictions on our driveway to reduce the impact of noise/dust to our neighbours. We plan to partially bitumise the driveway once there is uptake of 'reception centre' weddings and events.

We plan for **up to 12 medium size weddings per calendar year.**
We would host memorials, on request, between 1000-1900.

Medium Sized Wedding: considered to be 40-80 guests with either cocktail or long table dining in the garden. Weddings and events are outdoors; wedding parties may elect to book a marquee or stretch tent as a weatherproof contingency option. The proposed site is highlighted 'Function Marquee' on maps and approximately 50m from the nearest boundary and approx. 78m from the nearest neighbour's dwelling. There is significant hedging foliage and structures between the function marquee and the neighbouring property and the fire

break. The marquee would be largely unseen from neighbouring properties and sound generated from the area shielded and absorbed by existing hedging. The Function Marquee is non-permanent, no bigger than 12mx15m and will take the form of hired wedding marquee or stretch tent (see examples below). In consideration of our neighbours, we have undergone inhouse acoustic monitoring to better understand noise output form our property.
The locations selected are chosen to be close to existing approved amenities of toilets, kitchen and driveway; allowing access for emergency vehicles, vendors(marquee delivery) and guests. A smaller non-permanent tented option would be placed next to the gazebo building when poor weather is forecast, set up to oppose the prevailing weather.





<u>Music</u>
Music in the form of professional amplified music: wedding singer/band or DJ with music at events concluding at 10 pm Sunday-Thursday and 11pm on Friday and Saturday nights would occur up to a maximum of **12 nights per year by 2026,** less in 2024 and 2025**.**

Booking Terms must be signed by the wedding couple agreeing to the time restrictions. Microphones are permitted for formal speeches only – NO KARAOKE/adhoc singing. Jalbrook Management will exercise the right to 'unplug' at the approved cut off time and/or if the self-imposed volume guidelines are exceeded.

Catering for the 'reception centre' would be supplied by outsourced local suppliers from Balingup, Donnybrook and surrounds or guests may BYO catering. Light grazing style catering is offered in-house. We have a licensed and inspected small Commercial Kitchen available for wedding and event catering. Some wedding events would hire 1 catering supplier and optionally 1 mobile drinks provider: coffee or alcohol and possibly a gelato cart or dessert provider. Public ticketed events would include 1-4 mobile catering/drinks trucks depending on event type and patronage.




Small elopements and micro-weddings (less than 40 guests) would continue to operate within the confines of the existing property accommodation and permissions with no hired music, bands, DJs or marquees being supplied. Guest would be accommodated in existing cottages with excess guests staying locally in external accommodation.

The Lodge covered verandah can be used, if needed, for covered catering and wet weather options for small weddings and elopements.

Incidental Camping

- Offered for guests attending weddings only.
- Camping for up to 50 guests in private tents/camper trailers or hired outsourced tents (Bell Tents/Glamping)
- Camping will not be offered for public ticketed events.
- Camping guests will require rental toilets and showers as a condition of camping.
- Ablution trailers will be hired from outsourced suppliers. (see photos for examples)
- Camping is un-powered for guests; no camp kitchen is supplied.
- Mains power in the camping area for use by shower/toilet trailer only.
- Solar mobile safety lighting, fire extinguishers and fire bell alert system supplied for camp areas.
- Camp guests can stay for up to a maximum of 48 hours.
- Projected 6 weddings with requested onsite camping by 2026
- Camping not offered in January or February

- Camping is not required or desired by all weddings. 30%-50% anticipated.







Parking

- Each cottage has its own parking for resident guests relevant to the size and intended capacity of each cottage. Existing, no changes.
- Additional vehicles for patrons attending weddings or events not being accommodated in the cottages are to be parked in designated car parking area only (map2)
- Car parking bays will be marked out with 'Parking Flags' in designated marked lines, depicted. At event arrival time the car parking will be directed by an employee attendant and again at conclusion of event or anticipated carpark efflux.
- There will be no visitor parking required on Jayes Road (access road).
- There is adequate ground for up to 50 cars when camping is also allocated.
- For ticketed public events there is no camping; car parking capacity for 100 cars as shown in map2.
- The ground is firm and maintained as short grass throughout the months when events would be scheduled requiring parking.

Hours of Operation

Jalbrook currently operates 365 days per year with average annual occupancy of around 55%. Guest check in time is from 2pm daily and check out is 11am. Guests can arrive at any time after check-in time and are at liberty to come in and out as they please. This has been the normal operating procedure for 20+ years.

Noise

We have a published (booking condition) quiet time after 10pm for cottage guests, whereby resident guests are required to keep noise to a minimum and show consideration for others. In our 3+ years of operation we have had minimal disturbance from inconsiderate guests

which we have managed directly without any notification or complaint from neighbours.
Neighbouring properties have never advised us of any issue or problem from guest noise.
Our neighbours have our contact details and have been asked to call us if at any time they have any concerns with guest behaviour or other issues relating to our business operation.
We have staff onsite 24 hours per day which guests are made aware of.
Sub-woofers are strictly prohibited.
Potential wedding/event clients expressing a desire for loud music or wild behaviour will be refused booking and advised to go elsewhere.
Guests booking a wedding enter into a contract /Booking Agreement which details our approach to noise/timings and general behaviour.
By managing the situation and expectations we can provide weddings and events which are harmonious with our surrounds and considerate of neighbours.
Jalbrook Owners/Management and staff will attend all events and ensure our self-imposed restrictions are adhered to.
The build up to operating as a medium sized wedding venue will be gradual:
2024: 2-3 weddings
2025: 6-8 weddings
2026: 8-12 weddings

Planned Times of Weddings and Public Ticketed Events

Wedding ceremonies 1200-1800 at various locations lasting 30 mins.
Wedding receptions 1300-2200, mid-week (Sunday-Thursday)
Weekend receptions 1300-2300, PH and weekend (Friday and Saturday)
Public ticketed events 1200-2100. (Max duration 4 hours within the time allocation, event dependant) Event concluding by 2100 with visitors departed and site closed by 2130.

Winery and Shop

Jalbrook has approved uses as Winery and Retail Shop – the retail facility previously sold alpaca knitwear and giftware and was popular with visiting bus tour groups, tourists and locals alike. We terminated the retail shop trading in 2022 and we do not operate the winery. The resultant reduced road and driveway usage from those planned and approved activities provide the capacity for our planned development proposal without the need for alteration to existing approved infrastructure.

Costs

Anticipated cost of proposed development is $10,000 to include, Function marquee site preparation; removal of rose bushes and prune existing deciduous trees. Additional fire warning system, extinguishers and fire fighting equipment for camping area, additional commercial solar lighting. Increased insurance premium and Shire administration.

WE ARE NOT PROPOSING

We are not building any permanent structures.
We are not adding to current infrastructure.
We are not creating a regular use campground for the public.
We are not proposing weddings or events every weekend or every other weekend.
We do not endorse anti-social behaviour.
We do not plan to remove any mature trees.
We are not proposing any events run beyond 11pm on weekends.
We will not plan events or weddings for January and February, due to increased fire danger/risk.

Exisitng Infastructure

The Gazebo



Red Robin Cottage



Corella Cottage



Rosella Cottage



The Lodge



Teal Cottage



Ibis Cottage



Office and Shop



Side View



Blue Wren Cottage



110 000L Rainwater Tank



Stairs to Incidental Camping/Carparking



The Gazebo and Commercial Kitchen





Pizza Oven Shed and W/C Services

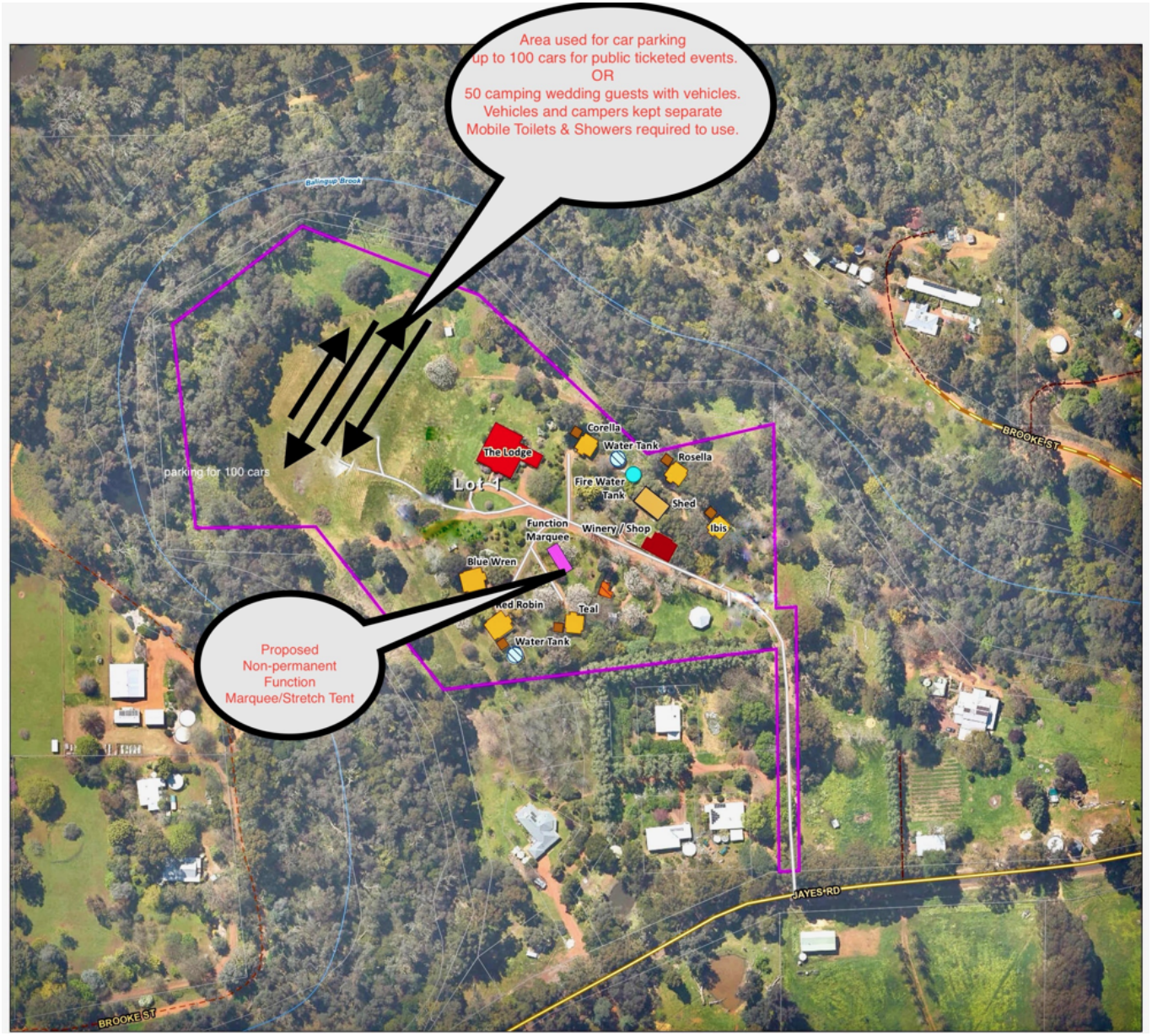




Shed for Machinery and Storage



Development Application Plan - Lot 1 (127) Jayes Road, Balingup



GOVERNMENT OF WESTERN AUSTRALIA

Department of **Biodiversity, Conservation and Attractions**

PARKS AND WILDLIFE SERVICE

Your ref: P24022
Our ref: 52422 2023/003114
Enquiries: Tracy Teede
Phone: 97254300
Email: swlanduseplanning@dbca.wa.gov.au

Chief Executive Officer
Shire of Donnybrook-Balingup
PO Box 94
DONNYBROOK WA 6239

ATTENTION: Candice Naidoo

RECEPTION CENTRE AND INCIDENTAL CAMPING – LOT 1 (127) JAYES ROAD BALINGUP

I refer to your email dated 14 June 2024 seeking the Department of Biodiversity, Conservation and Attractions' (DBCA) comments in relation to proposed development for the above location.

The following comments are provided pursuant to DBCA's responsibilities under the *Biodiversity Conservation Act 2016* (BC Act).

Advice to Shire

Biodiversity values

The north-western portion of Lot 1 contains remnant vegetation. The Lot 1 north-western vegetation is contiguous with nearby Balingup Brook, and adjacent Lot 13196, unmanaged reserve bushland.

Lot 1 contains the poorly reserved Balingup (BLf) vegetation complex, which has 9.1% and 270 ha of the pre-1750 extent remaining. This is below the nationally recommended 30% and 1500ha threshold for the retention of remnant vegetation.

Black cockatoos are listed as threatened fauna under the BC Act and the *Environment Protection and Biodiversity Conservation Act 1999* and have been found nearby. A known black cockatoo roost site has been found less than 400 metres from Lot 1. Other fauna species of conservation significance that are likely to utilise the site include the chudich.

Fauna

Vegetation clearing may be required to upgrade or widen the access way. The undated justification letter, attached to the application, refers to bitumising the access way. The proponent should be aware of their obligations and approval requirements under section 40 of the BC Act, which requires Ministerial authorisation to take or disturb threatened species. DBCA recommends that if any vegetation clearing or pruning is required, the proponent should seek advice from DBCA's Species and Communities Branch at speciesandcommunities@dbca.wa.gov.au prior to clearing works, in relation of section 40 authorisation requirements.

Car parking/camping area

The "New Plans" indicate a car parking/camping area within the Lot 1 north-western portion and the justification letter indicates that this area will be marked out with parking flags.

DBCA recommends that a buffer be provided between the car parking/camping areas and retained native vegetation. To protect the retained native vegetation and tree roots, from accidental vehicle damage, soil compaction and wind-blown litter, the buffer should be located outside the tree crown drip zone and consist of suitable demarcation materials.

Thank you for the opportunity to comment on this application. Please contact Tracy Teede at the Parks and Wildlife South West Region office on 08 97254300 or email swlanduseplanning@dbca.wa.gov.au if you have any questions about this advice.

Yours sincerely



Aminya Ennis
Regional Manager

1 August 2024

Candice Naidoo

From: Krish Seewraj <krish.seewraj@dwer.wa.gov.au>
Sent: Wednesday, 26 June 2024 9:42 AM
To: SM Shire
Cc: Candice Naidoo
Subject: IPA103290 - RE: OPA63075 - P24022 - Development Application Referral - Lot 1 (127) Jayes Road, Balingup

Some people who received this message don't often get email from krish.seewraj@dwer.wa.gov.au. Learn why this is important

OFFICIAL

OFFICIAL

26 June 2024
Our Reference: PA064929, DWERT51~71
Your reference: P24022
To: Shire of Donnybrook Balingup
From: Department of Water and Environmental Regulation

RE: OPA63075 - P24022 - Development Application Referral - Lot 1 (127) Jayes Road, Balingup

Thank you for providing the above referenced proposal for the Department of Water and Environmental Regulation (Department) to consider. The following comment is provided below, for which more detail is provided in the table:

1. Issue: Noise
   Advice: The application would benefit from acoustic modelling to determine whether noise emissions can comply with the *Environmental Protection (Noise) Regulations 1997*

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

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

Yours sincerely,

Item No.	Reviewer comment/advice
1	**Issue:** Noise **Advice:** The application would benefit from acoustic modelling to determine whether noise emissions can comply with the *Environmental Protection (Noise) Regulations 1997* **Discussion:** The justification letter states *"The proposed site is highlighted 'Function Marquee' on maps and approximately 50m from the nearest boundary and approx. 78m from the nearest neighbour's dwelling. There is significant hedging foliage and structures between the function marquee*

	and the neighbouring property and the fire break. The marquee would be largely unseen from neighbouring properties and sound generated from the area shielded and absorbed by existing hedging. The Function Marquee is non-permanent, no bigger than 12mx15m and will take the form of hired wedding marquee or stretch tent (see examples below). In consideration of our neighbours, we have undergone inhouse acoustic monitoring to better understand noise output form our property." The Department provides the following comments on the above statement: • resident's 80m away from the an open function marquee where amplified music will be played are likely to be impacted, especially in an environment of otherwise low background noise levels; • while sound 'drops off' with distance and structures may provide some shielding, vegetation will not provide any actual benefit in reducing noise levels at receivers; • if the applicant has acoustic data, this may assist the Shire's Environmental Health Officers in determining whether the proposal can comply with the *Environmental Protection (Noise) Regulations 1997* (Noise Regulations); and • depending on what information is provided in the *"inhouse acoustic monitoring"*, the application would benefit from acoustic modelling to determine whether noise emissions can comply with the Noise Regulations at nearby receivers.
2	**Issue:** Water supply **Discussion:** The justification letter includes an image of a 110 000L Rainwater Tank. This area is not proclaimed under the *Rights in Water and Irrigation Act 1914*, and there are therefore no regulatory requirements in relation to the take of groundwater or surface water.
3	**Issue:** Wastewater **Discussion:** The justification letter states 'Camping guests will require rental toilets and showers as a condition of camping', and that 'Ablution trailers will be hired from outsourced suppliers'. Therefore, there is no application of waste to land or water and the Department has no comment.

Krish Seewraj
Planning Advice Program Manager
South West Region

Department of Water and Environmental Regulation
71 McCombe Road, BUNBURY, WA 6230

Our Ref: D35150
Your Ref: P24022

Cecilia Muller
Shire of Donnybrook Balingup
planning@donnybrook.wa.gov.au

Dear Ms Muller

RE: VULNERABLE TOURISM LAND USE - LOT 1 (127) JAYES ROAD BALINGUP – RECEPTION CENTRE AND INCIDENTAL CAMPING

I refer to your email dated 30 August 2024 regarding the submission of a revised Bushfire Management Plan (BMP) (Version 1.1), prepared by Bushfire Prone Planning and dated 19 August 2024, for the above development application. The revised BMP is accompanied by a letter responding to DFES' previous comments from Bushfire Prone Planning dated 19 August 2024.

This advice relates only to *State Planning Policy 3.7: Planning in Bushfire Prone Areas* (SPP 3.7) and the *Guidelines for Planning in Bushfire Prone Areas* (Guidelines). It is the responsibility of the proponent to ensure the proposal complies with relevant planning and building requirements. This advice does not exempt the applicant/proponent from obtaining approvals that apply to the proposal including planning, building, health, or any other approvals required by a relevant authority under written laws.

Assessment

- DFES notes that the Jalbrook Estate currently operates as a tourism venue including weddings, functions and a number of short stay accommodation options..
- The development application seeks to formalise the services currently offered, increase the number of cabins and to include incidental event camping.
- Tourism land uses, such as camping and short stay accommodation, are considered a vulnerable tourism land use as prescribed by section 5.5 'Proposing a Vulnerable Land Use in a Bushfire Prone Area' of the Guidelines.
- Vulnerable land uses located in designated bushfire prone areas require special consideration, especially as visitors may be unfamiliar with their surroundings and bushfire impacts.
- DFES notes that the proponent proposes no weddings to be hosted during January or February and a reduction in attendees (wedding patrons) from 250 to 80.
- Consequently, and in accordance with our advisory role, DFES has highlighted in the assessment below the residual bushfire risks associated with the tourism development and compliance with the bushfire protection criteria to assist decision making.

1. Policy Measure 6.5 a) Preparation of a BAL Assessment

Issue	Assessment	Action
Vegetation Classification	**DFES' previous comment**	The decision maker to be

	Evidence to support the exclusion of the entirety of Area 6 as managed to low threat in accordance with AS3959 is required. DFES notes that vegetation modification may need to occur to comply with APZ standards, including the need for a minimum 6m clearance from the dwelling to any trees, a maximum 15% canopy cover within the APZ and other requirements triggering additional vegetation removal. A Landscape Management Plan should be prepared to remove ambiguity for the landowner and to provide a compliance mechanism for the Shire. If unsubstantiated, the vegetation should be classified as per AS3959, or the resultant BAL ratings may be inaccurate. **DFES' updated comment** DFES notes that six (6) additional images have been provided within the letter but not included in the revised BMP. While the header states they demonstrate APZ compliance, these have not been labelled or added to the vegetation classification map, which removes context of aspect and location. Notwithstanding, DFES' previous comments regarding vegetation modification and the provision of a Landscape Management Plan remains unchanged.	satisfied the implementation and ongoing management of the APZ has an adequate compliance mechanism.
Vegetation Classification	**DFES' previous comment** Evidence to support the exclusion of Area 7 as managed to low threat in accordance with AS3959 is required. Specifically, the area evidenced by images 26 & 27 as DFES notes that these are outside the control of the applicant to be managed by a legally enforceable mechanism in perpetuity. If unsubstantiated, the vegetation should be classified as per AS3959, or the resultant BAL ratings may be inaccurate. **DFES' updated comment** DFES notes that two (2) additional images have been provided within the letter but not included in the revised BMP. While the header states they demonstrate excluded vegetation in area 7, these have not been labelled or added to the vegetation classification map, which removes context of aspect and location. DFES' comments in this regard remain unchanged.	Modification to the BMP is required.

Vegetation Classification	**DFES' previous comment** Vegetation Area 2 cannot be substantiated as Class G Grassland with the limited information and photographic evidence available. DFES notes that this area is a combination of privately owned land and Unmanaged Reserve adjoining Class A Forest. The potential for revegetation has not been considered. The BMP should detail specifically how the Class G Grassland classification was derived as opposed to Class A Forest. If unsubstantiated, the vegetation classification should be revised to consider the vegetation at maturity as per AS3959, or the resultant BAL ratings may be inaccurate. **DFES' updated comment** DFES notes that the vegetation classification area has broadened to include assessments 150 metres from the lot boundary and additional areas of Class G Grassland in adjoining properties to the south and west are now included. Two (2) additional images have been provided within the letter but not included in the revised BMP. While the header states they demonstrate Area 2 Grassland vegetation, these have not been labelled or added to the vegetation classification map, which removes context of aspect and location. DFES' previous comments in this regard, however, remain unchanged.	Modification to the BMP is required.
Vegetation Management	**DFES' previous comment** DFES does not accept fire break notices on adjoining land as part of the vegetation management required to achieve an APZ or low-threat classification. Fire break notices may only apply for part of the year and may be varied from year to year by the responsible local government. The proponent is to provide a performance principle-based solution to achieve the required APZ should the APZ rely on the management of vegetation on adjoining land. **DFES' updated comment** DFES notes comment by the practitioner that the area is fenced and evidence of livestock and burn piles demonstrate that the adjacent property owner is managing this land, however DFES' previous comments in this regard remain unchanged.	Modification to the BMP is required.

BAL Contour Map	**DFES' previous comment** A BAL Contour Map is a scale map of the subject lot illustrating the potential radiant heat impacts and associated indicative BAL ratings in reference to any classified vegetation remaining within 150 metres of the lot boundary. A BAL Contour Map is required to be prepared in accordance with the methodology detailed in Appendix 3 of the Guidelines which states that a BAL Contour assessment *area is within 100m of the external boundary of the subject site*. Additionally, DFES notes that the location of the incidental campground has not been included in either the Vegetation Classification or BAL Contour Maps. While the BMP states that the campground is a tolerable loss, owners of caravans may not see this as tolerable and delay evacuation in order to protect or remove their asset. The location should be included to support the Shire's decision. **DFES' updated comment** DFES notes that the vegetation classification and BAL Contour Map's assessment areas have been updated to extend to 150m of the external boundary and detail the location of the incidental campground. Notwithstanding, the caravan and camping sites remain to be considered by the proponent as a tolerable loss. The BAL Contour Map now shows this area to be located in BAL-29, however the potential for delayed evacuation remains.	The decision maker is to be satisfied that the evacuation of visitors using the camping area is not delayed by attempts to protect their assets, which the proponent considers tolerable losses.

2. Policy Measure 6.5 c) Compliance with the Bushfire Protection Criteria

Element	Assessment	Action
Vulnerable Tourism Land Uses - Siting and Design	**A5.7 & A5.13 – not demonstrated** **DFES' previous comment** The BAL ratings cannot be validated for the reason(s) outlined in the above table. It has not been demonstrated that the campsites and cabins can achieve BAL-29 or below. **DFES' updated comment** The BMP has been updated to demonstrate the campsite is located in an area of BAL-29 and below, however vegetation classifications in Areas 2 and 7 remain unvalidated and it is unclear if all cabins,	Modification to the BMP is required.

	particularly those on the eastern and southern sides of the lot can achieve BAL-29 or below.	
Vulnerable Tourism Land Uses - Vehicular Access	**A5.8.1 & A5.14 – not demonstrated** **DFES' previous comment** The BMP does not provide sufficient evidence that internal driveway access/egress compliance has been achieved. In particular, the provision of at least two internal access/egress points to the public road network and requirements in Table 6, column 4. If a secondary access point is not possible at this site this should be fully justified in the BMP. All options should be explored including access through neighbouring properties. DFES notes that the single driveway entrance at Jayes Road is designated by fixed stone walls and metal gate posts, restricting the traffic flow to one way. Given the restricted nature of the site and the number of vehicles potentially parked onsite consideration should be given to widening the driveway to a public road standard to ensure visitors can egress the site while emergency services are attending, particularly if a secondary access option cannot be achieved. Furthermore, while there is no limitation on the general operation of the facility on Total Fire Ban (TFB) days, parking vehicles on grassed areas would be restricted on days a TFB is declared. It is important to note that this would impact the overall capacity of the facility on these days and should be recognised and addressed through the BMP and BEEP. **DFES' updated comment** DFES notes that considerable consultation has been undertaken to resolve vehicular access in the event of a bushfire and that the battle-axe design presents challenges in facilitating two-way egress. Given the option for a secondary access point is unlikely, options for widening the entry of the property are imperative to facilitate 2-way access/egress and should be further explored.	Decision maker to be satisfied that during a bushfire emergency, visitors can evacuate at the same time emergency services are attending.
Vulnerable Tourism Land Uses - Water	**A5.9 & A5.15 – not demonstrated** **DFES' previous comment** It has not been demonstrated that the existing 90,000L water tank is dedicated for firefighting purposes only and the tank couplings meet the requirements of AS2419.1 Section 4, and adjacent hard-standing can achieve BAL-29 or below and is accessible to a type 3.4 appliance.	Decision maker to be satisfied that ongoing compliance will be achieved, as proposed.

	DFES notes that in the supporting assessment details for A5.15b, the BMP states that a 20,000L dedicated water tank for fire-fighting capability will be installed between the function centre and the proposed cottage. This is not shown on the BAL Contour Map and has not been demonstrated to meet the requirements of AS2419.1 Section 4. **DFES' updated comment** DFES notes the additional images evidencing the tank couplings, as per AS2419.1 Section 4 have been installed to the water tank that is dedicated for firefighting purposes. For clarity, these should be included in the BMP. It was not observed in the images provided that there is signage depicting that the water tank is for firefighting use only and that adjacent hard standing is provided for access by a type 3.4 appliance. DFES also notes commentary regarding the secondary 20,000L firefighting tank forming part of a future proposal. The decision maker to be satisfied that Table 6.2(A) item 3 provides a sufficient mechanism to ensure ongoing compliance is achieved.	

3. Policy Measure 6.6.1 Vulnerable land uses

Issue	Assessment	Action
Bushfire Emergency Evacuation Plan (BEEP)	**DFES' previous comment** The referral has included a *'Bushfire Emergency Evacuation Plan'* for the purposes of addressing the policy requirements. Consideration should be given to the Guidelines Section 5.5.4 'Developing a Bushfire Emergency Evacuation Plan'. This contains detail regarding what should be included in a BEEP and will ensure the appropriate content is detailed when finalising the BEEP to the satisfaction of the Shire. **DFES' updated comment** DFES notes that the comment has been acknowledged.	Comment only.
Refuge Building or Refuge Open Space Area	**DFES' previous comment** Please note that the bushfire shelter building should be designed to withstand bushfire attack in the form of wind, smoke, embers, radiant heat, and flame contact. A refuge building needs to have a sufficient separation distance from the predominant bushfire prone vegetation to avoid exposure to a radiant heat flux exceeding 10kW/m².	Comment only.

	A building designated as a bushfire shelter must comply with ABCB Design and Construction of Community Bushfire Refuges (2014). Sheltering in a compliant refuge must be accepted as being a last resort option when it is no longer safe to evacuate to an area not prone to bushfire risk. It should be emphasised that a refuge is not a standalone solution to mitigating risk to life safety. **DFES' updated comment** DFES notes that the comment has been acknowledged.	

Recommendation – compliance with acceptable solutions not demonstrated – modifications required

It is critical the bushfire management measures within the BMP are refined to ensure they are accurate and can be implemented to reduce the vulnerability of the development to bushfire. The proposed development has not demonstrated compliance to the following:

1. Element 5: Vulnerable Tourism Land Uses.

If you require further information, please contact Emma Gough - Senior Land Use Planning Officer on telephone number (08) 9395 9819.

Yours sincerely



Desmond Abel
DIRECTOR LAND USE PLANNING

27 September 2024

Overall - great proposal + support but subject to 3 concerns

P24022/144

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
APPLICATION FOR RECEPTION CENTRE AND INCIDENTAL CAMPING AREA
LOT 1 (127) JAYES ROAD, BALINGUP

Name:

Property Address:

Email:

Contact Number:

Response to Application:

☐ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments: Support with conditions

(1) Bush fire risk - 250 people on site represents a significant risk, especially given the site is nearly surrounded by BAL FZ. Getting this number of people to leave at the same time is challenging. My view is that if an event is scheduled when fire risk is extreme for the area, the event has to be rescheduled. This could happen beyond Jan 1st Feb

(2) Effluent disposal.
The requirement for Mobile ablution trailers is supported for camping. It is unclear how human effluent is to be managed for the events themselves. The risk of contamination to Balingup Brook is the key issue

(3) Noise - 11pm is too late to end events as people will linger + create noise after this time. I note this is consistent with your guidance which lists midnight, but the site is set in a rural setting so should be subject to greater restrictions.

Signature: [signature] Date: 22/6/2024

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 4 July 2024.**

P24022/ A1445

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
APPLICATION FOR RECEPTION CENTRE AND INCIDENTAL CAMPING AREA
LOT 1 (127) JAYES ROAD, BALINGUP

Name:

Property Address:

Email:

Contact Number:

Response to Application:

☒ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments:

Signature:

Date: 24th June 2024

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 4 July 2024.**

P24022/A1445

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
APPLICATION FOR RECEPTION CENTRE AND INCIDENTAL CAMPING AREA
LOT 1 (127) JAYES ROAD, BALINGUP

Name: [redacted]

Property Address: [redacted]

Email: [redacted]

Contact Number: [redacted]

Response to Application:

☑ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments:

This is a wonderful business venture and will be of great benefit for Balingup.

My only submission is that the music at weddings finish at 11:30pm. The music coming up the valley on a still night can be extremely loud.

Good luck to the new business owners!

Signature: [redacted] Date: 25/6/2024

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 4 July 2024.**

P24022/ A1445

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
APPLICATION FOR RECEPTION CENTRE AND INCIDENTAL CAMPING AREA
LOT 1 (127) JAYES ROAD, BALINGUP

Name:

Property Address:

Email:

Contact Number:

Response to Application:

☑ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments:

I'D LIKE TO SUPPORT A LOCAL BUISINESS LIKE THIS - NO PROBLEM

Signature:

Date: 25-6-24

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 4 July 2024.**

P24022/ A1445

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
APPLICATION FOR RECEPTION CENTRE AND INCIDENTAL CAMPING AREA
LOT 1 (127) JAYES ROAD, BALINGUP

Name:

Property Address:

Email:

Contact Number:

Response to Application:

☑ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments:

This would be a great addition to the Balingup social scene and could only be beneficial to businesses in town. So long as Parking and noise aspects do not affect neighbours ~~life style~~ lifestyles, then it can only be a positive addition to our small town.

Signature:

Date: 22/6/2024.

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 4 July 2024.**

P24022/ A1445

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
APPLICATION FOR RECEPTION CENTRE AND INCIDENTAL CAMPING AREA
LOT 1 (127) JAYES ROAD, BALINGUP

Name:

Property Address:

Email:

Contact Number:

Response to Application:

☒ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments:

They have a proven record - doing well with no issues.
This will be good for Balingup and in my opinion will be well supported.
Best Wishes

Signature:

Date: 22/6/24

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 4 July 2024.**

P24022/A1445

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
APPLICATION FOR RECEPTION CENTRE AND INCIDENTAL CAMPING AREA
LOT 1 (127) JAYES ROAD, BALINGUP

Name:

Property Address:

Email:

Contact Number:

Response to Application:

☑ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments:

LOOKS LIKE AN EXCELLENT TOURIST ATTRACTION FOR OUR SHIRE AS WELL AS A MUCH NEEDED VENUE FOR BALINGUP'S ENTERTAINMENT ETC.

Signature:

Date: 24/06/2024

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 4 July 2024.**

Candice Naidoo

From:
Sent:
To:
Subject:

Follow Up Flag:
Flag Status:

I wish to make comment on the development proposed for Lot 1 (127) James Rd, Balingup.
This development will increase traffic to the property and I would like to see the drive bituminized for at least 75 metres from Jayes Road to reduce dust.
I would also like assurances that the music speakers at the gazebo are directed away from the nearest neighbours at 125 Jayes Rd and that a method to deflect noise (wall or other barrier) is put in place.

I am sure that Lynn and family will do their best to minimise disruption to the neighbours but fear that if they sell, the new owners may not be as considerate.



P24022/A1445

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
APPLICATION FOR RECEPTION CENTRE AND INCIDENTAL CAMPING AREA
LOT 1 (127) JAYES ROAD, BALINGUP

Name:

Property Address:

Email:

Contact Number:

Response to Application:

☐ SUPPORT ☐ OBJECT ☑ COMMENT ONLY

Comments:

The proposal was read last Sunday to our congregation and none objected to it. As our main services take place at 9am on Sundays, the proposal should not create too much disturbance.

Signature:

Date: 25.06.2024

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 4 July 2024.**

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
APPLICATION FOR RECEPTION CENTRE AND INCIDENTAL CAMPING AREA
LOT 1 (127) JAYES ROAD, BALINGUP

Name:

Property Address:

Email:

Contact Number:

Response to Application:

☐ SUPPORT ☑ OBJECT ☐ COMMENT ONLY

Comments:

JAYES RD. is like a racetrack now without further traffic
It is a quiet semi-urban location & not suitable for
any more 'events'
A concert or two per year is possible but not more.
Camping for 50 guests? Are there proper toilet & washing
facilities for that many? There is already a transit
park in town... just off Jayes Rd.
Up to 12 weddings? Who is going to count? And
where will everyone park? No room on the road.
Balingup is a quiet, yet vibrant village. It doesn't need
to sustain such potential disruption. Jayes Rd.
is an unsuitable venue

Signature:

Date: 27/06/2024

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 4 July 2024.**

P24022/ A1445

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
APPLICATION FOR RECEPTION CENTRE AND INCIDENTAL CAMPING AREA
LOT 1 (127) JAYES ROAD, BALINGUP

SHIRE OF DONNYBROOK BALINGUP
RECEIVED
- 1 JUL 2024
Record No:
File No:
Officer:
Signed Off:

Name:

Property Address:

Email:

Contact Number:

Response to Application:

☑ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments:

This venue is an asset to Balingup & has the support of many. I can only think of the benefits for this proposal To go ahead.

Signature:

Date: 24th June 2024

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 4 July 2024.**

Candice Naidoo

From:
Sent:
To:
Subject:

Follow Up Flag:
Flag Status:

Hi Candice,

I have no objection to the proposed development/land use change.

Kind regards,

SHIRE OF DONNYBROOK BALINGUP
RECEIVED
- 2 JUL 2024
Record No:
File No: P24022/ A1445
Officer:
Signed Off:

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL APPLICATION FOR RECEPTION CENTRE AND INCIDENTAL CAMPING AREA LOT 1 (127) JAYES ROAD, BALINGUP

Name:

Property Address:

Email:

Contact Number:

Response to Application:

☑ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments:

I FEEL WE MUST ENHANCE THIS APPLICATION FOR MORE TOURISM ACCOMODATION OPTIONS

Signature:

Date: 1-7-2024.

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 4 July 2024.**

P24022/ A1445

SUBMISSION FORM

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL
APPLICATION FOR RECEPTION CENTRE AND INCIDENTAL CAMPING AREA
LOT 1 (127) JAYES ROAD, BALINGUP

SHIRE OF DONNYBROOK BALINGUP
RECEIVED
4 JUL 2024
Record No:
File No:
Officer:
Signed Off:

Name: [redacted]

Property Address:

Email:

Contact Number:

Response to Application:

☑ SUPPORT ☐ OBJECT ☐ COMMENT ONLY

Comments:

Signature: [redacted] Date: 04/07/24.

Please complete and return this submission form via post, email or in person to the Shire Office no later than **Thursday 4 July 2024.**

Fire Protection Association Australia
Life. Property. Environment.

BPAD Bushfire Planning & Design

Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

Bushfire Management Plan and Site Details

Site Address / Plan Reference: Lot 1 on Plan 012867, Jayes Road		
Suburb: Balingup	**State:** WA	**P/code:** 6253
Local government area: Shire of Donnybrook-Balingup		
Description of the planning proposal: Location of a Functions Marquee. Stage 2 development: 2 x cottages, 2 x Tiny Homes, camping		
BMP Plan / Reference Number: 230987	**Version:** v1.1	**Date of Issue:** 19/08/2024
Client / Business Name: Jalbrook Estate		

Reason for referral to DFES	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	☐	☒
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	☐	☒
Is the proposal any of the following special development types (see SPP 3.7 for definitions)?		
Unavoidable development (in BAL-40 or BAL-FZ)	☐	☒
Strategic planning proposal (including rezoning applications)	☐	☒
Minor development (in BAL-40 or BAL-FZ)	☐	☒
High risk land-use	☐	☒
Vulnerable land-use	☒	☐

If the development is a special development type as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

Guests may not be familiar with the surrounding area and road networks

Note: The decision maker (e.g. local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".

BPAD Accredited Practitioner Details and Declaration

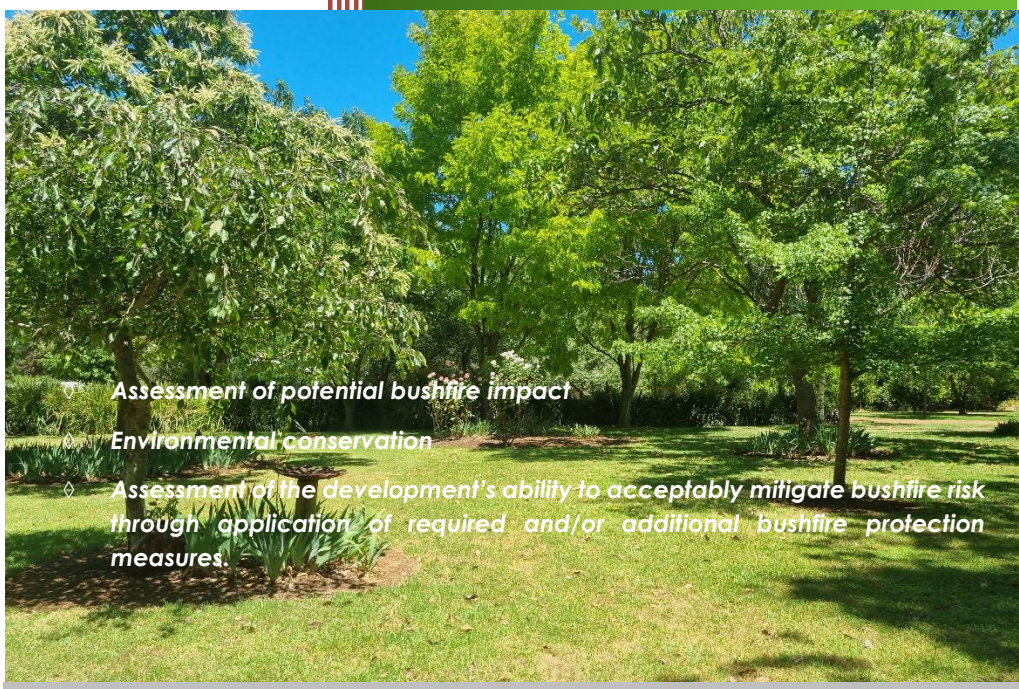
Name	Accreditation Level	Accreditation No.	Accreditation Expiry
Kathy Nastov	Level 3	BPAD27794	01/08/2025
Company Bushfire Prone Planning		**Contact No.** 64771144	

I declare that the information provided within this bushfire management plan is to the best of my knowledge true and correct

Signature of Practitioner K. Nastov **Date** 19/08/2024

Jalbrook Estate, Balingup

Bushfire Management Plan (BMP)v1.1



Produced to meet the relevant requirements of STATE PLANNING POLICY 3.7 Planning in Bushfire Prone Areas & Guidelines

127 Jayes Road, Balingup

Shire of Donnybrook-Balingup

Development Application - Vulnerable Tourism Land Use

19 August 2024

Job Reference No:
230987

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Version	Status/Details	Date
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1.1	DFES comments	19 August 2024

DISTRIBUTION					
Destination		Version	No. Copies	Hard Copy	Electronic Copy
Person	Email				
Jalbrook Estate	info@jalbrook.com.au	1.0	1	☐	☒
Jalbrook Estate	info@jalbrook.com.au	1.1	1	☐	☒

Limitations: *The protection measures that will be implemented based on information presented in this Bushfire Management Plan are minimum requirements and they do not guarantee that buildings or infrastructure 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 protection measures (including bushfire resistant construction) and any other required or recommended measures, will depend upon, among other things, the ongoing actions of the landowners and/or operators over which Bushfire Prone Planning has no control.

All surveys, forecasts, projections and recommendations made in this report associated with the proposed development are made in good faith based on information available to Bushfire Prone Planning at the time. All maps included herein are indicative in nature and are not to be used for accurate calculations.

Notwithstanding anything contained therein, Bushfire Prone Planning will not, except as the law may require, be liable for any loss or other consequences whether or not due to the negligence of their consultants, their servants or agents, arising out of the services provided by their consultants.

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SUMMARY STATEMENTS

THIS DOCUMENT – STATEMENT OF PURPOSE

The Bushfire Management Plan (BMP)

The BMP sets out the required package of bushfire protection measures to lessen the risks associated with a bushfire event. It establishes the responsibilities to implement and maintain these measures.

The BMP also identifies the potential for any negative impact on any environmental, biodiversity and conservation values that may result from the application of bushfire protection measures or that may limit their implementation.

Risks Associated with Bushfire Events

The relevant risks are the potential for loss of life, injury, or destroyed or damaged assets which results in personal loss and economic loss. For a given site, the level of that risk to persons and assets (the exposed elements) is a function of the potential threat levels generated by the bushfire hazard, and the level of exposure and vulnerability of the at risk elements to the threats.

Bushfire Protection Measures

The required package of protection measures is established by *State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7),* its associated *Guidelines* and any other relevant guidelines or position statements published by the Department of Planning, Lands and Heritage. These measures are limited to those considered by the WA planning authorities as necessary to be addressed for the purpose of land use planning. They do not encompass all available bushfire protection measures as many are not directly relevant to the planning approval stage. For example:

- Protection measures to reduce the vulnerability of buildings to bushfire threats is primarily dealt with at the building application stage. They are implemented through the process of applying the Building Code of Australia (Volumes 1 and 2 of the national Construction Code) in accordance with WA building legislation and the application of construction requirements based on a building's level of exposure - determined as a Bushfire Attack Level (BAL) rating); or
- Protection measures to reduce the threat levels of consequential fire (ignited by bushfire and involving combustible materials surrounding and within buildings) and measures to reduce the exposure and vulnerability of elements at risk exposed to consequential fire, are not specifically considered.

The package of required bushfire protection measures established by the Guidelines includes:

- The requirements of the bushfire protection criteria which consist of:
  - Element 1: Location (addresses threat levels).
  - Element 2: Siting and Design of Development (addresses exposure levels of buildings).
  - Element 3: Vehicular Access (addresses exposure and vulnerability levels of persons).
  - Element 4: Water (addresses vulnerability levels of buildings).
  - Element 5: Vulnerable Tourism Land Uses (addresses exposure and vulnerability as per Elements 1-4 but in use specific ways and with additional considerations of persons exposure and vulnerability).
- The requirement to develop Bushfire Emergency Plans / Information for 'vulnerable' land uses for persons to prepare, respond and recover from a bushfire event (this addresses vulnerability levels).
- The requirement to assess bushfire risk and incorporate relevant protection measures into the site emergency plans for 'high risk' land uses (this addresses threat, exposure and vulnerability levels).

Compliance of the Proposed Development or Use with SPP 3.7 Requirements

The BMP assesses the capacity of the proposed development or use to implement and maintain the required 'acceptable' solutions and any additionally recommended bushfire protection measures - or its capacity to satisfy

the policy intent through the justified application of additional bushfire protection measures as supportable 'alternative' solutions.

THE PROPOSED DEVELOPMENT/USE – BUSHFIRE PLANNING COMPLIANCE SUMMARY		
Environmental Considerations		**Assessment Outcome**
Will land with identified environmental, biodiversity and conservation values limit the full application of the required bushfire protection measures?		No
Will land with identified environmental, biodiversity and conservation values need to be managed in the implementation and maintenance of the bushfire protection measures - but not limit their application?		No
Required Bushfire Protection Measures The Acceptable Solutions of the Bushfire Protection Criteria (Guidelines)		**Assessment Outcome**
Element	The Acceptable Solutions	
1: Location	A1 Location	Fully Compliant
	A1.1 Development location	Fully Compliant
Other Short Term Accommodation	A5.7 Siting and Design	Fully Compliant
	A5.7a Siting and design – APZ – caravan park	N/A
	A5.7b Siting and design – APZ – certain accommodation	Fully Compliant

	A5.7c Siting and design – APZ – all other accommodation	Fully Compliant
	A5.7d Siting and design – APZ – landscape management	N/A
	A5.7e Siting and design – onsite shelter – pedestrian paths	N/A
	A5.7f Siting and design – onsite shelter – exposure to hazard	N/A
	A5.7g Siting and design – onsite shelter – construction requirements.	N/A
	A5.8.1 Vehicular Access	Fully Compliant
	A5.8.1a Vehicular access – internal access/private driveway - availability	Fully Compliant
	A5.8.1b Vehicular access – internal access/private driveway – technical requirements	Fully Compliant
	A5.8.1c Vehicular access – signage	Fully Compliant
	A5.8.2a Vehicular access – multiple access routes	Fully Compliant
	A5.8.2b Vehicular access – no-through roads – maximum length	N/A
	A5.8.2c Vehicular access – EAW – alternative access option	N/A
	A5.8.2d Vehicular access – public roads - technical requirements	Fully Compliant
	A5.8.2e Vehicular access – access limitations - onsite shelter option	N/A
	A5.9a Provision of Water	Fully Compliant
	A5.9a Provision of water - reticulated	N/A
	A5.9b Provision of water – non-reticulated	Fully Compliant
Day Uses	A5.13 Siting and Design	Fully Compliant
	A5.13a Siting and design – APZ	Fully Compliant
	A5.13b Siting and design – onsite shelter – pedestrian paths	N/A
	A5.13c Siting and design – onsite shelter – exposure to hazard	N/A
	A5.13d Siting and design – onsite shelter – construction requirements.	N/A
	A5.14 Vehicular Access	Fully Compliant
	A5.14a Vehicular access – multiple access routes	Fully Compliant
	A5.14b Vehicular access – no-through roads – maximum length	N/A

	A5.14c Vehicular access – EAW – alternative access option	N/A
	A514d Vehicular access – access limitations - onsite shelter option	N/A
	A5.14e Vehicular access – public roads - technical requirements	Fully Compliant
	A5.14f Vehicular access – internal access/private driveway – tech. req.	Fully Compliant
	A5.14g Vehicular access – internal access/private driveway - availability	Fully Compliant
	A5.14h Vehicular access – signage	Fully Compliant
	A5.15 Provision of Water	Fully Compliant
	A5.15a Provision of water – reticulated	N/A
	A5.15b Provision of water – non-reticulated – tank capacity	Fully Compliant
	A5.15c Provision of water – non-reticulated technical requirements	Fully Compliant
Other 'Bushfire Planning' Documents to Be Produced This necessity for additional documents is determined by the proposed development/use type and the requirements established by SPP 3.7 and the associated Guidelines (as amended). They may be produced concurrently or subsequent to the BMP. Relevant actions will be identified within Section 6 'Responsibilities for Implementation of Bushfire Protection Measures.		**Required**
Bushfire Emergency Plan: An operational document presenting prevent, prepare, respond and recover procedures and associated actions. As necessary, supporting information to justify determinations is included.		Yes
Summary Statement: The site is classified as Vulnerable Tourism Land Use, as guests may be unfamiliar with the roads and area.		
Bushfire Emergency Information (Poster): As a concise response information poster for certain vulnerable land uses.		Yes
Summary Statement: As an unsupervised site (Early evacuation is the primary message) guests have a simple and clear understanding of the required evacuation procedures and routes.		

1 PROPOSAL DETAILS AND THE BUSHFIRE MANAGEMENT PLAN

1.1 The Proposed Development/Use Details, Plans and Maps

The Proposal's Planning Stage For which certain bushfire planning documents are required to accompany the planning application.		Development Application	
The Subject Land/Site		Lot 1 on Plan 012867	
Total Area of Subject Lot/Site		43,246 m^2	
Number of Additional Lots Created		N/A	
Primary Proposed Construction	**Type(s)**	Caravan and camping sites	Infrastructure
	NCC Classification	N/A	Class 10a (non-habitable building)
Primary Proposed Construction	**Type(s)**	New Building(s)	
	NCC Classification	Class 1a (house)	
he 'Specific' Land Use Type for **Bushfire Planning** When applicable, this classification establishes a requirement to conduct assessments and develop documents that are additional to this Bushfire Management Plan.		Vulnerable Tourism Land Use	
Factors Determining the 'Specific' Land Use Type		The proposed development is a land use that is categorised as Short term accommodation (other than B&B/Holiday House) including motel, serviced apartments, tourist development (includes cabins and chalets), holiday accommodation and caravan park (which incorporates camping grounds). The proposed tourism land use involves visitors who are unfamiliar with the surroundings and/or where they present evacuation challenges. The proposal would benefit from a Bushfire Emergency Plan to manage the safety of occupants in a bushfire event. Therefore, it should be treated as 'vulnerable'.	
Factors Determining the 'Specific' Land Use Type		The proposed land use involves visitors who are unfamiliar with the surroundings and/or presents evacuation challenges. The proposal would benefit from a Bushfire Emergency Plan to manage the safety of occupants in a bushfire event.	
Description of the Proposed Development/Use			
Jalbrook Estate is a well-established tourism and hospitality venue located on Jayes Road, a few minutes' drive from the township of Balingup, within the Shire of Donnybrook-Balingup. The property has six cottages and a retail facility. Expansion plans includes a functions marquee (12m x 15m), overnight camping to support onsite events and functions, the inclusion of two Tiny Homes and the addition of two cottages. The property is well maintained and has regularly been part of regional open garden programs. The majority of onsite vegetation is deciduous trees, mixed with native bushes and managed understoreys.			

To the west of the property is a cleared and managed grass area that is used for functions and events. This is the area that the camping will now be located in.

The location of the function's marquee and proposed cottages can be viewed on Fig 1.1 and Fig 3.1.

It is noted that this is a staged development project.

Stage 1 is to erect the Functions Marquee. Subject to the success and financial viability of functions, stage two development includes the construction of the cottages, proposed Caretakers cottage, campgrounds to support the functions and the location of the Tiny Houses.

Figure 1.1

Proposed Development

Lot 1 on Plan 012867, Area : 43,246 sq m
127 Jayes Road,
BALINGUP 6253
SHIRE OF DONNYBROOK - BALINGUP

Balingup Brook

Tiny Home

The Lodge

Corella

Water Tank

Fire Water Tank

Rosella

Shed

Water Tank

Tiny Home

Lot 1

Ibis

Water Tank

Cottage

Function Marquee

Winery / Shop

Blue Wren

Caretaker Cottage

Red Robin

Teal

Water Tank

Balingup Brook

BROOKES T

JAYES RD

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

- Subject Site
- Other Lots
- Driveway

Existing

- Dwelling
- Spa
- Chalet
- Winery / Shop
- Shed
- Water Tank
- Fire Water Tamk
- Other Building

Proposed

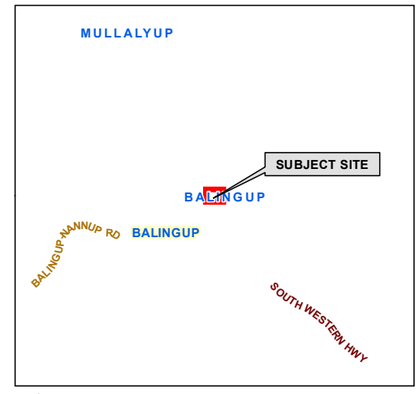
- Tiny Home
- Cottage
- Water Tank
- Function Marquee

Proposed

- Camping Grounds

0 10 20 30 40 50
Metres

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



N

BUSHFIRE PRONE PLANNING

Aerial Imagery : Landgate/SLIP
Image Date : Sept 2022

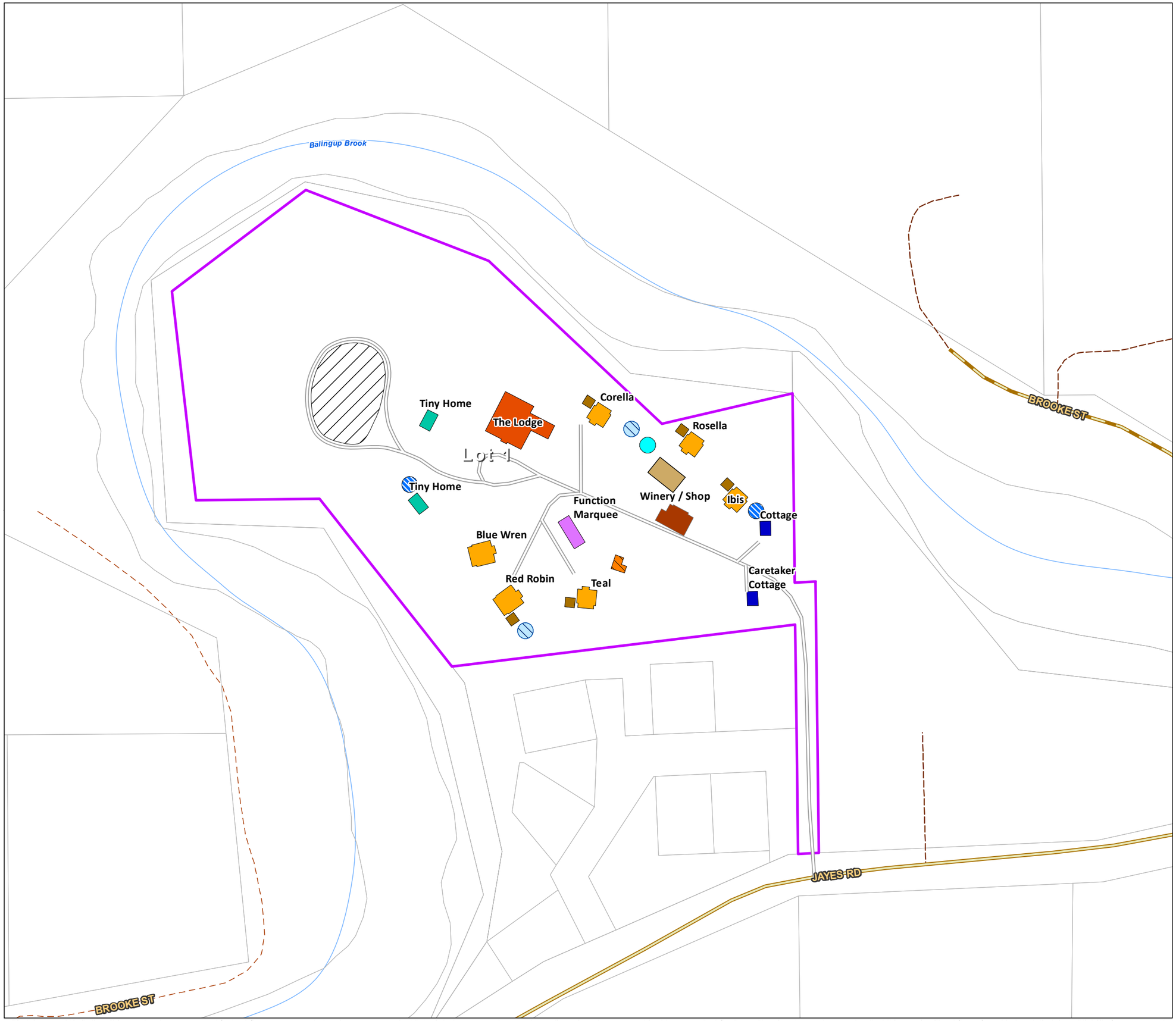
Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 16/08/2024
Map updated by: Ian Ross 16/08/2024
A3 Scale 1:1,000

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Map Document Path / Name: K:\Projects\Jobs 2023\230987 - 127 Jayes Road Balingup (BMP Evac)\Mapping\MXD\230987_Fig1-1_DEV_127 Jayes Road Balingup.mxd

Figure 1.2

Proposed Development

Lot 1 on Plan 012867, Area : 43,246 sq m
127 Jayes Road,
BALINGUP 6253
SHIRE OF DONNYBROOK - BALINGUP



------ **LEGEND** -----

- Subject Site
- Other Lots
- Driveway

Existing

- Dwelling
- Spa
- Chalet
- Winery / Shop
- Shed
- Water Tank
- Fire Water Tamk
- Other Building

Proposed

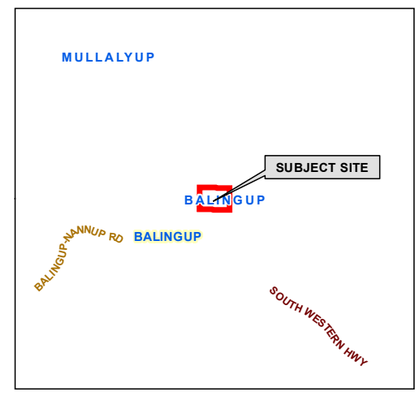
- Tiny Home
- Cottage
- Water Tank
- Function Marquee

Proposed

- Camping Grounds

0 20 40 60 80
Metres

------ **LOCALITY** ------



Aerial Imagery : Landgate/SLIP
Image Date : Sept 2022

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 16/08/2024
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BUSHFIRE PRONE PLANNING

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Figure 1.3

Location Plan

Lot 1 on Plan 012867, Area : 43,246 sq m
127 Jayes Road,
BALINGUP 6253
SHIRE OF DONNYBROOK - BALINGUP

SUBJECT SITE

BALINGUP BFB

BALINGUP

SHIRE OF DONNYBROOK-BALINGUP

Balingup Brook

LAYMAN ST
LUKIS ST
ROSE GUM CT
BALINGA DR
SOUTH WESTERN HWY
WALTER ST
BROOKE ST
JAYES RD
MAUGER RD
SPENCER ST
ROBERTS ST
TEEDE ST
DELISLE ST
FORREST ST
BROCKMAN ST
DARLING RD
ELLIOTT RISE
BAILEY HTS
CAREY ST
BLACKWOOD RIVER DR
MOORE ST
ALLNUT ST
DEARLE ST
WOOD ST
STEERE ST
SOUTHAMPTON RD

0 100 200 300 400 500
Metres

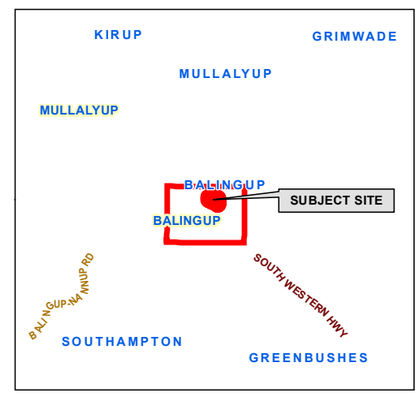
------ LEGEND -----

- Subject Site
- Local Government Authority
- Locality / Suburb
- Bush Fire Brigade
- Hydrant

Reserves
- Reserves

Legislated Lands and
- Section 34A Freehold

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



Aerial Imagery : Landgate/SLIP
Image Date : Sept 2022

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 22/02/2024
Map updated by: Ian Ross 22/02/2024
A3 Scale 1:8,204

BUSHFIRE PRONE PLANNING

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Map Document Path / Name: K:\Projects\Jobs 2023\230987 - 127 Jayes Road Balingup (BMP Evac)\Mapping\MXD\230987_Fig1-3_LOC_127 Jayes Road Balingup.mxd

WHERE SPP 3.7 AND THE GUIDELINES ARE TO APPLY – DESIGNATED BUSHFIRE PRONE AREAS

All higher order strategic planning documents, strategic planning proposals, subdivisions and development applications located in designated bushfire prone areas need to address SPP 3.7 and its supporting Guidelines. This also applies where an area is not yet designated as bushfire prone but is proposed to be developed in a way that introduces a bushfire hazard.

For development applications where only part of a lot is designated as bushfire prone and the proposed development footprint is wholly outside of the designated area, the development application will not need to address SPP 3.7 or the Guidelines. (Guidelines DPLH 2021 v1.4, s1.2).

For subdivision applications, if all the proposed lots have a BAL-LOW indicated, a BMP is not required. (Guidelines DPLH 2021 v1.4, s5.3.1).

Figure 1.4

Bushfire Prone Area

Lot 1 on Plan 012867, Area : 43,246 sq m
127 Jayes Road,
BALINGUP 6253
SHIRE OF DONNYBROOK - BALINGUP

LUKIS ST
LAYMAN ST
WALTER ST
BROOKE ST
JAYES RD
BROOKE ST
MAUGER RD
Balingup Brook
ROBERTS ST
TEEDE ST
DEHLSEN ST
BRIDGETOWN RD
BAILEY HTS
ELLIOTT RISE
DARLING RD
LOT 1

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

- Subject Site
- Driveway
- Hydrant

Existing

- Dwelling
- Spa
- Chalet
- Winery / Shop
- Shed
- Water Tank
- Fire Water Tamk
- Other Building

Proposed

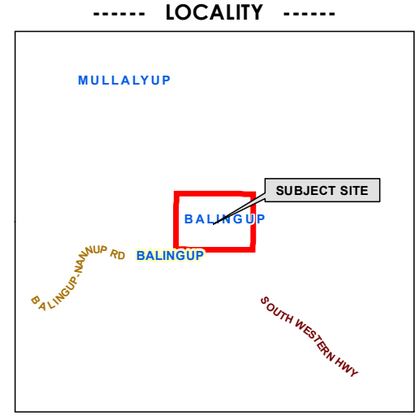
- Tiny Home
- Cottage
- Water Tank
- Function Marquee

Bush Fire Prone

- Bushfire Prone Areas (2021)

0 50 100 150 200 250 300
Metres

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



Aerial Imagery : Landgate/SLIP
Image Date : Sept 2022

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 26/02/2024
Map updated by: Ian Ross 26/02/2024
A3 Scale 1:5,000

BUSHFIRE PRONE PLANNING

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Map Document Path / Name: K:\Projects\Jobs 2023\230987 - 127 Jayes Road Balingup (BMP Evac)\Mapping\MXD\230987_Fig1-4_BPA_127 Jayes Road Balingup.mxd

1.2 The Bushfire Management Plan (BMP)

1.2.1 Commissioning and Purpose

Landowner / proponent:	Jalbrook Estate
Bushfire Prone Planning commissioned to produce the BMP by:	Jalbrook Estate
Purpose of the BMP:	To assess the proposal's ability to meet all relevant requirements established by State Planning Policy 3.7: Planning in Bushfire Prone Areas (SPP 3.7), the associated 'Guidelines and any relevant Position Statements; and To satisfy the requirement for the provision of a Bushfire Management Plan to accompany the development application.
BMP to be submitted to:	Shire of Donnybrook-Balingup

1.2.1 Other Documents with Implications for Development of this BMP

This section identifies any known assessments, reports or plans that have been conducted and prepared previously, or are being prepared concurrently, and are relevant to the planned proposal for the subject. They potentially have implications for the assessment of bushfire threats and the identification and implementation of the protection measures that are established by this Bushfire Management Plan.

Table 1.4: Other relevant documents that may influence threat assessments and development of protection measures.

RELEVANT DOCUMENTS					
Document	Relevant	Currently Exists	To Be Developed	Copy Provided by Proponent / Developer	Title
Structure Plan	No	No	No	No	-
Bushfire Management Plan	Yes	No	Yes	No	-
Bushfire Emergency Plan or Information	Yes	No	Yes	No	-
Bushfire Risk Assessment and Management Report	No	No	No	No	-
Environmental Asset or Vegetation Survey	No	No	No	No	-
Landscaping and Revegetation Plan	No	No	No	No	-
Land Management Agreement	No	No	No	No	-

2 BUSHFIRE PRONE VEGETATION – ENVIRONMENTAL & ASSESSMENT CONSIDERATIONS

2.1 Environmental Considerations – 'Desktop' Assessment

This 'desktop' assessment must not be considered as a replacement for a full Environmental Impact Assessment. It is a summary of potential environmental values at the subject site, inferred from information contained in listed datasets and/or reports, which are only current to the date of last modification.

These data sources must be considered indicative where the subject site has not previously received a site-specific environmental assessment by an appropriate professional.

Many bushfire prone areas also have high biodiversity values. Consideration of environmental priorities within the boundaries of the land being developed can avoid excessive or unnecessary modification or clearing of vegetation. Approval processes (and exemptions) apply at both Commonwealth and State levels.

Any 'modification' or 'clearing' of vegetation to reduce bushfire risk is considered 'clearing' under the ***Environmental Protection Act 1986*** (EP Act) and requires a clearing permit under the ***Environmental Protection (Clearing of Native Vegetation) Regulations 2004*** (Clearing Regulations) – unless for an exempt purpose.

Clearing native vegetation is an offence, unless done under a clearing permit or the clearing is for an exempt purpose. Exemptions are contained in the EP Act or are prescribed in the Clearing Regulations (note: these do not apply in environmentally sensitive areas).

The ***Department of Water and Environmental Regulation*** (DWER) is responsible for issuing 'clearing' permits and the framework for the regulation of clearing. Approvals under other legislation, from other agencies, may also be required, dependent on the type of flora or fauna present.

Local Planning Policy or Local Biodiversity Strategy: Natural areas that are not protected by the above Act and Regulation (or any other National or State Acts) may be protected by a local planning policy or local biodiversity strategy. Permission from the local government will be required for any modification or removal of native vegetation in these Local Natural Areas (LNA's). Refer to the relevant local government for detail.

For further Information refer to Guidelines v1.4, the Bushfire and Vegetation Factsheet - WAPC, Dec 2021 and https://www.der.wa.gov.au/our-work/clearing-permits

Figure 2.1

Environmental Considerations

Lot 1 on Plan 012867, Area : 43,246 sq m
127 Jayes Road,
BALINGUP 6253
SHIRE OF DONNYBROOK - BALINGUP

LUKIS ST
LAYMAN ST
WALTER ST
BROOKE ST
JAYES RD
BROOKE ST
MAIDEN RD
Balingup Brook
ROBERTS ST
BRIDGETOWN RD
TEEDE ST
JOHNSTON ST
BAILEY HTS
ELIOTT RISE
DARLING RD
Lot 1

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

- Subject Site
- Driveway
- Hydrant

Existing

- Dwelling
- Spa
- Chalet
- Winery / Shop
- Shed
- Water Tank
- Fire Water Tamk
- Other Building

Proposed

- Tiny Home
- Cottage
- Water Tank
- Function Marquee

Reserves

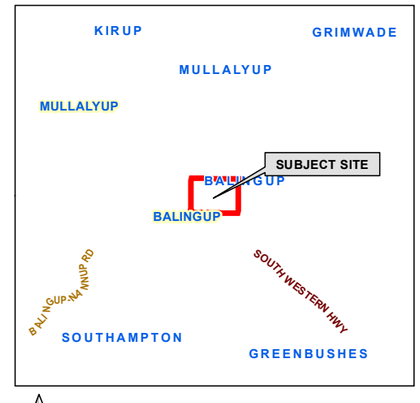
- Reserves

Legislated Lands and

- Section 34A Freehold

0 50 100 150 200 250 300
Metres

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



Aerial Imagery : Landgate/SLIP
Image Date : Sept 2022

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 26/02/2024
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BUSHFIRE PRONE PLANNING

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Map Document Path / Name: K:\Projects\Jobs 2023\230987 - 127 Jayes Road Balingup (BMP Evac)\Mapping\MXD\230987_Fig2-1_ENV_127 Jayes Road Balingup.mxd

2.1.1 Declared Environmentally Sensitive Areas (ESA)

IDENTIFICATION OF RELEVANT ENVIRONMENTALLY SENSITIVE AREAS							
ESA Class	Relevant to Proposal	Influence on Bushfire Threat Levels and / or Application of Bushfire Protection Measures	Relevant Dataset	Information Source(s) Applied to Identification of Relevant Vegetation			Further Action Required
				Dataset	Landowner or Developer	Environmental Asset or Vegetation Survey	
Wetlands and their 50m Buffer (Ramsar, conservation category and nationally important)	No	No	DBCA-010 and 011, 019, 040, 043, 044	☐	☐	☐	None
Bush Forever	No	No	DPLH-022, SPP 2.8	☐	☐	☐	None
Threatened and Priority Flora + 50m Continuous Buffer	No	No	DBCA-036	Restricted Scale of Data Available (security)	☐	☐	None
Threatened Ecological Community	No	No	DBCA-038		☐	☐	None
Heritage Areas National / World	No	No	Relevant register or mapping	☐	☐	☐	None
Environmental Protection (Western Swamp Tortoise) Policy 2002	No	No	DWER-062	☐	☐	☐	None

2.1.2 Other Protected Vegetation on Public Land

IDENTIFICATION OF PROTECTED VEGETATION ON PUBLIC LAND							
Land with Environmental, Biodiversity, Conservation and Social Values	Relevant to Proposal	Influence on Bushfire Threat Levels and / or Application of Bushfire Protection Measures	Relevant Dataset	Information Source(s) Applied to Identification of Relevant Vegetation			Further Action Required
				Dataset	Landowner or Developer	Environmental Asset or Vegetation Survey	
Legislated Lands (tenure includes national park/reserve, conservation park, crown reserve and state forest)	Yes	Yes - Moderate	DBCA-011	☒	☐	☐	None
Conservation Covenants	No	No	DPIRD-023	Only Available to Govt.	☐	☐	None
National World Heritage Areas	No	No	-	☐	☐	☐	None
Designated Public Open Space	No	No	-	☐	☐	☐	None

DESCRIPTION OF THE IDENTIFIED AREA(S) OF VEGETATION

The most significant bushfire threat to this property is along the Balingup Brook reserve. The creek line sweeps around the boundary of Jalbrook on two sides. The vegetation within this area is unmanaged and within a creek line.

In respect to property protection there is managed grassland between the reserve land and the property. Locally Significant Conservation Areas – Local Natural Areas (LNA)

IDENTIFICATION OF LOCALLY SIGNIFICANT CONSERVATION AREAS							
Land with Environmental, Biodiversity and Conservation Values	Relevant to Proposal	Influence on Bushfire Threat Levels and / or Application of Bushfire Protection Measures	Relevant Dataset	Information Source(s) Applied to Identification of Relevant Vegetation			Further Action Required
				Dataset	Landowner or Developer	Environmental Asset or Vegetation Survey	
Native Vegetation / Remnant Vegetation	No	No	-	☐	☐	☐	None
Riparian Zones / Foreshore Areas	No	No		☐	☐	☐	None
Habitat Vegetation and Wildlife Corridors	No	No		☐	☐	☒	None

2.1.3 Response of Proposed Development to Identified Environmental Limitations

Consideration of the implications that identified protected areas of vegetation (i.e., those with environmental and subject to conservation) have for the proposed development.

PROPOSED DEVELOPMENT RESPONSE TO IDENTIFIED 'PROTECTED' VEGETATION	
The existence of 'protected' areas of vegetation has implications for the ability of the proposed development to reduce potential bushfire impact through modification or removal of vegetation.	No
Application of Design and/or Construction Responses to Limit Vegetation Modification or Removal	
Modify the development location to reduce exposure by increasing separation distance.	Not required
Redesign development, structure plan or subdivision.	Not required
Reduction of lot yield where this can increase available separation distances.	Not required
Cluster development to limit modification or removal of vegetation.	Not required
Construct building(s) to the requirements corresponding to higher BAL ratings to reduce required separation distances.	Not required

2.2 Bushfire Assessment Considerations

2.2.1 Planned Onsite Vegetation Landscaping

Identification of areas of the subject site planned to be landscaped, creating the potential for increased or decreased bushfire hazard for proposed development.

PLANNED LANDSCAPING	
Relevant to Proposal:	No

2.2.2 Planned / Potential Offsite Rehabilitation or Re-Vegetation

Identification of areas of land adjacent to the subject site on which re-vegetation (as distinct from natural re-generation) will or may occur and is likely to present a greater bushfire hazard for proposed development.

POTENTIAL RE-VEGETATION PROGRAMS		
Land with Environmental, Biodiversity, Conservation and Social Values	Relevant to Proposal	Description
Riparian Zones / Foreshore Areas	No	
Wetland Buffers	No	
Legislated Lands	No	
Public Open Space	No	
Road Verges	No	
Other	No	

2.2.3 Identified Requirement to Manage, Modify or Remove Onsite or Offsite Vegetation

Identification of native vegetation subject to management, modification or removal.

REQUIREMENT TO MANAGE, MODIFY OR REMOVE NATIVE VEGETATION	
Has a requirement been identified to manage, modify or remove **onsite** native vegetation to establish the required bushfire protection measures on the subject site?	No
Is approval, from relevant state government agencies and/or the local government, to modify or remove **onsite** native vegetation required? (Note: if 'Yes' evidence of its existence should be provided in this BMP).	No
Has a requirement been identified to manage, modify or remove **offsite** native vegetation to establish the required bushfire protection measures on the subject site?	No
Is written approval required, from relevant state government agencies and/or the local government, that permits the landowner, or another identified party, to modify or remove **offsite** bushfire prone vegetation and/or conduct other works, to establish an identified bushfire protection measure(s)? If 'Yes', appropriate evidence of the approval or how it is to be established, shall be provided in this BMP as an addendum.	No

Is a written management agreement required that states the obligation of the landowner, or another responsible party, to manage defined areas of **offsite** bushfire prone vegetation, in perpetuity, to ensure the conditions of no fire fuels and/or low threat vegetation and/or vegetation managed in a minimal fuel condition, continue to be met? If 'Yes', appropriate evidence of the agreement or how it is to be established, shall be provided in this BMP as an addendum.	No

2.2.4 Variations to Assessed Areas of Classified Vegetation to be Applied

FOR THE PROPOSED DEVELOPMENT SITUATIONS TO BE ACCOUNTED FOR IN ASSESSING THE POTENTIAL BUSHFIRE IMPACT (BAL)	
Area(s) of land will be subject to future vegetation rehabilitation or re-vegetation that will require a change to a higher threat classification of vegetation on that land to. (Note: this is not regeneration to the mature natural state which is accounted for in the 'existing state' assessment in accordance with AS 3959:2018).	No
Modification of existing area(s) of classified vegetation due to the implementation of the proposed development and/or prior to the site's occupancy or use. This modification will require a change to a lower threat classification (or exclusion from classification) for that area of vegetation.	No
Complete removal of existing area(s) of classified vegetation due to the implementation of the proposed development and/or prior to the site's occupancy or use. This modification will require an exclusion from classification for that area of vegetation.	No

3 BUSHFIRE ATTACK LEVEL (BAL) ASSESSMENT

BUSHFIRE ATTACK LEVELS (BAL) - UNDERSTANDING THE RESULTS

The potential transfer (flux/flow) of radiant heat from the bushfire to a receiving object is measured in kW/m^2. The AS 3959:2018 BAL determination methodology establishes the ranges of radiant heat flux that correspond to each bushfire attack level. These are identified as BAL-LOW, BAL-12.5, BAL-19, BAL-29, BAL-40 and BAL-FZ.

The bushfire performance requirements for certain classes of buildings are established by the Building Code of Australia (Vol. 1 & 2 of the NCC). The BAL will establish the bushfire resistant construction requirements that are to apply in accordance with AS 3959:2018 - *Construction of buildings in bushfire prone areas* and the NASH Standard – *Steel framed construction in bushfire areas (NS 300 2021),* whose solutions are deemed to satisfy the NCC bushfire performance requirements.

DETERMINED BAL RATINGS

A BAL Certificate can be issued for a determined BAL. A BAL can only be classed as 'determined' for an existing or future building/structure when:

1. It's final design and position on the lot are known and the stated separation distance from classified bushfire prone vegetation exists and can justifiably be expected to remain in perpetuity; or

2. It will always remain subject to the same BAL regardless of its design or position on the lot after accounting for any regulatory or enforceable building setbacks from lot boundaries as relevant and necessary (e.g., R-codes, restrictive covenants, defined building envelopes) or the retention of any existing classified vegetation either onsite or offsite.

If the BMP derives determined BAL(s), the BAL Certificate(s) required for submission with building applications can be provided, using the BMP as the assessment evidence.

INDICATIVE BAL RATINGS

A BAL Certificate cannot be issued for an indicative BAL. A BAL will be classed as 'indicative' for an existing or future building/structure when the required conditions to derive a determined BAL are not met.

This class of BAL rating indicates what BAL(s) could be achieved and the conditions that need to be met are stated.

Converting the indicative BAL into a determined BAL is conditional upon the currently unconfirmed variable(s) being confirmed by a subsequent assessment and evidential documentation. These variables will include the future building(s) location(s) being established (or changed) and/or classified vegetation being modified or removed to establish the necessary vegetation separation distance. This may also be dependent on receiving approval from the relevant authority for that modification/removal.

BAL RATING APPLICATION – PLANNING APPROVAL VERSUS BUILDING APPROVAL

1. **Planning Approval**: SPP.3.7 establishes that where BAL- LOW to BAL-29 will apply to relevant future construction (or existing structures for proposed uses), the proposed development may be considered for approval (dependent on the other requirements of the relevant policy measures being met). That is, BAL40 or BAL-FZ are not acceptable on planning grounds (except for certain limited exceptions).

   Because planning is looking forward at what can be achieved, as well as looking at what may currently exist, both determined and indicative BAL ratings are acceptable assessment outcomes on which planning decisions can be made (including conditional approvals).

2. **Building Approval:** The Building Code of Australia (Vol. 1 & 2 of the NCC) establishes that relevant buildings in bushfire prone areas must be constructed to the bushfire resistant requirements corresponding to the BAL rating that is to apply to that building. Consequently, a determined BAL rating and the BAL Certificate is required for a building permit to be issued - an indicative BAL rating is not acceptable.

3.1 BAL Assessment Summary (Contour Map Format)

INTERPRETATION OF THE BAL CONTOUR MAP

The BAL contour map is a diagrammatic representation of the results of the bushfire attack level assessment.

The map presents different coloured contours extending out from the areas of classified vegetation. Each contour represents a set range of radiant heat flux that potentially will transfer to an exposed element (building, person or other defined element), when it is located within that contour.

Each of the set ranges of radiant heat flux corresponds to a different BAL rating as defined by the AS 3959:2018 BAL determination methodology.

The width of each shaded BAL contour will vary dependant on both the BAL rating and the relevant parameters (calculation inputs) for the subject site. Their width represents the minimum and maximum vegetation separation distances that correspond to each BAL rating (refer to the relevant table below for these distances).

The areas of classified vegetation to be considered in developing the BAL contours, are those that will remain at the intended end state of the subject development once earthworks, clearing and/or landscaping and re-vegetation have been completed. Variations to this statement that may apply include:

- Both pre and post development BAL contour maps are produced; and/or
- Each stage of a development is assessed independently.

3.1.1 BAL Determination Methodology and Location of Data and Results

LOCATION OF DATA & RESULTS					
BAL Determination Methodology		Location of the Site Assessment Data			Location of the Results
AS 3959:2018	Applied to Assessment	Classified Vegetation and Topography Map(s)	Calculation Input Variables		Assessed Bushfire Attack Levels and/or Radiant Heat Levels
			Summary Data	Detailed Data with Explanatory and Supporting Information	
Method 1 (Simplified)	Yes	Figure 3.1	Table 3.2	Appendix A1	Table 3.1 Table 3.3 / BAL Contour Map
Method 2 (Detailed)	No	-	-	-	

3.1.2 BAL Ratings Derived from the Contour Map

Table 3.1: Indicative and determined BAL(s) for existing and/or proposed building works.

BUSHFIRE ATTACK LEVEL FOR EXISTING/PLANNED BUILDINGS/STRUCTURE [1]		
Building/Structure Description	Indicative BAL [2]	Determined BAL [2]
The Lodge, Ibis, Teal	-	BAL-12.5
Proposed Tiny Home	BAL-12.5	Not Determined
Blue Wren	-	BAL-19
Proposed Tiny Home	BAL-19	Not Determined
Function Marquee	BAL-12.5	Not Determined
Red Robin, Rosella, Corella	-	BAL-29
Proposed Cottage	BAL-29	Not Determined
Proposed Caretaker Cottage	BAL-12.5	Not Determined

[1] The assessment data used to derive the BAL ratings is sourced from Table 3.1 and Figure 3.2 'BAL Contour Map'.

[2] Refer to the start of Section 3 for an explanation of indicative versus determined BAL ratings.

3.1.3 Site Assessment Data Applied to Construction of the BAL Contour Map(s)

RELEVANT CLASSIFIED VEGETATION	
Identification of Classified Vegetation that is Relevant to the Production of the BAL Contour Map(s)	Relevant Vegetation Map
The relevant vegetation will be all areas of classified vegetation that exist at the time of the site assessment – both within the subject site (onsite) and external to the subject site (offsite).	Figure No 3.1.
Supporting Assessment Details: Not required	

Table 3.2: The calculation inputs applied to determining the site specific separation distances corresponding to levels of potential radiant heat transfer (including BAL's).

SUMMARY OF CALCULATION INPUT VARIABLES APPLIED TO THE DETERMINATION OF SEPARATION DISTANCES CORRESPONDING TO RADIANT HEAT LEVELS [1]												
Applied BAL Determination Method		METHOD 1 - SIMPLIFIED PROCEDURE (AS 3959:2018 CLAUSE 2.2)										
The Calculation Variables Corresponding to the BAL Determination Method Applied												
Methods 1 and 2		Method 1	Method 2									
Vegetation Classification		FDI	Effective Slope		Site Slope	FFDI or GFDI	Flame Temp.	Elevation of Receiver	Flame Width	Fireline Intensity	Flame Length	Modified View Factor
			Applied Range	Determined								
Area	Class		degree range	degrees	degrees		K	metres	metres	kW/m	metres	% Reduction
1	(A) Forest	80	Upslope or flat 0	flat 0	-	-	-	-	-	-	-	-
2	(G) Grassland	110	Upslope or flat 0	flat 0	-	-	-	-	-	-	-	-
3	(A) Forest	80	Downslope >0-5	d/slope 4.8	-	-	-	-	-	-	-	-
4	(A) Forest	80	Downslope >0-5	d/slope 4.8	-	-	-	-	-	-	-	-
5	(G) Grassland	110	Downslope >0-5	d/slope 4	-	-	-	-	-	-	-	-
6	Excluded cl 2.2.3.2(e & f)	-	-	-	-	-	-	-	-	-	-	-
7	Excluded cl 2.2.3.2(e & f)	-	-	-	-	-	-	-	-	-	-	-

[1] All data and information supporting the determination of the classifications and values stated in this table and any associated justification, is presented in Appendix A.

Where the values are stated as 'default' these are either the values stated in AS 3959:2018, Table B1 or the values calculated as intermediate or final outputs through application of the equations of the AS 3959:2018 BAL determination methodology. They are not values derived by the assessor.

Table 3.3: Vegetation separation distances corresponding to the radiant heat levels illustrated as BAL contours in Figure 3.2.

THE CALCULATED VEGETATION SEPARATION DISTANCES (METRES) CORRESPONDING TO THE STATED LEVEL OF RADIANT HEAT FLUX [1]									
Vegetation Classification		Bushfire Attack Levels						Specific Values	
		BAL-FZ	BAL-40	BAL-29	BAL-19	BAL12.5	BAL-LOW		
		Maximum Radiant Heat Flux							
Area	Class	>40 kW/m^2	40 kW/m^2	29 kW/m^2	19 kW/m^2	12.5 kW/m^2	N/A [2]	10 kW/m^2	2 kW/m^2
1	(A) Forest	<16	16-<21	21-<31	31-<42	42-<100	>100	-	-
2	(G) Grassland	<6	6-<8	8-<12	12-<17	17-<50	>50	-	-
3	(A) Forest	<20	20-<27	27-<37	37-<50	50-<100	>100	-	-
4	(A) Forest	<20	20-<27	27-<37	37-<50	50-<100	>100	-	-
5	(G) Grassland	<7	7-<9	9-<14	14-<20	20-<50	>50	-	-
6	Excluded cl 2.2.3.2(e & f)	-	-	-	-	-	-	-	-
7	Excluded cl 2.2.3.2(e & f)	-	-	-	-	-	-	-	-

[1] All calculation input variables are presented in Table 3.2. A copy of the radiant heat calculator output for each area of classified vegetation is presented in Appendix A3.

[2] The BAL-LOW rating is not defined by the level of radiant heat flux. It applies when the vegetation separation distance is 100m or 50m for the Grassland vegetation classification.

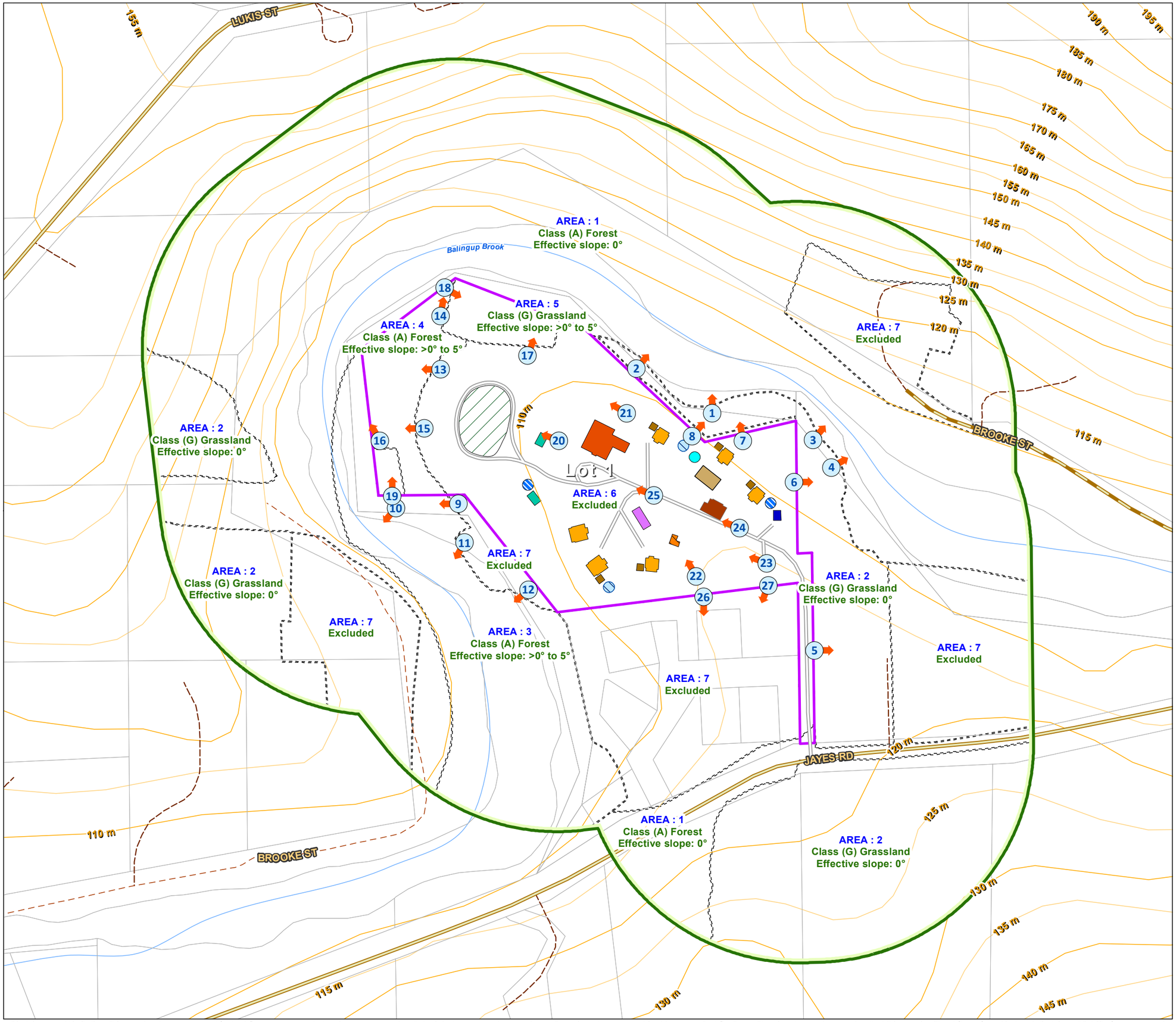


Figure 3.1

Classified Vegetation & Topography

Lot 1 on Plan 012867, Area : 43,246 sq m
127 Jayes Road,
BALINGUP 6253
SHIRE OF DONNYBROOK - BALINGUP

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

- Subject Site
- Other Lots
- Driveway
- Photo & Direction

Existing

- Dwelling
- Spa
- Chalet
- Winery / Shop
- Shed
- Water Tank
- Fire Water Tamk
- Other Building

Proposed

- Tiny Home
- Cottage
- Water Tank
- Function Marquee

Proposed

- Camping Grounds

150m Vegetation Assessment

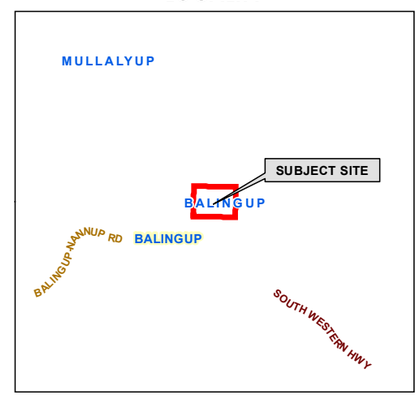
- 150m from Subject Site

Classified

- Class (A) Forest
- Class (G) Grassland
- Excluded 2.2.3.2

0 20 40 60 80
Metres

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



Aerial Imagery : Landgate/SLIP
Image Date : Sept 2022

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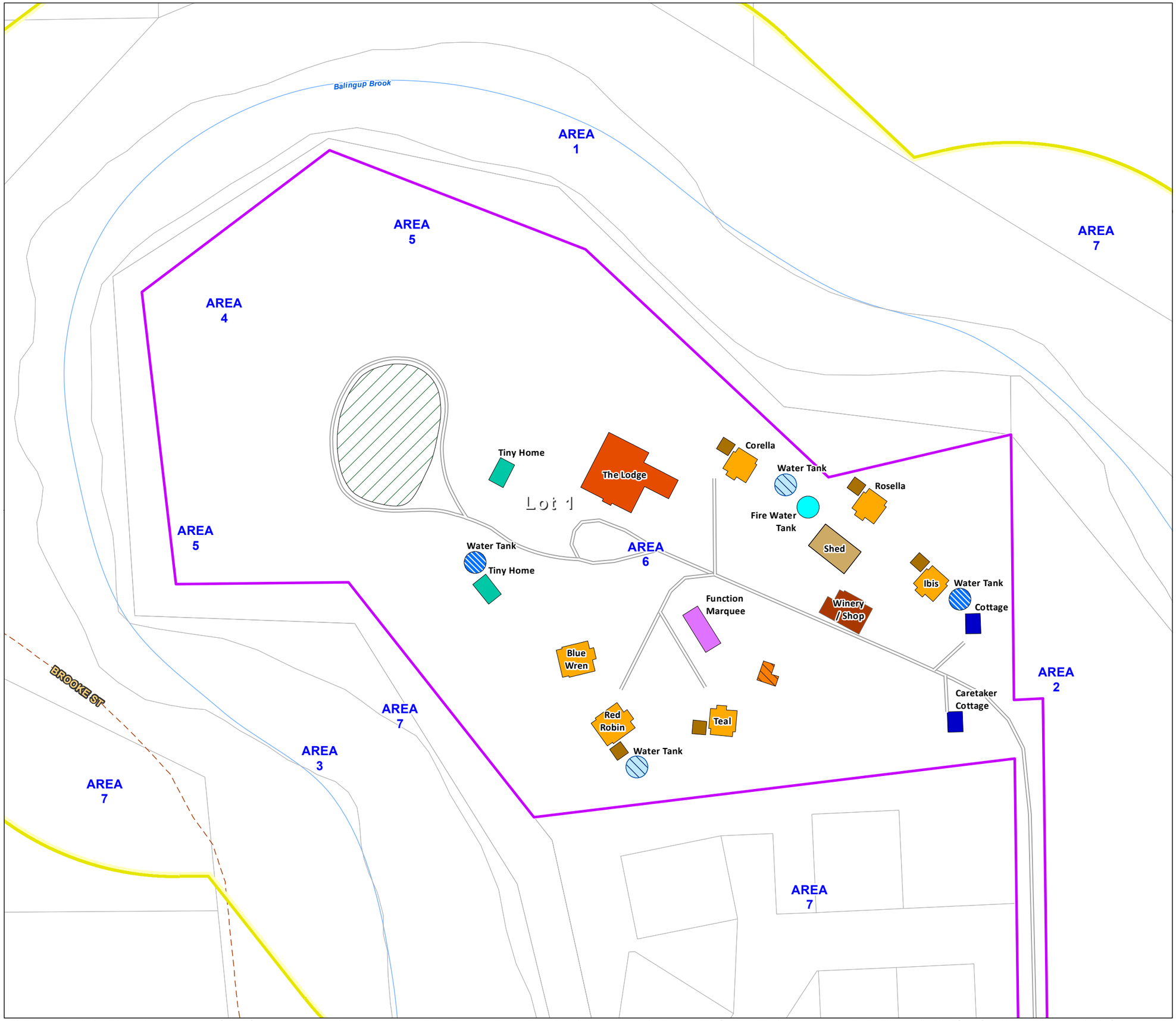
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Map Document Path / Name: K:\Projects\Jobs 2023\230987 - 127 Jayes Road Balingup (BMP Evac)\Mapping\MXD\230987_Fig3-1_VEG_127 Jayes Road Balingup.mxd

Figure 3.2.1

BAL Contour Detail Map

Lot 1 on Plan 012867, Area : 43,246 sq m
127 Jayes Road,
BALINGUP 6253
SHIRE OF DONNYBROOK - BALINGUP



------ **LEGEND** ------

- Subject Site
- Other Lots
- Driveway

Existing Building

- Dwelling
- Spa
- Chalet
- Winery / Shop
- Shed
- Water Tank
- Fire Water Tamk
- Other Building

Proposed Building

- Tiny Home
- Cottage
- Water Tank
- Function Marquee

Proposed

- Camping Grounds

100m Vegetation Assessment

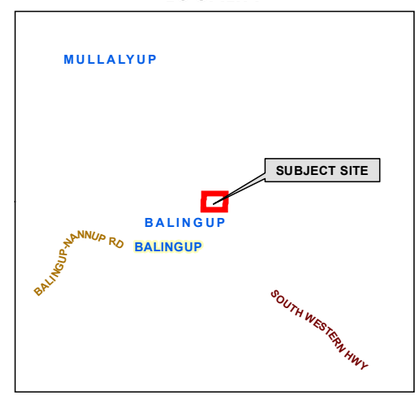
- 100m from Subject Site

Indicative Bushfire Attack

- BAL FZ
- BAL 40
- BAL 29
- BAL 19
- BAL 12.5
- BAL LOW
- Classified Vegetation Boundary

0 20 40 60 80
Metres

------ **LOCALITY** ------



Aerial Imagery : Landgate/SLIP
Image Date : Sept 2022

Coordinate System: GDA 1994 MGA Zone 50
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A3 Scale 1:1,250

BUSHFIRE PRONE PLANNING

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 arising from relying on any information depicted.
Map Document Path / Name: K:\Projects\Jobs 2023\230987 - 127 Jayes Road Balingup (BMP Evac)\Mapping\MXD\230987_Fig3-2-1_BAL_ZOOM_127 Jayes Road Balingup.mxd

The Guidelines for Planning in Bushfire Prone Areas (WAPC 2021 v1.4), Appendix 5, establish that the application of this section of the BMP is intended to support ***strategic planning*** proposals. At the strategic planning stage there will typically be insufficient proposed development detail to enable all required assessments, including the assessment against the bushfire protection criteria.

Strategic Planning Proposals

For strategic planning proposals this section of the BMP will identify:

- Issues associated with the level of the threats presented by any identified bushfire hazard;
- Issues associated with the ability to implement sufficient and effective bushfire protection measures to reduce the exposure and vulnerability levels (of elements exposed to the hazard threats), to a tolerable or acceptable level; and
- Issues that will need to be considered at subsequent planning stages.

All Other Planning Proposals

For all other planning stages, this BMP will address what are effectively the same relevant issues but do it within the following sections:

- Section 2 – Bushfire Prone Vegetation - Environmental and Assessment Considerations: Assess environmental, biodiversity and conservation values;
- Section 3 – Potential Bushfire Impact: Assess the bushfire threats with the focus on flame contact and radiant heat; and
- Section 5 – Assessment Against the Bushfire Protection Criteria (including the guidance provided by the *Position Statement: 'Planning in bushfire prone areas – Demonstrating Element 1: Location and Element 2'):* Assess the ability of the proposed development to apply the required bushfire protection measures thereby enabling it to be considered for planning approval for these factors.

Is the proposed development a strategic planning proposal?	No

4 ASSESSMENT AGAINST THE BUSHFIRE PROTECTION CRITERIA (GUIDELINES V1.4)

4.1 Bushfire Protection Criteria Elements Applicable to the Proposed Development/Use

APPLICATION OF THE CRITERIA, ACCEPTABLE SOLUTIONS AND PERFORMANCE ASSESSMENT

The criteria are divided into five elements – location, siting and design, vehicular access, water and vulnerable tourism land uses. Each element has an intent outlining the desired outcome for the element and reflects identified planning and policy requirements in respect of each issue.

The example acceptable solutions (bushfire protection measures) provide one way of meeting the element's intent. Compliance with these automatically achieves the element's intent and provides a straightforward pathway for assessment and approval.

Where the acceptable solutions cannot be met, the ability to develop design responses (as alternative solutions that meet bushfire performance requirements) is an alternative pathway that is provided by addressing the applicable performance principles (as general statements of how best to achieve the intent of the element).

A merit based assessment is established by the SPP 3.7 and the Guidelines as an additional alternative pathway along with the ability of using discretion in making approval decisions (sections 2.5, 2.6 and 2.7). This is formally applied to certain development (minor and unavoidable – sections 5.4.1 and 5.7). Relevant decisions by the State Administrative Tribunal have also supported this approach more generally.

Elements 1 – 4 should be applied for all strategic planning proposals, subdivision or development applications, except for vulnerable tourism land uses which should refer to Element 5. Element 5 incorporates the bushfire protection criteria in Elements 1 – 4 but caters them specifically to tourism land uses. (Guidelines DPLH 2021v1.4)

The Bushfire Protection Criteria	Applicable to the Proposed Development/Use
Element 1: Location	No
Element 2: Siting and Design	No
Element 3: Vehicular Access	No
Element 4: Water	No
Element 5: Vulnerable Tourism Land Uses	Yes

4.2 Local Government Variations to Apply

Local governments may add to or modify the acceptable solutions to recognise special local or regional circumstances (e.g., topography / vegetation / climate). These are to be endorsed by both the WAPC and DFES before they can be considered in planning assessments. (Guidelines DPLH 2021v1.4).	
Do endorsed regional or local variations to the acceptable solutions apply to the assessments against the Bushfire Protection Criteria for the proposed development /use?	No

4.3 Assessment Statements for Element 5: Vulnerable Tourism Land Uses

4.3.1 Other Short Term Accommodation

VULNERABLE TOURISM	
Element Intent	To provide bushfire protection for tourism land uses relevant to the characteristics of the occupants and/or the location, to preserve life and reduce the impact of bushfire on property and infrastructure.
Proposed Development/Use – Relevant Type	**Short term accommodation (other than B&B/Holiday House) including motel, serviced apartments, tourist development (includes cabins and chalets), holiday accommodation and caravan park (which incorporates camping grounds).**
Element Compliance Statement	The proposed development/use achieves the intent of this element by being fully compliant with all applicable acceptable solutions.
Pathway Applied to Provide an Alternative Solution	N/A

Acceptable Solutions - Assessment Statements

All details of acceptable solution requirements are established in the Guidelines for Planning in Bushfire Prone Areas, DPLH v1.4 (Guidelines) and apply the guidance established by the 'Bushfire Management Plan Guidance for the Dampier Peninsula' (WA Department of Planning, Lands and Heritage, 2021 Rev B) as relevant. These documents are available at https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas.

The technical construction requirements for access types and components, and for each firefighting water supply component, are also presented in Appendices C and D. The local government will advise the proponent where different requirements are to apply and when any additional specifications such as those for signage and gates are to apply (these are included in the relevant appendix if requested by the local government).

Solution Component Check Box Legend	☑ Relevant & met	☒ Relevant & not met	⃠ Not relevant

A5.7 Siting and Design				
A5.7 Siting and Design			**Compliant:**	Yes
A5.7a Asset protection zone (APZ) – caravan park only	**Applicable:**	No	**Compliant:**	N/A
☐ ☐ ⃠	The existing and/or proposed campground facilities (i.e. office, manages residence, camper's kitchen, showers, laundry etc.) can be sited within an asset protection zone of the required dimensions that will ensure their exposure to the potential radiant heat impact of a bushfire does not exceed 29 kW/m2 (BAL-29).			
Supporting Assessment Details: None required				
A5.7b Asset protection zone (APZ) – certain accommodation	**Applicable:**	Yes	**Compliant:**	Yes
☑ ☐ ☐	The following accommodation structures are considered by the proponents to be a tolerable loss in the event of a bushfire. Consequently, there is to be no radiant heat limitations applied to these sites (i.e. no specified dimensioned APZ). These structures are:			

- Caravan and camping sites.

Supporting Assessment Details: All habitable buildings and campground sites can achieve a BAL – 29 radiant heat impact and Asset Protection Zone.

A5.7c Asset protection zone (APZ) – all other accommodation	**Applicable**:	Yes	**Compliant**:	Yes

APZ DIMENSIONS – DIFFERENCES IN REQUIREMENTS FOR PLANNING ASSESSMENTS COMPARED TO IMPLEMENTATION

A key required bushfire protection measure is to reduce the exposure of buildings/infrastructure (as exposed vulnerable elements at risk), to the direct bushfire threats of flame contact, radiant heat and embers and the indirect threat of consequential fires that result from the subsequent ignition of other combustible materials that may be constructed, stored or accumulate in the area surrounding these structures. This reduces the associated risks of damage or loss.

This is achieved by separating buildings (and consequential fire fuels as necessary) from areas of classified bushfire prone vegetation. This area of separation surrounding buildings is identified as the Asset Protection Zone (APZ) and consists of no vegetation and/or low threat vegetation or vegetation continually managed to a minimal fuel condition. The required separation distances will vary according to the site specific conditions and local government requirements.

The APZ dimensions stated and/or illustrated in this Report can vary dependent on the purpose for which they are being identified.

> *Note: Appendix B 'Onsite Vegetation Management' provides further information regarding the different APZ dimensions that can be referenced, their purpose and the specifications of the APZ that are to be established and maintained on the subject lot.*

THE 'PLANNING BAL-29' APZ DIMENSIONS

Purpose: To provide evidence of the development or use proposal's ability to achieve minimum vegetation separation distances. To achieve 'acceptable solution' planning approval for this factor, it must be demonstrated that the minimum separation distances corresponding to a maximum level of radiant transfer to a building of 29 kW/m^2, either exist or can be implemented (with certain exceptions). These separation distances are the 'Planning BAL-29' APZ dimensions.

The 'Planning BAL-29' APZ is not necessarily the size of the APZ that must be physically implemented and maintained by a landowner. Rather, its sole purpose is to identify if an acceptable solution for planning approval can be met.

THE 'REQUIRED' APZ DIMENSIONS

Purpose: Establishes the dimensions of the APZ to be physically implemented by the landowner on their lot: These will be the minimum required separation distances from the subject building(s) to surrounding bushfire prone vegetation (identified by type and associated ground slope). These are established by:

A. The 'BAL Rating APZ' of the subject building(s) when distances are greater than 'B' below (except when 'B' establishes a maximum distance); or

B. The 'Local Government' APZ' derived from the Firebreak/Hazard Reduction Notice when distances are greater than 'A' above, other than when a maximum distance is established, in which case this will apply; or

C. A combination of 'A' and 'B'.

> *Within this Report/Plan it is the **'Planning BAL-29' APZ** that will be identified on maps, diagrams and in tables as necessary – unless otherwise stated.*

	*The **'Required' APZ** dimension information will be presented in Appendix B1.1 and on the Property Bushfire Management Statement, when required to be included for a development application.*
☑ ☐ ☐	**APZ Width:** Every existing or a future habitable building on the lot(s) of the proposed development, can be located within the developable portion of the lot and be surrounded by a 'Planning BAL-29' APZ of the required dimensions (measured from any external wall or supporting post or column to the edge of the classified vegetation), that will ensure their exposure to the potential radiant heat impact of a bushfire does not exceed 29 kW/m^2.
☐ ☐ ⊘	**Restriction on Building Location:** It has been identified that the current developable portion of a lot(s) provides for a future building location that will result in that building being subject to a BA-40 or BAL-FZ rating. Consequently, it may be considered necessary to impose the condition that a restrictive covenant to the benefit of the local government pursuant to section 129BA of the Transfer of Land Act 1893, is to be placed on the certificate(s) of title of the proposed lot(s) advising of the existence of a restriction on the use of that portion of land (refer to Code F3 of Model Subdivision Conditions Schedule, WAPC June 2021 and Guidelines s5.3.2).
☑ ☐ ☐	**APZ Location:** The required dimensions for a 'Planning BAL-29' APZ can be contained solely within the boundaries of the lot(s) on which the existing or future building(s) is situated.
☐ ☐ ⊘	**APZ Location:** The required dimensions for a 'Planning BAL-29' APZ can be partly established within the boundaries of the lot(s) on which the existing or future building(s) is situated. The balance of the APZ would exist on adjoining land that satisfies the exclusion requirements of AS 3959:2018 cl 2.2.3.2 for non-vegetated areas and/or low threat vegetation and/or vegetation managed in a minimal fuel condition.
☐ ☐ ⊘	**APZ Location:** It can be justified that any adjoining (offsite) land forming part of a 'Planning BAL-29' APZ will: • If non-vegetated, remain in this condition in perpetuity; and/or • If vegetated, be low threat vegetation or vegetation managed in a minimal fuel condition in perpetuity.
☑ ☐ ☐	**APZ Management:** The area of land (within each lot boundary), that is to make up the required 'Landowner' APZ dimensions (refer to Appendix B, Part B1), can and will be managed in accordance with the requirements of the Guidelines Schedule 1 'Standards for Asset Protection Zones' (refer to Appendix B).
☐ ☐ ⊘	**Subdivision Staging:** There are undeveloped future stages of subdivision, containing bushfire prone vegetation, that have been taken into consideration for their potentially 'temporary' impact on the ability to establish a 'Planning BAL-29 APZ' on adjoining developed lots. A staging plan is developed to manage this.
☑ ☐ ☐	**Firebreak/Hazard Reduction Notice:** Any additional requirements established by the relevant local government's annual notice to install firebreaks and manage fuel loads (issued under s33 of the Bushfires Act 1954), can and will be complied with.
Supporting Assessment Details: Existing and proposed habitable buildings can all achieve a BAL – 29 Asset Protection Zone onsite. The proposed camp area can achieve a BAL – 29 Asset Protection Zone. The ability to establish the 'Planning BAL-29' APZ dimensions is illustrated in Figure 3.2.	

A5.7d Asset protection zone (APZ) – landscape management	Applicable:	No	Compliant:	N/A
☐ ☐ ⊘ The preparation of a landscape management plan, to identify ongoing onsite vegetation management, is appropriate for the proposed development. This will be prepared.				
Supporting Assessment Details: None required				
A5.7e Onsite shelter – pedestrian paths	**Applicable:**	No	**Compliant:**	N/A
☐ ☐ ⊘ To comply with acceptable solution A5.8.2e (lack of vehicular access), pedestrian paths to an onsite shelter area or building, with the required signage, can and will be provided.				
Supporting Assessment Details: None required				
A5.7f Onsite shelter – exposure to the bushfire hazard	**Applicable:**	No	**Compliant:**	N/A
☐ ☐ ⊘ To comply with acceptable solution A5.8.2e (lack of vehicular access), a building that will function as a suitable onsite shelter can and will be provided that will reduce persons exposure to bushfire threats (through the shielding provided by the building). The building's exposure to the bushfire hazard threat of radiant heat will be limited to a maximum radiant heat flux of 10 kW/m2 (calculated with an assumed flame temperature of 1200K) by providing the required separation distances from the bushfire hazard.				
☐ ☐ ⊘ To comply with acceptable solution A5.8.2e (lack of vehicular access), an open area that will function as a suitable onsite shelter can and will be provided that will limit persons exposure to a maximum radiant heat flux of 2 kW/m2 (calculated with an assumed flame temperature of 1200K) by providing the required separation distances from the bushfire hazard.				
Supporting Assessment Details: None required				
A5.7g Onsite shelter – bushfire construction requirements	**Applicable:**	No	**Compliant:**	N/A
☐ ☐ ⊘ To comply with acceptable solution A5.8.2e (lack of vehicular access), the building(s) provided as an onsite shelter can and will be designed and constructed in accordance with the National Construction Code and the ABCB Community Shelter Handbook.				
Supporting Assessment Details: None required				
A5.8 Vehicular Access				
A5.8.1 Vehicular Access for All Proposals				
A5.8.1 Vehicular Access for All Proposals			**Compliant:**	Yes
A5.8.1a Internal access/private driveway - availability	**Applicable:**	Yes	**Compliant:**	Yes
☑ ☐ ☐ The internal vehicular access/private driveway can provide emergency access/egress for all patrons and staff in the event of a bushfire.				
☐ ☒ ☐ It is possible to provide at least two internal access/egress points to the public road network.				

Supporting Assessment Details: The private driveway is 193m from Jayes Road to the first car park. There is good turnaround space within this parking area. The proposed camp area will have a circular driveway for ease of egress. It is not possible to achieve a second internal access point to Jayes Road.				
A5.8.1b Internal access/private driveway - technical requirements	**Applicable**:	Yes	**Compliant**:	Yes
☐ ☐ ⊘	The internal vehicular access/private driveway length is no greater than 70m. No technical requirements need to be met.			
☑ ☐ ☐	The technical construction requirements for widths, clearances, capacity, gradients and curves (Guidelines, Table 6. Refer also to Appendix C in this BMP), can and will be complied with.			
☑ ☐ ☐	Passing bays can and will be installed every 200m with a minimum length of 20m and a minimum additional trafficable width of 2m.			
☑ ☐ ☐	The turnaround area requirements (Guidelines, Figure 28, and within 30m of the habitable building) can and will be complied with.			
Supporting Assessment Details: The private driveway meets the technical requirements of Table 6, Guidelines for Planning in Bushfire Prone Areas. Pull off areas and passing bays are installed on the existing driveway. The new driveway for the camp area will be constructed to the technical requirements, with passing bays installed.				
A5.8.1c Signage	**Applicable**:	Yes	**Compliant**:	Yes
☑ ☐ ☐	The required information to inform the actions of those persons onsite in the event of a bushfire will be prominently displayed within the site.			
☑ ☐ ☐	This information will include evacuation routes and distance and the site specific procedural detail that will be established by the Bushfire Emergency Plan (or Information) that is required to be developed for the proposed use.			
Supporting Assessment Details: Signage will be displayed in each cottage and within the function centre area (in a public place). There are three identified evacuation routes developed in consultation with the Shire of Donnybrook-Balingup Community Emergency Services Manager. These include Balingup, Donnybrook and Bridgetown.				
A5.8.2 Vehicular Access for Short Term Accommodation Outside a Residential Built-out Area				
A5.8.2 Vehicular Access for Short Term Accommodation Outside a Residential Built-out Area			**Compliant**:	Yes
A5.8.2a Multiple access routes	**Applicable**:	Yes	**Compliant**:	Yes
☑ ☐ ☐	Two-way public road access is provided in two different directions to at least two different suitable destinations.			
Supporting Assessment Details: Two-way public road access is provided along Jayes Road to the townsite of Balingup and to Greenbushes, via the Greenbushes-Grimwade Road.				
A5.8.2b No-through roads – maximum length	**Applicable**:	No	**Compliant**:	-
☐ ☐ ⊘	The no-through public road for the proposed development is no longer than 200 metres. It is existing and the adjoining classified vegetation (excluding the road reserve) is categorised an Extreme Bushfire Hazard Level (Guidelines, Table 3).			

☐ ☐ ⊘	The no-through public road for the proposed development is no longer than 500 metres. It is unavoidable and the adjoining classified vegetation (excluding the road reserve) is categorised a Moderate Bushfire Hazard Level (Guidelines, Table 3).
☐ ☐ ⊘	The no-through public road is unavoidable and the adjoining classified vegetation (excluding the road reserve) is categorised a Low Bushfire Hazard Level (Guidelines, Table 3) or is not identified as bushfire prone. Consequently, there is no limit on its length.
Supporting Assessment Details: All roads are through roads.	

A5.8.2c Emergency access way – alternative access option	**Applicable**:	No	**Compliant**:	N/A

☐ ☐ ⊘	A5.8.2a andA5.8.2b cannot be achieved.
☐ ☐ ⊘	The proposed or existing EAW provides a through connection to a public road.
☐ ☐ ⊘	The proposed or existing EAW is less than 500m in length and will be signposted and gated (remaining unlocked) to the specifications stated in the Guidelines and/or required by the relevant local government.
☐ ☐ ⊘	The technical construction requirements for widths, clearances, capacity, gradients and curves (Guidelines, Table 6. Refer also to Appendix C in this BMP), can and will be complied with.
Supporting Assessment Details: Not required	

A5.8.2d Public roads - technical requirements	**Applicable**:	Yes	**Compliant**:	Yes

☑ ☐ ☐	The technical construction requirements of vertical clearance and weight capacity (Guidelines, Table 6. Refer also to Appendix C in this BMP), can and will be complied with.
☑ ☐ ☐	All other applicable technical requirements of trafficable width, gradients and curves, are required to be in "accordance with the class of road as specified in the IPWEA Subdivision Guidelines, Liveable Neighbourhoods, Ausroad Standards and/or any applicable standard in the local government area" (Guidelines, Table 6 and sE3.1. Refer also to Appendix C in this BMP). The assessment conducted for the bushfire management plan indicates that it is likely that the proposed development can and will comply with the requirements. The applicable class(s) of road and technical requirements have been confirmed with the relevant local government. These can and will be complied with.
☐ ☐ ⊘	A traversable verge is available adjacent to classified vegetation (Guidelines, E3.1), as recommended.
Supporting Assessment Details: Jayes Road meets the technical requirements of a public road as per the Guidelines for Planning in Bushfire Prone Areas, Table 6.	

A5.8.2e Access limitations - onsite shelter option	**Applicable**:	No	**Compliant**:	N/A

☐ ☐ ⊘	The access requirements of two-way access, restricted no-through road length and provision of an EAW (established by A8.5.2a, A8.5.2b and A8.5.2c) cannot be achieved. The Guidelines provide for the protection measure of an onsite shelter to be provided in lieu of achieving these acceptable solutions.

☐ ☐ ⊘	The capacity of the proposed development is no greater than 100 guests and staff at any one time.
☐ ☐ ⊘	An onsite shelter can and will be provided that complies with the requirements for exposure to the bushfire hazard, building requirements and pedestrian paths (established by acceptable solutions A5.7e, A5.7f and A5.7g in 'Siting and Design').
Supporting Assessment Details: None required	

A5.9 Provision of Water for Firefighting Purposes				
A5.9 Provision of Water for Firefighting Purposes			**Compliant**:	Yes
A5.9a Reticulated supply	**Applicable**:	No	**Compliant**:	N/A
☐ ☐ ⊘	A reticulated water supply is available to the proposed development. The existing hydrant connection(s) are provided in accordance with the specifications of the relevant water supply authority.			
☐ ☐ ⊘	A reticulated water supply is available to the proposed development. Hydrant connection(s) can and will be provided in accordance with the specifications of the relevant water supply authority.			
Supporting Assessment Details: None required				
A5.9b Non-reticulated supply	**Applicable**:	Yes	**Compliant**:	Yes
☐ ☐ ⊘	A static water supply (tank) for firefighting purposes will be installed on the lot that is additional to any water supply that is required for drinking and other domestic purposes.			
☑ ☐ ☐	The technical requirements (location, volumes, design, materials, pipes and fittings), as established by the Guidelines (Schedule 2 and E4) and/or the relevant local government, can and will be complied with.			
Supporting Assessment Details: There is a 90,000-litre dedicated water tank for fire-fighting capability located next to the shed. It has the required camlock fittings that comply with the technical requirements. It is proposed to locate a 20,000-litre tank next to the driveway (near the new proposed cottages) for fire-fighting capability. Additionally, a 20,000-litre tank will be located between the two proposed Tiny Homes for fire-fighting capability. This tank will also service the proposed nature stay campground. Refer to information contained in Appendix D for the firefighting water supply specifications and technical requirements.				

4.3.2 Day Uses

VULNERABLE TOURISM					
Element Intent	To provide bushfire protection for tourism land uses relevant to the characteristics of the occupants and/or the location, to preserve life and reduce the impact of bushfire on property and infrastructure.				
Proposed Development/Use – Relevant Type	**Day uses (with no overnight accommodation) including art gallery, brewery, exhibition centre, hotel, reception centre, restaurant/cafe, small bar, tavern, winery.**				
Element Compliance Statement	The proposed development/use achieves the intent of this element by being fully compliant with all applicable acceptable solutions.				
Pathway Applied to Provide an Alternative Solution	N/A				
Acceptable Solutions - Assessment Statements *All details of acceptable solution requirements are established in the Guidelines for Planning in Bushfire Prone Areas, DPLH v1.4 (Guidelines) and apply the guidance established by the 'Bushfire Management Plan Guidance for the Dampier Peninsula' (WA Department of Planning, Lands and Heritage, 2021 Rev B) as relevant. These documents are available at https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas.* *The technical construction requirements for access types and components, and for each firefighting water supply component, are also presented in Appendices C and D. The local government will advise the proponent where different requirements are to apply and when any additional specifications such as those for signage and gates are to apply (these are included in the relevant appendix if requested by the local government).*					
Solution Component Check Box Legend	☑ Relevant & met	☒ Relevant & not met	⃠ Not relevant		
A5.13 Siting and Design					
A5.13 Siting and Design				**Compliant:**	Yes
A5.13a Asset protection zone (APZ)		**Applicable:**	Yes	**Compliant:**	Yes

APZ DIMENSIONS – DIFFERENCES IN REQUIREMENTS FOR PLANNING ASSESSMENTS COMPARED TO IMPLEMENTATION

A key required bushfire protection measure is to reduce the exposure of buildings/infrastructure (as exposed vulnerable elements at risk), to the direct bushfire threats of flame contact, radiant heat and embers and the indirect threat of consequential fires that result from the subsequent ignition of other combustible materials that may be constructed, stored or accumulate in the area surrounding these structures. This reduces the associated risks of damage or loss.

This is achieved by separating buildings (and consequential fire fuels as necessary) from areas of classified bushfire prone vegetation. This area of separation surrounding buildings is identified as the Asset Protection Zone (APZ) and consists of no vegetation and/or low threat vegetation or vegetation continually managed to a minimal fuel condition. The required separation distances will vary according to the site specific conditions and local government requirements.

The APZ dimensions stated and/or illustrated in this Report can vary dependent on the purpose for which they are being identified.

> *Note: Appendix B 'Onsite Vegetation Management' provides further information regarding the different APZ dimensions that can be referenced, their purpose and the specifications of the APZ that are to be established and maintained on the subject lot.*

THE 'PLANNING BAL-29' APZ DIMENSIONS

Purpose: To provide evidence of the development or use proposal's ability to achieve minimum vegetation separation distances. To achieve 'acceptable solution' planning approval for this factor, it must be demonstrated that the minimum separation distances corresponding to a maximum level of radiant transfer to a building of 29 kW/m^2, either exist or can be implemented (with certain exceptions). These separation distances are the 'Planning BAL-29' APZ dimensions.

The 'Planning BAL-29' APZ is not necessarily the size of the APZ that must be physically implemented and maintained by a landowner. Rather, its sole purpose is to identify if an acceptable solution for planning approval can be met.

THE 'REQUIRED' APZ DIMENSIONS

Purpose: Establishes the dimensions of the APZ to be physically implemented by the landowner on their lot: These will be the minimum required separation distances from the subject building(s) to surrounding bushfire prone vegetation (identified by type and associated ground slope). These are established by:

A. The 'BAL Rating APZ' of the subject building(s) when distances are greater than 'B' below (except when 'B' establishes a maximum distance); or

B. The 'Local Government' APZ' derived from the Firebreak/Hazard Reduction Notice when distances are greater than 'A' above, other than when a maximum distance is established, in which case this will apply; or

C. A combination of 'A' and 'B'.

> *Within this Report/Plan it is the **'Planning BAL-29' APZ** that will be identified on maps, diagrams and in tables as necessary – unless otherwise stated.*
>
> *The **'Required' APZ** dimension information will be presented in Appendix B1.1 and on the Property Bushfire Management Statement, when required to be included for a development application.*

☑ ☐ ☐	**APZ Width:** The proposed (or a future) habitable building(s) on the lot(s) of the proposed development - or an existing building(s) for a proposed change of use – can be (or is) located within the developable portion of the lot and be surrounded by a 'Planning BAL-29' APZ of the required dimensions (measured from any external wall or supporting post or column to the edge of the classified vegetation), that will ensure their exposure to the potential radiant heat impact of a bushfire does not exceed 29 kW/m^2.
☐ ☐ ⊘	**Restriction on Building Location:** It has been identified that the current developable portion of a lot(s) provides for a future building location that will result in that building being subject to a BA-40 or BAL-FZ rating. Consequently, it may be considered necessary to impose the condition that a restrictive covenant to the benefit of the local government pursuant to section 129BA of the Transfer of Land Act 1893, is to be placed on the certificate(s) of title of the proposed lot(s) advising of the existence of a restriction on the use of that portion of land (refer to Code F3 of Model Subdivision Conditions Schedule, WAPC June 2021 and Guidelines s5.3.2).
☑ ☐ ☐	**APZ Location:** The required dimensions for a 'Planning BAL-29' APZ can be contained solely within the boundaries of the lot(s) on which the proposed (or a future) habitable building(s) - or an existing building(s) for a proposed change of use – is situated.
☐ ☐ ⊘	**APZ Location:** The required dimensions for a 'Planning BAL-29' APZ can be partly established within the boundaries of the lot(s) on which the proposed (or a future) habitable building(s) - or an existing building(s) for a proposed change of use – is situated. The balance of the APZ would exist on adjoining land that

	satisfies the exclusion requirements of AS 3959:2018 cl 2.2.3.2 for non-vegetated areas and/or low threat vegetation and/or vegetation managed in a minimal fuel condition.
☐ ☐ ⊘	**APZ Location:** It can be justified that any adjoining (offsite) land forming part of a 'Planning BAL-29' APZ will: • If non-vegetated, remain in this condition in perpetuity; and/or • If vegetated, be low threat vegetation or vegetation managed in a minimal fuel condition in perpetuity.
☑ ☐ ☐	**APZ Management:** The area of land (within each lot boundary), that is to make up the required 'Landowner' APZ dimensions (refer to Appendix B, Part B1), can and will be managed in accordance with the requirements of the Guidelines Schedule 1 'Standards for Asset Protection Zones' (refer to Appendix B).
☐ ☐ ⊘	**Subdivision Staging:** There are undeveloped future stages of subdivision, containing bushfire prone vegetation, that have been taken into consideration for their potentially 'temporary' impact on the ability to establish a 'Planning BAL-29 APZ' on adjoining developed lots. A staging plan is developed to manage this.
☑ ☐ ☐	**Firebreak/Hazard Reduction Notice:** Any additional requirements established by the relevant local government's annual notice to install firebreaks and manage fuel loads (issued under s33 of the Bushfires Act 1954), can and will be complied with.
Supporting Assessment Details: The ability to establish the 'Planning BAL-29' APZ dimensions is illustrated in Figure 3.2. The proposed function centre marquee is located within an area of Excludable vegetation. These are managed gardens, fully reticulated and bordered by deciduous trees.	

A5.13b Onsite shelter – pedestrian paths	**Applicable**:	No	**Compliant**:	N/A
☐ ☐ ⊘	To comply with acceptable solution A5.14d (lack of vehicular access), pedestrian paths to an onsite shelter area or building, with the required signage, can and will be provided.			
Supporting Assessment Details: None required				

A5.13c Onsite shelter – exposure to the bushfire hazard	**Applicable**:	No	**Compliant**:	N/A
☐ ☐ ⊘	To comply with acceptable solution A5.14d, a building that will function as a suitable onsite shelter can and will be provided that will reduce persons exposure to bushfire threats (through the shielding provided by the building). The building's exposure to the bushfire hazard threat of radiant heat will be limited to a maximum radiant heat flux of 10 kW/m2 (calculated with an assumed flame temperature of 1200K) by providing the required separation distances from the bushfire hazard.			
☐ ☐ ⊘	To comply with acceptable solution A5.14d (lack of vehicular access), an open area that will function as a suitable onsite shelter can and will be provided that will limit persons exposure to a maximum radiant heat flux of 2 kW/m2 (calculated with an assumed flame temperature of 1200K) by providing the required separation distances from the bushfire hazard.			
Supporting Assessment Details: None required				

A5.13d Onsite shelter – bushfire construction requirements	Applicable:	No	Compliant:	N/A
☐ ☐ ⦸ The building(s) provided as an onsite shelter can and will be designed and constructed in accordance with the National Construction Code and the ABCB Community Shelter Handbook.				
☐ ☐ ⦸ The building(s) provided as an onsite shelter can and will be built to the bushfire construction requirements corresponding to BAL-29 (as per AS 3959 or the NASH Standard) as a minimum – while complying with A15.13c (being subject to a maximum radiant heat flux of 10 kW/m^2).				
Supporting Assessment Details: None required				

A5.14 Vehicular Access				
A5.14 Vehicular Access			**Compliant:**	Yes
A5.14a Multiple access routes	**Applicable:**	Yes	**Compliant:**	Yes
☑ ☐ ☐ Two-way access is available. Public road access is provided in two different directions to at least two different suitable destinations.				
☐ ☐ ⦸ This exception applies. Secondary access cannot be achieved. The tourism land use is in a residential built out area.				
☑ ☐ ☐ This exception applies. Secondary access cannot be achieved. The bushfire emergency plan provides for closure on days with forecast extreme or fire danger rating and a total fire ban and provides for the early evacuation of patrons and staff.				
☐ ☐ ⦸ This exception applies. Secondary access cannot be achieved. The bushfire emergency plan provides for non-operation during the bushfire season.				
Supporting Assessment Details: Two-way public road access is provided along Jayes Road to the townsite of Balingup and to Greenbushes, via the Greenbushes-Grimwade Road. It is not possible to achieve a secondary access to Jayes Road. The Shire of Donnybrook-Balingup requires closure to guests on days of Extreme or Catastrophic fire danger days. This is detailed in the Bushfire Emergency Plan.				
A5.14b No-through roads – maximum length	**Applicable:**	No	**Compliant:**	N/A
☐ ☐ ⦸ The no-through public road for the proposed development is no longer than 200 metres. It is existing and the adjoining classified vegetation (excluding the road reserve) is categorised an Extreme Bushfire Hazard Level (Guidelines, Table 3).				
☐ ☐ ⦸ The no-through public road for the proposed development is no longer than 500 metres. It is unavoidable and the adjoining classified vegetation (excluding the road reserve) is categorised a Moderate Bushfire Hazard Level (Guidelines, Table 3).				
☐ ☐ ⦸ The no-through public road is unavoidable and the adjoining classified vegetation (excluding the road reserve) is categorised a Low Bushfire Hazard Level (Guidelines, Table 3) or is not identified as bushfire prone. Consequently, there is no limit on its length.				
Supporting Assessment Details: None required.				

A5.14c Emergency access way – alternative access options	Applicable: No	Compliant: N/A
☐ ☐ ⊘	A5.14a andA5.14b cannot be achieved.	
☐ ☐ ⊘	The proposed or existing EAW provides a through connection to a public road.	
☐ ☐ ⊘	The proposed or existing EAW is less than 500m in length and will be signposted and gated (remaining unlocked) to the specifications stated in the Guidelines and/or required by the relevant local government.	
☐ ☐ ⊘	The technical construction requirements for widths, clearances, capacity, gradients and curves (Guidelines, Table 6. Refer also to Appendix C in this BMP.), can and will be complied with.	
Supporting Assessment Details: None required		

A5.14d Access limitations - onsite shelter option	Applicable: No	Compliant: -
☐ ☐ ⊘	The access requirements of two-way access, restricted no-through road length and provision of an EAW (established by A5.14a, A5.14b and A5.14c) cannot be achieved. The Guidelines provide for the protection measure of an onsite shelter to be provided in lieu of achieving these acceptable solutions.	
☐ ☐ ⊘	The capacity of the proposed development is no greater than 100 guests and staff at any one time.	
☐ ☐ ⊘	An onsite shelter can and will be provided in accordance with the requirements for exposure to the bushfire hazard, bushfire construction requirements and pedestrian paths (established by acceptable solutions A13b, A13c and A13d in 'Siting and Design').	
Supporting Assessment Details: None required.		

A5.14e Public roads - technical requirements	Applicable: Yes	Compliant: Yes
☑ ☐ ☐	The technical construction requirements of vertical clearance and weight capacity (Guidelines, Table 6. Refer also to Appendix C in this BMP), can and will be complied with.	
☑ ☐ ☐	All other applicable technical requirements of trafficable width, gradients and curves, are required to be in "accordance with the class of road as specified in the IPWEA Subdivision Guidelines, Liveable Neighbourhoods, Ausroad Standards and/or any applicable standard in the local government area" (Guidelines, Table 6 and sE3.1. Refer also to Appendix C in this BMP). The assessment conducted for the bushfire management plan indicates that it is likely that the proposed development can and will comply with the requirements. The applicable class(s) of road and technical requirements have been confirmed with the relevant local government. These can and will be complied with.	
☐ ☐ ⊘	A traversable verge is available adjacent to classified vegetation (Guidelines, E3.1), as recommended.	
Supporting Assessment Details: Jayes Road meets the technical requirements of a public road as per the Guidelines for Planning in Bushfire Prone Areas, Table 6.		

A5.14f Internal access/private driveway - technical requirements	Applicable:	Yes	Compliant:	Yes
☐ ☐ ⊘	The internal vehicular access/private driveway length is no greater than 70m. No technical requirements need to be met.			
☑ ☐ ☐	The technical construction requirements for widths, clearances, capacity, gradients and curves (Guidelines, Table 6. Refer also to Appendix C in this BMP), can and will be complied with.			
☑ ☐ ☐	Passing bays can and will be installed every 200m with a minimum length of 20m and a minimum additional trafficable width of 2m.			
☑ ☐ ☐	The turnaround area requirements (Guidelines, Figure 28, and within 30m of the habitable building) can and will be complied with.			
Supporting Assessment Details: The private driveway meets the technical requirements of Table 6, Guidelines for Planning in Bushfire Prone Areas.				
A5.14g Internal access/private driveway - availability	**Applicable:**	Yes	**Compliant:**	Yes
☑ ☐ ☐	The internal vehicular access/private driveway can provide emergency access/egress for all patrons and staff in the event of a bushfire.			
☐ ☒ ☐	It is possible to provide at least two internal access/egress points to the public road network.			
Supporting Assessment Details: The private driveway is 193m from Jayes Road to the first car park. There is good turnaround space within this parking area. The proposed camp area will have a circular driveway for ease of egress.				
A5.14h Signage	**Applicable:**	Yes	**Compliant:**	Yes
☑ ☐ ☐	The required information to inform the actions of those persons onsite in the event of a bushfire will be prominently displayed within the site.			
☑ ☐ ☐	This information will include evacuation routes and distance and the site specific procedural detail that will be established by the Bushfire Emergency Plan (or Information) that is required to be developed for the proposed use.			
Supporting Assessment Details: Signage will be displayed in the function centre area (in a public place). There are three identified evacuation routes developed in consultation with the Shire of Donnybrook-Balingup Community Emergency Services Manager. These include Balingup, Donnybrook and Bridgetown.				
A5.15 Provision of Water for Firefighting Purposes				
A5.15 Provision of Water for Firefighting Purposes			**Compliant:**	Yes
A5.15a Reticulated supply	**Applicable:**	No	**Compliant:**	N/A
☐ ☐ ⊘	A reticulated water supply is available to the proposed development. The existing hydrant connection(s) are provided in accordance with the specifications of the relevant water supply authority.			
☐ ☐ ⊘	A reticulated water supply is available to the proposed development. Hydrant connection(s) can and will be provided in accordance with the specifications of the relevant water supply authority.			

Supporting Assessment Details: None required.				
A5.15b Non-reticulated supply – water tank capacity	**Applicable**:	Yes	**Compliant**:	Yes
☑ ☐ ☐	A static water supply (tank) for firefighting purposes will be installed on the lot that is additional to any water supply that is required for drinking and other domestic purposes.			
☑ ☐ ☐	A water tank(s) will be provided with a minimum capacity of 10,000 litres/500 m^2 of habitable floor space to a maximum of 50,000 litres.			
Supporting Assessment Details: A 20,000 litre dedicated water tank for fire-fighting capability will be installed between the function centre and the proposed cottage.				
A5.15c Non-reticulated supply – technical requirements	**Applicable**:	Yes	**Compliant**:	Yes
☑ ☐ ☐	The technical requirements (design, construction materials, pipes and fittings), as established by the Guidelines (Element 4, Schedule 2, s2.2) and/or the relevant local government, can and will be complied with.			
Supporting Assessment Details: The water tank and couplings will comply with the technical requirements of the Guidelines. Refer to information contained in Appendix D for the firefighting water supply specifications and technical requirements.				

5 RESPONSIBILITY CHECKLISTS FOR THE IMPLEMENTATION AND MANAGEMENT OF BUSHFIRE PROTECTION MEASURES

The following sections and their associated tables establish:

- The bushfire protection measures that shall be initially implemented and those requiring ongoing maintenance to the stated requirements;
- The persons responsible for the implementation and maintenance of the required bushfire protection measures; and
- The persons responsible and the timing for compliance certification when required.

The necessity for the BMP to contain this information is established by the *Guidelines for Planning in Bushfire Prone Areas* (Version 1.4, WAPC 2021) in Appendices 3 and 5.

5.1 Landowner Responsibilities Prior to Occupancy or Commencement of Operation

TABLE 6.2(A) REQUIRED BUSHFIRE PROTECTION MEASURES - IMPLEMENTATION ACTIONS (SUBJECT TO COMPLIANCE CHECK TO BE CONDUCTED BY A BUSHFIRE CONSULTANT)	
1	Prior to occupancy/operation establish the 'Required' Asset Protection Zone (APZ) around habitable buildings (and other structures as required) to satisfy: • The minimum required dimensions established in Appendix B1; and • The standards established by the *Guidelines for planning in bushfire prone areas,* DPLH, 2021 v1.4, Schedule 1; or • The standards established for an Asset Protection Zone (APZ) by the relevant local government's requirements set out in a section 33 notice under the Bush Fires Act 1954 (annual firebreak/fuel load notice).
2	Prior to operation of the proposed campground, construct the private driveways to comply with the technical requirements referenced in the BMP.
3	Prior to occupancy of the proposed cottages and campground, install the required firefighting static water supply to comply with the technical requirements stated in the BMP.
4	Prior to occupancy and operation, signage must be prominently displayed within the site that informs the actions of those persons onsite in the event of a bushfire. This will include evacuation route information, site procedures – as per the instructions within the Bushfire Emergency Plan developed for the site and use.
5	Prior to occupancy, all actions contained within the 'Pre-Season Preparation Procedure' established by the Bushfire Emergency Plan, must be completed.

TABLE 6.2(B) REQUIRED BUSHFIRE PROTECTION MEASURES - IMPLEMENTATION ACTIONS (SUBJECT TO COMPLIANCE BEING ESTABLISHED BY THE WAPC AND/OR LOCAL GOVERNMENT)	
1	[Relevant when stated as a condition of planning approval] The landowner/proponent is to register a notification onto the certificate of title and deposited plan (with the required wording stated by the local government). This will be done pursuant to *Section 70A Transfer of Land Act 1893 (as amended) as per 'Factors affecting use and enjoyment of land, notification on title'*. This is to notify owners and prospective purchasers of the land that: 1. The land is in a designated bushfire prone area as designated by an Order made by the Fire and Emergency Services Commissioner; 2. The land is subject to a Bushfire Management Plan that establishes certain protection measures to manage bushfire risk that are to be implemented and continue to be applied at the owner's cost; and 3. That additional planning and building requirements may apply to development on this land.

TABLE 6.2(C) REQUIRED BUSHFIRE PROTECTION MEASURES - IMPLEMENTATION ACTIONS (NOT SUBJECT TO COMPLIANCE CHECK)	
1	Prior to relevant building work, inform the builder of the existence of this approved Bushfire Management Plan (BMP). The plan identifies that the development site is within a designated bushfire prone area and states the indicative (or determined) BAL rating(s) that may (or will) be applied to buildings/structures. A BAL assessment report may be required to confirm determined ratings and will be required when ratings are indicative. BAL certificates will need to be issued to accompany building applications. The BMP may also establish, as an additional bushfire protection measure, that construction requirements to be applied will be those corresponding to a specified higher BAL rating. Compliance with the Building Code of Australia (Volumes 1 and 2 of the National Construction Code), will require certain bushfire resistant construction requirements be applied to residential buildings in bushfire prone areas (i.e., Class 1, 2 and 3 and associated Class 10a buildings and decks). Other classes of buildings may also be required to comply with these construction when established by the relevant authority or if identified as an additional bushfire protection measure within the BMP. The deemed to satisfy solutions that will meet the relevant bushfire performance requirements are found in AS 3959 – Construction of Building in Bushfire Prone Areas (as amended) and the NASH Standard - Steel Framed Construction in Bushfire Areas (as amended).

5.2 Landowner Responsibilities – Ongoing Management

TABLE 6.3 REQUIRED BUSHFIRE PROTECTION MEASURES – ONGOING MANAGEMENT ACTIONS	
1	Maintain the 'Required' Asset Protection Zone (APZ) around habitable buildings (and other structures as required) to satisfy: • The minimum required dimensions established in Appendix B1; and • The standards established by the *Guidelines for planning in bushfire prone areas,* DPLH, 2021 v1.4, Schedule 1; or • The standards established for an Asset Protection Zone (APZ) by the relevant local government's requirements set out in a section 33 notice under the Bush Fires Act 1954 (annual firebreak/fuel load notice).
3	Maintain any areas nominated to be revegetated in accordance with the vegetation classification and management standards as specified in the BMP and/or Landscape Management Plan.
4	Comply with the Shire of Donnybrook-Balingup Firebreak Order issued under s33 of the Bush Fires Act 1954. Check the notice annually for any changes.
5	As a vulnerable tourism land use for which open air campfires (contained in a firepit) are a part of site operations, enforce the use restrictions established by s25 of the Bush Fires Act 1954 and ensure the required vegetation clearances are maintained.
6	Maintain vehicular access routes within the lot to comply with the technical requirements referenced in the BMP and the relevant local government's annual firebreak / hazard reduction notice.
7	Maintain the static firefighting water supply tank and associated pipes/fittings/pump and vehicle access and hardstand in good working condition.
8	Ensure that builders engaged to construct dwellings/additions and/or other relevant structures on the lot, are aware of the existence of this approved Bushfire Management Plan (BMP). The plan identifies that the development site is within a designated bushfire prone area and states the indicative (or determined) BAL rating(s) that may (or will) be applied to buildings/structures. A BAL assessment report may be required to confirm determined ratings and will be required when ratings are indicative. BAL certificates will need to be issued to accompany building applications. Compliance with the Building Code of Australia (Volumes 1 and 2 of the National Construction Code), will require certain bushfire resistant construction requirements be applied to residential buildings in bushfire prone areas (i.e., Class 1, 2 and 3 and associated Class 10a buildings and decks). The deemed to satisfy solutions that will meet the relevant bushfire performance requirements are found in AS 3959 – Construction of Building in Bushfire Prone Areas (as amended) and the NASH Standard - Steel Framed Construction in Bushfire Areas (as amended). As an additional bushfire protection measure, other classes of buildings may also be required to comply with these construction requirements when established by the relevant authority or if identified as an additional bushfire protection measure within the BMP. The BMP may also establish that construction requirements to be applied will be those corresponding to a specified higher BAL rating. When applicable, these requirements will be identified in Section 5.7.

9	Ensure all future buildings the landowner has responsibility for, are designed and constructed in full compliance with: • The bushfire resistant construction requirements of the Building Code of Australia (Volumes 1 and 2 of the National Construction Code), as established by the Building Regulations 2012 (WA Building Act 2011); and • Any additional bushfire protection measures this Bushfire Management Plan has established are to be implemented.
10	Annually review the Bushfire Emergency Plan and complete all actions contained within the 'Pre-Season Preparation Procedure' and the 'In-Season Preparation Procedure' at the appropriate times of the year.
11	Ensure the ongoing implementation of the BMP, including providing successive landowners with a copy of the BMP and making them aware of the responsibilities it contains.

APPENDIX A: DETAILED BAL ASSESSMENT DATA AND SUPPORTING INFORMATION

A1: BAL Assessment Inputs Common to the Method 1 and Method 2 Procedures

A1.1: FIRE DANGER INDICES (FDI/FDI/GFDI)

When using Method 1 the relevant FDI value required to be applied for each state and region is established by AS 3959:2018, Table 2.1. Each FDI value applied in Tables 2.4 – 2.7 represents both the Forest Fire Danger Index (FFDI) and a deemed equivalent for the Grassland Fire Danger Index (GFDI), as per Table B2 in Appendix B. When using Method 2, the relevant FFDI and GFDI are applied.

The values may be able to be refined within a jurisdiction, where sufficient climatological data is available and in consultation with the relevant authority.

Relevant Jurisdiction:	WA	Region:	Whole State	Method 1	Applied FDI:	80
				Method 2	Applied FFDI:	N/A
					Applied GFDI:	N/A

A1.2: VEGETATION ASSESSMENT AND CLASSIFICATION

Vegetation Types and Classification

In accordance with AS 3959:2018 Clauses 2.2.3 and C2.2.3.1, all vegetation types within 100 metres of the 'site' (defined as "the part of the allotment of land on which a building stands or is to be erected"), are identified and classified. Any vegetation more than 100 metres from the site that has influenced the classification of vegetation within 100 metres of the site, is identified and noted. The maximum excess distance is established by AS 3959: 2018 Clause 2.2.3.2 and is an additional 100 metres.

Classification is also guided by the Visual Guide for Bushfire Risk Assessment in WA (WA Department of Planning February 2016) and any relevant FPA Australia practice notes.

Modified Vegetation

The vegetation types have been assessed as they will be in their natural mature states, rather than what might be observed on the day. Vegetation destroyed or damaged by a bushfire or other natural disaster has been assessed on its expected re-generated mature state. Modified areas of vegetation can be excluded from classification if they consist of low threat vegetation or vegetation managed in a minimal fuel condition, satisfying AS 3959:2018 Clause 2.2.3.2(f), and there is sufficient justification to reasonable expect that this modified state will exist in perpetuity.

The Influence of Ground Slope

Where significant variation in effective slope exists under a consistent vegetation type, these will be delineated as separate vegetation areas to account for the difference in potential bushfire behaviour, in accordance with AS 3959:2018 Clauses 2.2.5 and C2.2.5.

THE INFLUENCE OF VEGETATION GREATER THAN 100 METRES FROM THE SUBJECT SITE	
Vegetation area(s) within 100m of the site whose classification has been influenced by the existence of bushfire prone vegetation from 100m – 200m from the site:	N/A
Assessment Statement:	No vegetation types exist close enough, or to a sufficient extent, within the relevant area to influence classification of vegetation within 100 metres of the subject site.

VEGETATION AREA 1						
Classification	**A. FOREST**					
Types Identified	Open forest A-03		Select.		Select.	
Exclusion Clause	N/A					
Effective Slope	Determined	flat 0 degrees	Applied Range (Method 1)		Upslope or flat 0 degrees	
Foliage Cover of Tallest Plant Layer	>90%	Shrub/Heath Height	>2m	Tree Height	Up to 30m	
Dominant & Sub-Dominant Layers	Mixed Eucalypt trees (Rivergum and Marri) trees growing to a height of 10m- 20m with 70% foliage cover. Individual pine trees, wild fig and Acacia are located throughout the area.					
Understorey:	Blackberry, native bushes, unmanaged grasses, fallen logs and branches					
Justification Comments	Not Required.					
Post Development Assumptions:	N/A					



PHOTO ID: 1



PHOTO ID: 2



PHOTO ID: 3



PHOTO ID: 4

VEGETATION AREA 2						
Classification	**G. GRASSLAND**					
Types Identified	Sown pasture G-26					
Exclusion Clause	N/A					
Effective Slope	Determined	flat 0 degrees	Applied Range (Method 1)	Upslope or flat 0 degrees		
Foliage Cover of Tallest Plant Layer	-	Shrub/Heath Height	-	Tree Height	Up to 30m	
Dominant & Sub-Dominant Layers	Sown grass for stock. Currently sheep are in the paddocks. Individual trees within the area (not less than 10% of area) growing to a height of 15m. The fence line follows the trees, stock are in these paddocks (Sheep and Alpacas)					
Understorey:						
Justification Comments	Not Required.					
Post Development Assumptions:	Not Required					



PHOTO ID: 5



PHOTO ID: 6



PHOTO ID: 7



PHOTO ID: 8 (Foreground vegetation)

VEGETATION AREA 3						
Classification	**A. FOREST**					
Types Identified	Open forest A-03		Select.		Select.	
Exclusion Clause	N/A					
Effective Slope	Determined	d/slope 4.8 degrees	Applied Range (Method 1)		Downslope >0-5 degrees	
Foliage Cover of Tallest Plant Layer	>90%	Shrub/Heath Height	>2m	Tree Height	Up to 30m	
Dominant & Sub-Dominant Layers	Mixed Eucalypt trees (Rivergum and Marri) trees growing to a height of 10m- 20m with 60% foliage cover. Individual pine trees, wild fig and Acacia are located throughout the area.					
Understorey:	Blackberry, native bushes, unmanaged grasses, fallen logs and branches					
Justification Comments	Not Required.					
Post Development Assumptions:	Not Required					



PHOTO ID: 9



PHOTO ID: 10



PHOTO ID: 11



PHOTO ID: 12

VEGETATION AREA 4						
Classification	**A. FOREST**					
Types Identified	Open forest A-03		Select.		Select.	
Exclusion Clause	N/A					
Effective Slope	Determined	d/slope 4.8 degrees	Applied Range (Method 1)		Downslope >0-5 degrees	
Foliage Cover of Tallest Plant Layer	>90%	Shrub/Heath Height	>2m	Tree Height	Up to 30m	
Dominant & Sub-Dominant Layers	Mixed Eucalypt trees (Rivergum and Marri) trees growing to a height of 10m- 20m with 60% foliage cover. Individual pine trees, wild fig and Acacia are located throughout the area.					
Understorey:	Blackberry, native bushes, unmanaged grasses, fallen logs and branches					
Justification Comments	Not Required.					
Post Development Assumptions:	Not Required					



PHOTO ID: 13



PHOTO ID: 14



PHOTO ID: 15



PHOTO ID: 16

VEGETATION AREA 5						
Classification	**G. GRASSLAND**					
Types Identified	Sown pasture G-26					
Exclusion Clause	N/A					
Effective Slope	Determined	d/slope 4 degrees	Applied Range (Method 1)	Downslope >0-5 degrees		
Foliage Cover of Tallest Plant Layer	-	Shrub/Heath Height	-	Tree Height	Up to 30m	
Dominant & Sub-Dominant Layers	Sown grass for stock. Currently alpacas are in the paddocks. One paddock is resting, and grass height is 50cms. All other areas grass height currently less than 10cms. Individual trees within the area (not less than 10% of area) growing to a height of 15m. Along the riverbank within the Forest area a section of blackberry has been removed, and the area can now be classified as Grassland.					
Understorey:						
Justification Comments	Not Required.					
Post Development Assumptions:	Not Required					



PHOTO ID: 17



PHOTO ID: 18



PHOTO ID: 19

VEGETATION AREA 6						
Classification	**EXCLUDED**					
Types Identified	-					
Exclusion Clause	2.2.3.2 (e) non-vegetated areas and (f) low threat vegetation - high moisture content.					
Effective Slope	Determined	-	Applied Range (Method 1)	-		
Foliage Cover of Tallest Plant Layer	-	Shrub/Heath Height	-	Tree Height	-	
Dominant & Sub-Dominant Layers	Managed gardens, driveway, lawn areas that are used for functions and events. Neighbouring properties APZ which are maintained.					
Understorey:						
Justification Comments	Not Required					
Post Development Assumptions	Not Required					



PHOTO ID: 20



PHOTO ID: 21



PHOTO ID: 22



PHOTO ID: 23

	
PHOTO ID: 24	PHOTO ID: 25
	
PHOTO ID: 26	PHOTO ID: 27

A1.4: SEPARATION DISTANCE

Measuring

The separation distance is the distance in the horizontal plane between the receiver (building/structure or area of land being considered) and the edge of the classified vegetation (AS 3959:2018, clause 2.2.4)

The relevant parts of a building/structure from which the measurement is taken is the nearest part of an external wall or where a wall does not exist, the supporting posts or columns. Certain parts of buildings are excluded including eaves and roof overhangs.

The edge of the vegetation, for forests and woodlands, will be determined by the unmanaged understorey rather than either the canopy (drip line) or the trunk (AS 3959:2018, clause C2.2.5).

Measured Separation Distance as a Calculation Input

If a separation distance can be measured because the location of the building/structure relative to the edge of the relevant classified vegetation is known, this figure can be entered into the BAL calculation. The result is a determined BAL rating.

Assumed Separation Distance as a Calculation Input

When the building/structure location within the lot is not known, an assumed building location may be applied that would establish the closest positioning of the building/structure relative to the relevant area of vegetation.

The assumed location would be based on a factor that puts a restriction on a building location such as:

- An established setback from the boundary of a lot, such as a residential design code setback or a restrictive covenant; or
- Within an established building envelope.

The resultant BAL rating would be indicative and require later confirmation (via a Compliance Report) of the building/structure actual location relative to the vegetation to establish the determined BAL rating.

Separation Distance as a Calculation Output

With the necessary site specific assessment inputs and using the AS 3959:2018 bushfire modelling equations, the range of separation distances that will correspond to each BAL rating (each of which represents a range of radiant heat flux), can be calculated. This has application for bushfire planning scenarios such as:

- When the separation distance cannot be measured because the exact location of the exposed element (i.e., the building, structure or area), relative to classified vegetation, is yet to be determined.

  In this scenario, the required information is the identification of building locations onsite that will correspond to each BAL rating. That is, indicative BAL ratings can be derived for a variety of potential building/structure locations; or

- The separation distance is known for a given building, structure or area (and a determined BAL rating can be derived), but additional information is required regarding the exposure levels (to the transfer of radiant heat from a bushfire), of buildings or persons, that will exist at different points within the subject site.

The calculated range of separation distances corresponding to each BAL rating can be presented in a table and/or illustrated as a BAL Contour Map – whichever is determined to best fit the purpose of the assessment.

For additional information refer to the information boxes in Section 3 'Bushfire Attack Levels (BAL) - Understanding the Results and Section 3.2. 'Interpretation of the BAL Contour Map'.

SITE ASSESSMENT DETAILS - EXPLANATION & JUSTIFICATION

For the subject development/use the applicable separation distances values are derived from calculations applying the assessed site data. They are an output value, not an input value and therefore are not presented or justified in this appendix.

The derived values are presented in Section 3, Table 3.1 and illustrated as a BAL contour map in Figure 3.2.

APPENDIX B: ADVICE - ONSITE VEGETATION MANAGEMENT - THE APZ

THE ASSET PROTECTION ZONE (APZ) – DESCRIPTION AND OBJECTIVES

Description: The asset protection zone (APZ) is the area of land surrounding a building or structure on which any combustible materials will be located and/or managed to reduce the potential impact of the direct and indirect attack mechanisms (threats) of bushfire, and therefore reduce the associated risks of building/structure damage or loss, to acceptable levels.

When cultivated and/or natural vegetation exists within the zone it must present low potential threat levels from the direct fire attack mechanisms of flame contact, radiant heat and ember attack and fire driven wind, and the indirect attack mechanisms of debris accumulation, surface fire, tree strike and consequential fire.

The required low threat levels will be achieved as the result of factors that include persistent higher fuel moisture contents, lower flammability and/or minimal fuel loads, due to either limiting the existence of these fuels through removal and/or modification, and the subsequent ongoing management (reduction) of fuel loads.

When a bushfire attack level (BAL) is required to be determined for a building/structure to establish its bushfire construction requirements, the condition of the vegetation within the APZ must satisfy the requirements established by *clause 2.2.3.2 of AS 3959:2018 Construction of buildings in bushfire prone areas* - to be excluded from classification.

For other combustible structures/materials within the APZ, lower threat levels will be the result of factors such as their appropriate use, lowered vulnerability and location relative to the primary building/structure to be protected.

Objectives: The primary objectives of establishing a low threat area surrounding buildings/structures are to create that performs the following functions:

1. To establis an APZ of specified dimensions ensure the building is sufficiently separated from the identified bushfire hazard to limit the impact of its direct attack mechanisms. The required dimensions of the APZ must:
    - Remove the potential for direct flame contact on the building;
    - Reduce the level of radiant heat to which the building is exposed. The APZ dimensions should ensure that the potential level of radiant heat impact corresponds to the level of vulnerability of the building/structure - as determined by the degree to which bushfire resistant construction has been applied (or not). For example, when constructed to the requirements corresponding to its determined exposure to radiant heat (measured as a bushfire attack level) in accordance with AS 3959 or the NASH Standard.
    - Ensure some reduction in the threat level of the ember/burning debris attack mechanism when higher threat vegetation types are present in the vicinity. Note, the reduction in some scenarios will be minimal given the produced quantity, type, survival time and consequent distance that certain embers/burning debris can travel.

      Be aware of that research has identified that consequential fire, ignited by embers, is the primary cause (>80%) of building loss in past Australian bushfire events. In bushfire prone areas, the importance of applying protection measures to prevent ember entry to buildings/structures and minimising the existence of consequential fire fuels cannot be overstated.
2. To ensure any combustible fuels (debris and structures) or trees that remain within the APZ will be managed and located to limit the potential impact of the indirect attack mechanisms of bushfire by:
    - Minimising the accumulation of debris on, within and around buildings/structures to limit this source of fuel for consequential fires that will result in the direct fire attack mechanisms of flames and greater radiant heat existing closer to the buildings/structures, even though the bushfire hazard exists at a greater distance away;
    - To prevent surface fire moving through the APZ and closer to buildings/structures than the fire in the bushfire hazard itself can;

- Prevent fire weakened or windblown trees/branches impacting buildings/structures and allowing ember/burning debris entry;

- To ensure other combustible materials that can result in a consequential fire ignited by embers/burning debris), within both the APZ and parts of the building, are eliminated, minimised and/or appropriately located or protected (the explanatory notes in the Guidelines provide some guidance for achieving this objective and other sources are available); and

3. To provide a defendable space for firefighting activities.

B1: Asset Protection Zone (APZ) Dimensions

APZ DIMENSIONS – DIFFERENCES IN REQUIREMENTS FOR PLANNING ASSESSMENTS COMPARED TO IMPLEMENTATION

THE 'PLANNING BAL-29' APZ DIMENSIONS

The 'Planning BAL-29' APZ is not necessarily the size of the APZ that must be physically implemented and maintained by a landowner. Rather, its purpose is to identify if an acceptable solution for planning approval can be met i.e., can a specified minimum separation distance from bushfire prone vegetation exist.

An assessment against the Bushfire Protection Criteria is conducted for planning approval purposes. To satisfy 'A2.1: Asset Protection Zone', it must be demonstrated that certain minimum separation distances between the relevant building/structure and different classes of bushfire prone vegetation, either exist or can be created and will remain in perpetuity. These minimum separation distances determine the 'Planning BAL-29' APZ dimensions.

Dimensions: The minimum dimensions are those that will ensure the potential radiant heat impact on subject buildings does not exceed 29 kW/m^2. These dimensions will vary dependent on the vegetation classification, the slope of the land they are growing on and certain other factors specific to the subject site.

Note: For certain purposes associated with vulnerable land uses, the 'Planning BAL-29' APZ may be replaced with dimensions corresponding to radiant heat impact levels of 10 kW/m^2 and 2 kW/m^2 and calculated using 1200K flame temperature.

Location: The identified 'Planning BAL-29' APZ must not extend past lot boundaries onto land the landowner has no control over either now or potentially at some point in the future. Limited exceptions include:

- When adjoining land is not vegetated (e.g., built out, roads, carparks, drainage, rock, water body etc.);
- When adjoining land currently or, will in the short term, contain low threat vegetation and or vegetation managed in a minimal fuel condition as per AS 3959:2018 cl. 2.2.3.2. It must be reasonable (justifiable) to expect this low threat vegetation and/or level of management will continue to exist or be conducted in perpetuity and require no action from the owner of the subject lot.

  Such areas of land include formally managed areas of vegetation (e.g., public open space / recreation areas / services installed in a common section of land). For specific scenarios, evidence of the formal commitment to manage these areas to a certain standard may be required and would be included in the BMP.

  These areas of land can also be part of the required APZ on a neighbouring lot for which the owner of that lot has a recognised responsibility to establish and maintain; and
- When there is a formalised and enforceable capability and responsibility created for the subject lot owner, or any other third party, to manage vegetation on land they do not own in perpetuity. This would be rare, and evidence of the formal authority would be included in the BMP.

The bushfire consultant's 'Supporting Assessment Detail', that is presented in the assessment against the acceptable solution A2.1, will identify and justify how any adjoining land within the 'Planning BAL-29 APZ will meet the APZ standards. Or otherwise, explain how this condition cannot be met.

THE 'BAL RATING' APZ DIMENSIONS

The applicable BAL rating will have been stated in the BAL Assessment Data section of the BAL Assessment Report or BMP (as relevant). The BAL rating can be assessed as 'determined' or 'indicative' or be 'conditional', dependent of the specific conditions associated with the site and the stage of assessment or planning. It is the eventual assessment of the 'Determined' BAL that will establish both the BAL rating that is to apply and its corresponding 'BAL Rating' APZ dimensions.

Dimensions: The minimum dimensions of the 'BAL Rating' APZ to be established and maintained will be those that correspond to the determined BAL rating for the subject building/structure that has accounted for surrounding vegetation types, the slope of the land they are growing on and certain other factors specific to the subject site and surrounding land.

Establishing the 'BAL Rating' APZ will ensure that the potential radiant heat exposure of the building/structure will be limited to the level that the applied construction requirements are designed to resist when that building/structure is required to be constructed to the standard corresponding to the Determined BAL.

> *Note: For certain purposes associated with vulnerable land uses, the 'BAL Rating' APZ dimensions may be replaced with dimensions corresponding to the specific radiant heat impact levels of 10 kW/m² and 2 kW/m² and calculated using 1200K flame temperature.*

Location: The same conditions will apply as for the 'Planning BAL-29' APZ.

THE 'LOCAL GOVERNMENT' APZ DIMENSIONS

Some Local Government's establish the dimensions of the APZ that must be established surrounding buildings in their annual Firebreak/Hazard Reduction Notice. Or for a specific site they may establish a maximum allowable dimension (typically that corresponding to BAL-29). When established, the landowner will need to be comply with these.

THE 'REQUIRED' APZ DIMENSIONS

This is the APZ that is to be established and maintained by the landowner within the subject lot and surrounding the subject building(s). It will be identified on the Property Bushfire Management Statement when it is required to be included in this Report/Plan.

Dimensions: The 'Required APZ' dimensions are the minimum (or maximum when relevant) distances away from the subject building(s) that the APZ must extend. These distances will not necessarily be the same all around the building(s). They can vary and are dependent on the different vegetation types (and their associated ground slope) that can exist around the building(s), and specific local government requirements. The dimensions to implement are determined by:

A. The 'BAL Rating APZ' of the subject building(s) when distances are greater than 'B' below (except when 'B' establishes a maximum distance); or

B. The 'Local Government' APZ' derived from the Firebreak/Hazard Reduction Notice when distances are greater than 'A' above, other than when a maximum distance is established, in which case this will apply; or

C. A combination of 'A' and 'B'.

Location: The same conditions will apply as for the 'Planning BAL-29' APZ.

B1.1: THE APZ DIMENSIONS REQUIRED TO BE IMPLEMENTED BY THE LANDOWNER

DETERMINATION OF THE 'REQUIRED' APZ DIMENSIONS TO BE IMPLEMENTED AND MAINTAINED BY LANDOWNER WITHIN THEIR LOT										
Relevant Buildings(s)	Vegetation Classification [Refer to Fig 3.1]		Minimum Required Separation Distances from Building to Vegetation (metres)							
			Established by the 'BAL Rating' APZ Dimension					Established by the "Local Government' APZ Dimension		The 'Required' APZ Dimensions [see note]
			Determined Radiant Heat Impact	Stated 'Indicative' or 'Conditional' BAL				Firebreak / Hazard Reduction Notice	Maximum Allowed	
	Area	Class		BAL-29	BAL-19	BAL-12.5	BAL-LOW		N/A	
The Lodge, Function Marquee, Tiny Home, Teal, Ibis, Caretaker Cottage	1	(A) Forest	BAL-12.5			42m		20m		42m
	2	(G) Grassland				17m				20m
	3	(A) Forest				50m				50m
	4	(A) Forest				50m				50m
	5	(G) Grassland				20m				20m
Blue Wren, Tiny Home	1	(A) Forest	BAL-19		31m			20m		31m
	2	(G) Grassland			12m					20m
	3	(A) Forest			37m					37m
	4	(A) Forest			37m					37m
	5	(G) Grassland			14m					20m
Rosella, Corella, Cottage, Red Robin	1	(A) Forest	BAL - 29	21m				20m		21m
	2	(G) Grassland		8m						20m
	3	(A) Forest		27m						27m
	4	(A) Forest		27m						27m

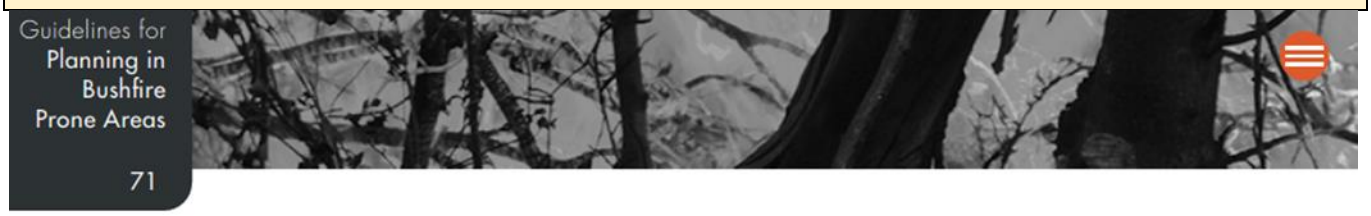
	5	(G) Grassland		9m						20m

Note: The 'Required' APZ Dimension corresponding to each area of vegetation is the greater of the 'BAL Rating' or the 'Firebreak/Hazard Reduction Notice' APZ dimensions - unless a local government maximum distance(s) is established as a result of their environmental assessment of the subject site. The area of the APZ will also be limited to the subject lot boundary unless otherwise justified in this Report/Plan. Final determination of the dimensions will require that any indicative or conditional BAL becomes a 'Determined' BAL.

B2: The Standards for the APZ as Established by the Guidelines (DPLH, v1.4)

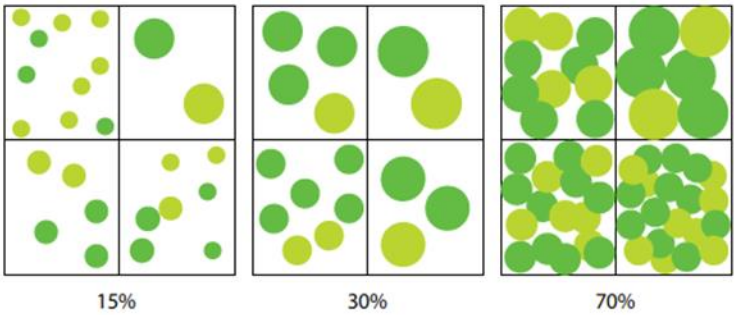
Within the Guidelines (source: https://www.wa.gov.au/government/document-collections/state-planning-policy-37-planning-bushfire-prone-areas), the management Standards are established by:

- Schedule 1: Standards for Asset Protection Zones (see extract below) established by the Guidelines; and
- The associated explanatory notes (Guidelines E2) that address (a) managing an asset protection zone (APZ) to a low threat state (b) landscaping and design of an asset protection zone and (c) plant flammability.



ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

SCHEDULE 1: STANDARDS FOR ASSET PROTECTION ZONES

OBJECT	REQUIREMENT
Fences within the APZ	• Should be constructed from non-combustible materials (for example, iron, brick, limestone, metal post and wire, or bushfire-resisting timber referenced in Appendix F of AS 3959).
Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness)	• Should be managed and removed on a regular basis to maintain a low threat state. • Should be maintained at <2 tonnes per hectare (on average). • Mulches should be non-combustible such as stone, gravel or crushed mineral earth or wood mulch >6 millimetres in thickness.
Trees* (>6 metres in height)	• Trunks at maturity should be a minimum distance of six metres from all elevations of the building. • Branches at maturity should not touch or overhang a building or powerline. • Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation. • Canopy cover within the APZ should be <15 per cent of the total APZ area. • Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ. **Figure 19:** Tree canopy cover – ranging from 15 to 70 per cent at maturity 

Shrub* and scrub* (0.5 metres to six metres in height). Shrub and scrub >6 metres in height are to be treated as trees.	• Should not be located under trees or within three metres of buildings. • Should not be planted in clumps >5 square metres in area. • Clumps should be separated from each other and any exposed window or door by at least 10 metres.
Ground covers* (<0.5 metres in height. Ground covers >0.5 metres in height are to be treated as shrubs)	• Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above. • Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.
Grass	• Grass should be maintained at a height of 100 millimetres or less, at all times. • Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
Defendable space	• Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
LP Gas Cylinders	• Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building. • The pressure relief valve should point away from the house. • No flammable material within six metres from the front of the valve. • Must sit on a firm, level and non-combustible base and be secured to a solid structure.

** Plant flammability, landscaping design and maintenance should be considered – refer to explanatory notes*

B3: The Standards for the APZ as Established by the Local Government

Refer to the firebreak / hazard reduction notice issued annually (under s33 of the Bushfires Act 1954) by the relevant local government. It may state Standards that vary from those established by the Guidelines and that have been endorsed by the WAPC and DFES as per Section 4.5.3 of the Guidelines.

A copy of the applicable notice is not included here as they are subject to being reviewed and modified prior to issuing each year. Refer to ratepayers notices and/or the local government's website for the current version.

B4: Vegetation and Areas Excluded from Classification - Ensure Continued Exclusion

AS 3959:2018 establishes the methodology for determining a bushfire attack level (BAL). The methodology includes the classification of the subject site's surrounding vegetation according to their 'type' and the application of the corresponding relevant bushfire behaviour models to determine the BAL.

Certain vegetation can be considered as low threat or managed in a minimal fuel condition and can be excluded from classification. Where this has occurred in assessing the site, the extract from AS3959:2018 below states the requirements that must continue to exist for the vegetation on those areas of land to be excluded from classification (including the size of the vegetation area if relevant to the assessment).

2.2.3.2 *Exclusions—Low threat vegetation and non-vegetated areas*

The following vegetation shall be excluded from a BAL assessment:

(a) Vegetation of any type that is more than 100 m from the site.

(b) Single areas of vegetation less than 1 ha in area and not within 100 m of other areas of vegetation being classified vegetation.

(c) Multiple areas of vegetation less than 0.25 ha in area and not within 20 m of the site, or each other or of other areas of vegetation being classified vegetation.

(d) Strips of vegetation less than 20 m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20 m of the site or each other, or other areas of vegetation being classified vegetation.

(e) Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops.

(f) Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, mangroves and other saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks.

NOTES:

1 Minimal fuel condition means there is insufficient fuel available to significantly increase the severity of the bushfire attack (recognizable as short-cropped grass for example, to a nominal height of 100 mm).

2 A windbreak is considered a single row of trees used as a screen or to reduce the effect of wind on the leeward side of the trees.

APPENDIX C: LANDSCAPE MANAGEMENT PLAN

LANDSCAPE MANAGEMENT PLAN					
No.	Implementation Action	Timing	Responsibility	Clearance	Comment
1	Maintain compliance with the DFES Fact Sheet – "Preparing Your Property"	Ongoing in Perpetuity	Landowner	☐	
2	A minimum 20 metre APZ (Figure 3.2) will be installed and maintained around the 'Existing Buildings' in accordance with the BMP. TREES: (> 5m in height): trunks at maturity should be a minimum distance of 6 metres from the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2m above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5m apart as to not form a continuous canopy. SHRUBS: No tall shrubs or trees should be located within two (2) metres of the building (unless reticulated – managed gardens). SHRUBS & GROUND COVERS: (0.1 metres to 5 metres) Should not be located under trees or within 3 metres of the building, should not be planted in clumps greater than 5m2 in area, clumps of shrubs should be separated from each other. Shrubs >than 5 metres in height are to be treated as trees. (unless reticulated – managed gardens).	Ongoing in Perpetuity	Landowner	☐	
3	Building gutters and rooftops are to be free of excessive twigs, leaves, grass etc.	Every 3 months	Landowner	☐	
4	All overhanging branches, trees, limbs etc. trimmed back from the firebreak/ driveways to a minimum height of four (4) metres.	Every 12 months	Landowner	☐	

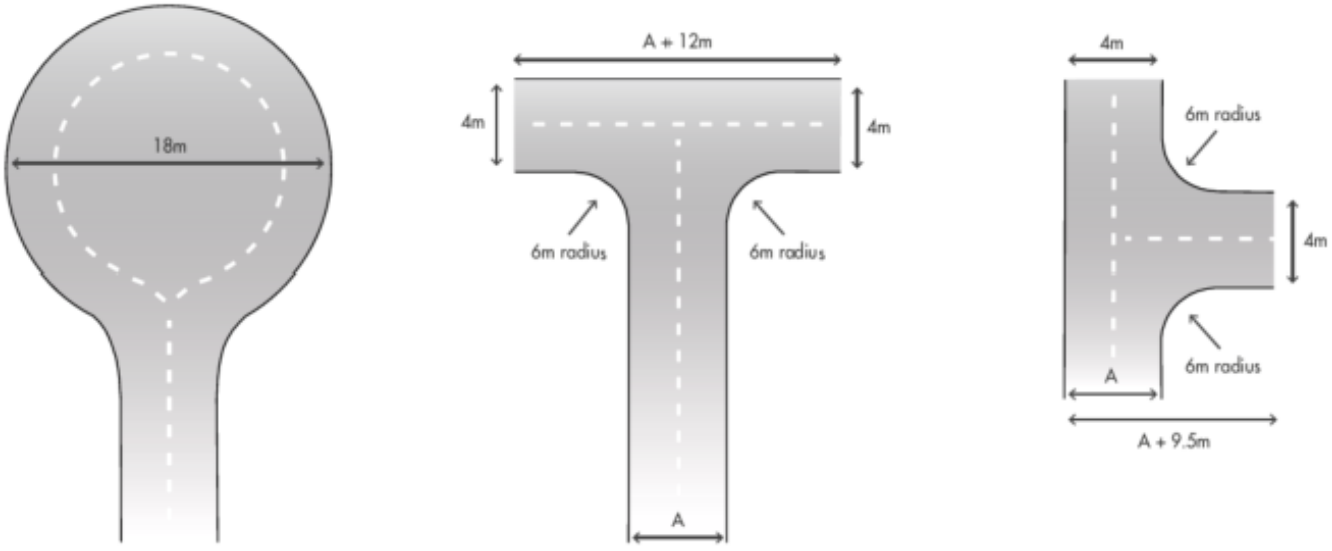
APPENDIX D: TECHNICAL REQUIREMENTS FOR VEHICULAR ACCESS

The design/layout requirements for access are established by the acceptable solutions of the Guidelines (DPLH, 2021 v1.4) Element 3 and vary dependent on the access component, the land use and the presence of 'vulnerable' persons. Consequently, the best reference source are the Guidelines. The technical requirements that are fixed for all components and uses are presented in this appendix.

GUIDELINES TABLE 6, EXPLANATORY NOTES E3.3 & E3.6 AND RELEVANT ACCEPTABLE SOLUTIONS

Technical Component	Vehicular Access Types / Components			
	Public Roads	Emergency Access Way [1]	Fire Service Access Route [1]	Battle-axe and Private Driveways [2]
Minimum trafficable surface (m)	In accordance with A3.1	6	6	4
Minimum Horizontal clearance (m)	N/A	6	6	6
Minimum Vertical clearance (m)	4.5			
Minimum weight capacity (t)	15			
Maximum Grade Unsealed Road [3]	As outlined in the IPWEA Subdivision Guidelines	1:10 (10%)		
Maximum Grade Sealed Road [3]		1:7 (14.3%)		
Maximum Average Grade Sealed Road		1:10 (10%)		
Minimum Inner Radius of Road Curves (m)		8.5		

Turnaround Area Dimensions for No-through Road, Battle-axe Legs and Private Driveways [4]



Passing Bay Requirements for Battle-axe leg and Private Driveway

When the access component length is greater than the stated maximum, passing bays are required every 200m with a minimum length of 20m and a minimum additional trafficable width of 2m (i.e. the combined trafficable width of the passing bay and constructed private driveway to be a minimum 6m).

Emergency Access Way – Additional Requirements

Provide a through connection to a public road, be no more than 500m in length, must be signposted and if gated, gates must be open the whole trafficable width and remain unlocked.

[1] To have crossfalls between 3 and 6%.

[2] Where driveways and battle-axe legs are not required to comply with the widths in A3.5 or A3.6, they are to comply with the Residential Design Codes and Development Control Policy 2.2 Residential Subdivision.

[3] Dips must have no more than a 1 in 8 (12.5% or 7.1 degree) entry and exit angle.

[4] The turnaround area should be within 30m of the main habitable building.

APPENDIX E: TECHNICAL REQUIREMENTS FOR FIREFIGHTING WATER SUPPLY

E1: Reticulated Areas – Hydrant Supply

The Guidelines state "where a reticulated water supply is existing or proposed, hydrant connection(s) should be provided in accordance with the specifications of the relevant water supply authority."

The main scheme water suppliers / authorities in WA are The Water Corporation, AqWest – Bunbury Water Corporation and Busselton Water Corporation. Various local authority exists in other non-scheme and regional areas. However, most existing fire hydrants are connected to Water Corporation water mains.

Consequently, the hydrant location specifications from The Water Corporation's 'No 63 Water Reticulation Standard' (Ver 3 Rev 15) are provided in the extract below with the key distances relevant to bushfire planning assessments being highlighted. This Standard is deemed to be the baseline criteria for developments and should be applied unless different local water supply authority conditions apply. Other applicable specification will be found in the Standard.

Note: The maximum distance from a hydrant to the rear of a lot/building is generally interpreted as not applicable to large lot sizes where the maximum distance becomes an impractical limitation i.e., typically rural residential areas.

2.2.1.5 Appurtenances

c. Hydrants

Hydrants shall be screw-down hydrant with built-in isolation valve and installed only on DN100 or larger pipes. Hydrants shall be located:

- so that the maximum distance between a hydrant and the rear of a building envelope, (or in the absence of a building envelope the rear of the lot) shall be 120m;
- so that spacing (as measured by hose-run) between hydrants in non-residential or mixed use areas shall be maximized and no greater than 100m;
- so that spacing (as measured by hose-run) between hydrants in residential areas with lots per dwelling <10,000m² shall be maximized and no greater than 200m;
- so that spacing between hydrants (as measured by hose-run) in rural residential areas where minimum lots per dwelling is >10,000 m² (1ha) shall be maximized and no greater than 400m;
- centrally along the frontage of a lot to avoid being under driveways, unless the lot features a frontage 6m or less, in which case it shall be placed to the side opposite the driveway;
- at lots that have the widest frontage in the local area;
- where appropriate at the truncation of road junctions or intersections so that they can serve more than one street and can be readily located;
- on both sides of the major roads at staggered intervals where there are mains on both sides of the road;
- at major intersections on dual multi-lane roads, where two hydrants are to be sited on diagonally opposite corners;
- hydrants should be located at least 20m from traffic calming devices i.e., median slow points or chokers, chicanes, mini traffic circles, and intersection 'pop-outs' to ensure traffic is not impeded;
- in a position not less than 10m from any high voltage main electrical distribution equipment such as transformers and distribution boards, liquefied petroleum gas or other combustible storage;
- directly on top of the main using a tee unless proved to be impractical.

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E2: Non-Reticulated Areas – Static Supply

For specified requirements, refer to the Guidelines Element 4: Water – Acceptable Solution A4.2 , Explanatory Notes E4 (that provide water supply establishment detail under the headings of water supply; independent water and power supply; strategic water supplies, alternative water sources and location of water tanks) and the technical requirements established by Schedule 2 (reproduced below).

SCHEDULE 2: WATER SUPPLY DEDICATED FOR BUSHFIRE FIREFIGHTING PURPOSES

2.1 Water supply requirements

Water dedicated for firefighting should be provided in accordance with Table 7 below, and be in addition to water required for drinking purposes.

Table 7: Water supply dedicated for bushfire firefighting purposes

PLANNING APPLICATION	NON-RETICULATED AREAS
Development application	10,000L per habitable building
Structure Plan / Subdivision: Creation of 1 additional lot	10,000L per lot
Structure Plan / Subdivision: Creation of 3 to 24 lots	10,000L tank per lot **or** 50,000L strategic water tank
Structure Plan / Subdivision: Creation of 25 lots or more	50,000L per 25 lots or part thereof Provided as a strategic water tank(s) or 10,000L tank per lot

2.2 Technical requirements

2.2.1 Construction and design

An above-ground tank and associated stand should be constructed of non-combustible material. The tank may need to comply with AS/NZS 3500.1:2018.

Below ground tanks should have a 200mm diameter access hole to allow tankers or emergency service vehicles to refill direct from the tank, with the outlet location clearly marked at the surface. The tank may need to comply with AS/NZS 3500.1:2018. An inspection opening may double as the access hole provided that the inspection opening meets the requirements of AS/NZS 3500.1:2018. If the tank is required under the BCA as part of fire hydrant installation, then the tank will also need to comply with AS 2419.

Where an outlet for an emergency service vehicle is provided, then an unobstructed, hardened ground surface is to be supplied within four metres of any water supply.

2.2.2 Pipes and fittings

All above-ground, exposed water supply pipes and fittings should be metal. Fittings should be located away from the source of bushfire attack and be in accordance with the applicable section below, unless otherwise specified by the local government.

2.2.2.1 Fittings for above-ground water tanks:

- Commercial land uses: 125mm Storz fitting; or
- Strategic water tanks: 50mm or 100mm (where applicable and adapters are available) male camlock coupling with full flow valve; or
- Standalone water tanks: 50mm male camlock coupling with full flow valve; or
- Combined water tanks: 50mm male camlock coupling with full flow valve or a domestic fitting, being a standard household tap that enables an occupant to access the water supply with domestic hoses or buckets for extinguishing minor fires.

2.2.2.2 Remote outlets

In certain circumstances, it may be beneficial to have the outlet located away from the water supply. In such instances in which a remote outlet is to be used, the applicant should consult the local government and DFES on their proposal.

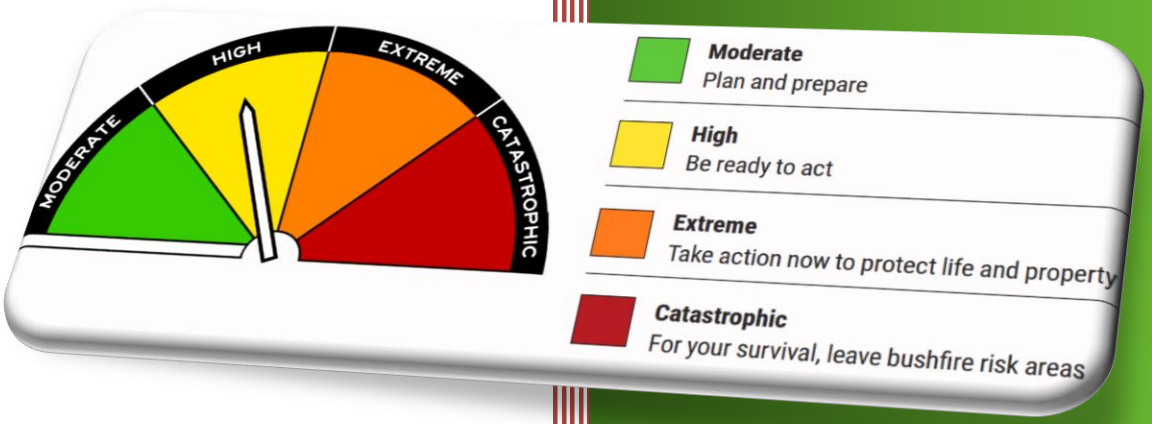
EXAMPLE CONSTRUCTION AND FITTINGS	
	
Strategic 47,000 Litre Concrete Tank & Protected Fittings	
	
10,000 Litre Concrete Tank	Storz and Camlock Couplings
	
Full Flow 50mm Ball Valve	Full Flow 50mm Gate Valve and Male Camlock

Attachment 9.1.1(6)

Jalbrook Estate, Balingup

Bushfire Emergency Plan

The Operational Document for Onsite Personnel Responsible for Emergency Management



PREVENT | PREPARE | RESPOND | RECOVER

127 Jayes Road, Balingup

Shire of Donnybrook-Balingup

Facility/Premises Use: Tourist development

ATTENTION

It is important that all relevant persons at this facility/premises receive formal training in the application of this Bushfire Emergency Plan, as established in the associated Bushfire Management Plan.

19 August 2024

Associated BMP: 230987 BPP Ref. No. 230987

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THE BUSHFIRE EMERGENCY PLAN – ITS PURPOSE AND APPLICATION

The purpose of this Bushfire Emergency Plan (BEP) is to assist persons conduct the operations of the facility/premises that are directed at managing and protecting persons and property from the risks associated with a bushfire event.

To best support the purpose, this BEP is constructed to be used as an **OPERATIONAL DOCUMENT** that facilitates the reliable implementation of required actions at different times of the year, including during the urgent and high pressure conditions of a bushfire event.

The BEP utilises an approach that:

- **Establishes Situational Scenarios as Triggers to Implement an Emergency Procedure:** Each scenario has a corresponding initial bushfire emergency procedure, and associated actions, that is to be implemented. These have been developed considering the specifics of the facility/premises and its use.
- **Facilitates Effective Implementation:** It is structured logically and written concisely. The important reference information in the appendices assists with applying the procedures and their actions, of which the included indicative fire behaviour for the bushfire prone vegetation relevant to the facility/premises is particularly important.
- **Encourages Formal Training in the Application of the BEP:** It is important that persons responsible for actioning this BEP are fully aware of and knowledgeable in the application of the information presented in both the operational sections and the appendices.
- **Presents Supporting Data as Necessary:** This is data that may include identification of the level and types of potential risks to the site and its use and justifies the choice of protection measures incorporated into this BEP to manage those risks.

  The necessity for inclusion (as an addendum) is dependent on the complexity and scale of the facility/premises site/use and when there is a need to explain why certain procedures/actions have been applied to inform relevant persons (managers and decision makers as applicable).

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1. APPLYING THE BUSHFIRE EMERGENCY PLAN

TO DETERMINE THE REQUIRED ACTIONS TO IMPLEMENT

- **At any time of the year.**
- **For any day of operation; and**
- **Whether a bushfire exists or not.**

REFER TO THE *PRIMARY GUIDANCE TABLE* ON THE NEXT PAGE AND

1. **Identify the applicable situational scenario that acts as the *trigger* for implementing an *initial procedure*; and**
2. **Identify the corresponding initial procedure and its page number.**

THEN PROCEED TO THE APPLICABLE *INITIAL PROCEDURE* AND CONDUCT ALL STATED *ACTIONS*.

2. PRIMARY GUIDANCE TABLE – THE TRIGGERS TO IMPLEMENT AN *INITIAL* BUSHFIRE EMERGENCY PROCEDURE

THE IMPLEMENTATION TRIGGERS ESTABLISHED AS SITUATIONAL SCENARIOS RELEVANT TO THE SITE			THE INITIAL PROCEDURE TO IMPLEMENT [1]						
			PREVENT	PREPARE		RESPOND			RECOVER
			NO BUSHFIRE EXISTS			A BUSHFIRE EXISTS			
			PRE-SEASON PREPARE	MONITOR & MAINTAIN	PRE-EMPTIVE	ELEVATED THREAT	SAFE (EARLY) EVACUATION	SHELTER-IN-PLACE	RECOVERY
I.D.			Page 16	Page 22	Page 23	Page 24	Page 27	Page 30	Page 33
DURING THE BUSHFIRE SEASON (OCTOBER TO APRIL) WHEN LARGE PUBLIC EVENTS ARE NOT A PART OF PREMISES OPERATIONS									
A	A BUSHFIRE EXISTS	A bushfire **EMERGENCY** or **WATCH AND ACT** warning has been issued and applies to the site. The highest level response procedure (the primary response), as determined specifically for the site and its use, is triggered.					☒		
B	A BUSHFIRE EXISTS	A bushfire **ADVICE** warning has been issued and applies to the site.				☒			
C	A BUSHFIRE EXISTS	A bushfire warning has not been issued.				☒			
D	A BUSHFIRE EXISTS	The bushfire is either now controlled, or the fire front has moved past the facility/premises. Evacuation or shelter in place procedures may have been implemented earlier.							☒
E	NO BUSHFIRE EXISTS	The forecast Fire Danger Rating (FDR) is Catastrophic; OR The forecast Fire Danger Rating (FDR) is Extreme, and the forecast Fire Behaviour Index (FBI) is 75 or greater (refer to BOM website, see Section 4 'Emergency Information Sources'); AND/OR A Total Fire Ban is declared. A Harvest and Vehicle Movement Ban (HVMB) may also be declared.					☒		
F	NO BUSHFIRE EXISTS	The forecast fire danger rating (FDR) is High or Moderate or there is no FDR.		☒					

PROCEDURE IMPLEMENTATION TRIGGERS SITUATIONAL SCENARIOS RELEVANT TO THE SITE		THE INITIAL PROCEDURE TO IMPLEMENT [1]						
		PREVENT	PREPARE		RESPOND			RECOVER
		NO BUSHFIRE EXISTS			A BUSHFIRE EXISTS			
I.D.		PRE-SEASON PREPARE	MONITOR & MAINTAIN	PRE-EMPTIVE	ELEVATED THREAT	SAFE (EARLY) EVACUATION	SHELTER-IN-PLACE	RECOVERY
		Page 16	Page 22	Page 23	Page 24	Page 27	Page 30	Page 33
PRIOR TO THE BUSHFIRE SEASON (MAY TO SEPTEMBER)								
G	For the site location, this is the period of the year during which a bushfire event is considered to have a lower likelihood of occurrence and expected fire intensity will be lower. If a bushfire event does occur, the relevant 'Bushfire Identified' trigger will apply (see below).	☒						

Note [1]: Each trigger will activate an initial single emergency management PROCEDURE. The corresponding ACTIONS can include conducting a re-evaluation of the current situation. This can result in a different PROCEDURE needing to be implemented.

PROCEDURE IMPLEMENTATION TRIGGERS SITUATIONAL SCENARIOS RELEVANT TO THE SITE			THE INITIAL PROCEDURE TO IMPLEMENT [1]						
			PREVENT	PREPARE		RESPOND			RECOVER
			NO BUSHFIRE EXISTS			A BUSHFIRE EXISTS			
			PRE-SEASON PREPARE	MONITOR & MAINTAIN	PRE-EMPTIVE	ELEVATED THREAT	SAFE (EARLY) EVACUATION	SHELTER-IN-PLACE	RECOVERY
I.D.			Page 16	Page 22	Page 23	Page 24	Page 27	Page 30	Page 33
DURING THE BUSHFIRE SEASON (OCTOBER TO APRIL) WHEN LARGE PUBLIC EVENTS ARE A PART OF PREMISES OPERATIONS									
DAY BEFORE THE EVENT									
A	A BUSHFIRE EXISTS	A bushfire exists in the region. The conditions and the potential fire behaviour present a risk that the site and/or planned access/egress routes, may be impacted over the next day(s). Bushfire warnings associated with the fire may be in place.					☒		
B	NO BUSHFIRE EXISTS	The forecast Fire Danger Rating (FDR) is Catastrophic; OR The forecast Fire Danger Rating (FDR) is Extreme, and the forecast Fire Behaviour Index (FBI) is 75 or greater (refer to BOM website, see Section 4 'Emergency Information Sources'); AND/OR A Total Fire Ban is declared. A Harvest and Vehicle Movement Ban (HVMB) may also be declared.					☒		
C		The forecast fire danger rating (FDR) for any day of the event is High or Moderate or there is no FDR.		☒					
DAY(S) OF THE EVENT									
D	A BUSHFIRE EXISTS	A bushfire **EMERGENCY** or **WATCH AND ACT** warning has been issued and applies to the site.					☒		
E		A bushfire **ADVICE** warning has been issued and applies to the site.				☒			
F		A bushfire warning has not been issued.				☒			

I.D.		PROCEDURE IMPLEMENTATION TRIGGERS SITUATIONAL SCENARIOS RELEVANT TO THE SITE	THE INITIAL PROCEDURE TO IMPLEMENT [1] PREVENT / PREPARE: NO BUSHFIRE EXISTS RESPOND / RECOVER: A BUSHFIRE EXISTS PRE-SEASON PREPARE Page 16	MONITOR & MAINTAIN Page 22	PRE-EMPTIVE Page 23	ELEVATED THREAT Page 24	SAFE (EARLY) EVACUATION Page 27	SHELTER-IN-PLACE Page 30	RECOVERY Page 33
G		The bushfire is either now controlled, or the fire front has moved past the facility/premises. Evacuation or shelter in place procedures may have been implemented earlier.							☐
H	NO BUSHFIRE EXISTS	The forecast Fire Danger Rating (FDR) is Catastrophic; OR The forecast Fire Danger Rating (FDR) is Extreme, and the forecast Fire Behaviour Index (FBI) is 75 or greater (refer to BOM website, see Section 4 'Emergency Information Sources'); AND/OR A Total Fire Ban is declared. A Harvest and Vehicle Movement Ban (HVMB) may also be declared.			☒				
I	NO BUSHFIRE EXISTS	**NO BUSHFIRE** The forecast fire danger rating (FDR) is High or Moderate or there is no FDR.		☒					
ALL OTHER DAYS (DURING THE BUSHFIRE SEASON)									
J	A BUSHFIRE EXISTS	**A BUSHFIRE IS IDENTIFIED** A bushfire **EMERGENCY** or **WATCH AND ACT** warning has been issued and applies to the site. The highest level response procedure (the primary response), as determined specifically for the site and its use, is triggered.					☒		
K	A BUSHFIRE EXISTS	**A BUSHFIRE IS IDENTIFIED** A bushfire **ADVICE** warning has been issued and applies to the site.			☒				
L	A BUSHFIRE EXISTS	A bushfire warning has not been issued.				☒			

PROCEDURE IMPLEMENTATION TRIGGERS SITUATIONAL SCENARIOS RELEVANT TO THE SITE			THE INITIAL PROCEDURE TO IMPLEMENT [1]						
			PREVENT	PREPARE		RESPOND			RECOVER
			NO BUSHFIRE EXISTS			A BUSHFIRE EXISTS			
I.D.			PRE-SEASON PREPARE Page 16	MONITOR & MAINTAIN Page 22	PRE-EMPTIVE Page 23	ELEVATED THREAT Page 24	SAFE (EARLY) EVACUATION Page 27	SHELTER-IN-PLACE Page 30	RECOVERY Page 33
M		The bushfire is controlled, or the fire front has moved past the facility/premises. Prior evacuation or sheltering in place procedures may have been implemented.							☒
N	NO BUSHFIRE EXISTS	The forecast Fire Danger Rating (FDR) is Catastrophic; OR The forecast Fire Danger Rating (FDR) is Extreme, and the forecast Fire Behaviour Index (FBI) is 75 or greater (refer to BOM website, see Section 4 'Emergency Information Sources'); AND/OR A Total Fire Ban is declared. A Harvest and Vehicle Movement Ban (HVMB) may also be declared.			☒				
O	NO BUSHFIRE EXISTS	The forecast fire danger rating (FDR) is High or Moderate or there is no FDR.		☒					
PRIOR TO THE BUSHFIRE SEASON (MAY TO SEPTEMBER)									
P		For the site location, this is the period of the year during which a bushfire event is considered to have a lower likelihood of occurrence and expected fire intensity will be lower. If a bushfire event does occur, the relevant 'Bushfire Identified' trigger will apply (see below).	☒						

Note [1]: Each trigger will activate an initial single emergency management PROCEDURE. The corresponding ACTIONS can include conducting a re-evaluation of the current situation. This can result in a different PROCEDURE needing to be implemented.

3. EMERGENCY CONTACTS

3.1. EMERGENCY SERVICES

AGENCY/AUTHORITY	SERVICES	CONTACT
Department of Fire and Emergency Services / Police / Ambulance	Will respond to life threatening emergencies. Use to report a fire.	**Phone call: triple zero '000'** **Phone app: EMERGENCY PLUS**
State Emergency Service (SES)	Emergency assistance - securing your property, rescuing persons.	13 2500
Shire of Donnybrook-Balingup	Community Emergency Services Manager (CESM)	Jess Cooper 0439595355
Shire of Donnybrook -Balingup – Emergency Services	Fire Control Officer	Paul Davis 0439091717

3.2. UTILITIES / MEDICAL / ASSISTANCE

AGENCY/ORGANISATION	SERVICES	CONTACT
Donnybrook Hospital	Emergency medical services	08 9780 4333
Bridgetown Hospital	Emergency medical services	(08) 9782 1222
Western Power	Response to electricity supply outages and damage.	13 1351
Crisis Care	Crisis accommodation	1800 199 008
Australian Red Cross	Humanitarian assistance	1800 733 276 redcross.org.au/emergencies
Salvation Army	Social services care	13 72 58 (13 SALVOS) salvationarmy.org.au/need-help/disasters-and-emergencies/
Shire of Donnybrook-Balingup	Local Government	(08) 9780 4200

4. EMERGENCY INFORMATION SOURCES

THE IMPORTANCE OF BEING AWARE OF YOUR SURROUNDINGS

Know the types of vegetation that grow on surrounding land. Be aware of the potential behaviour of a fire in this vegetation and the threats it can present under different conditions. Relevant information is included in **Appendix 6**.

Knowledge and awareness of the local environment and immediate past and current conditions is a valuable source of information that will assist with decision making – with hot/dry/windy weather presenting the worst conditions.

Lookout for smoke (i.e., evidence of fire) within your surrounding landscape, for as far as you can see. Be aware of the current and forecast wind direction as any fire will be likely to spread in the direction to which the wind is blowing.

YOUR FIRE WEATHER DISTRICT (BOM)	**Blackwood**
SOURCE	INFORMATION
Emergency WA emergency.wa.gov.au	This is the primary and most up to date source of information (maps and lists) for: • Current warnings and incidents. • Designated bushfire evacuation centre. • Fire Danger Ratings (FDR) • Total Fire Bans (TFB)
Bureau of Meteorology (BOM) bom.gov.au/wa/forecasts/fire-danger-ratings.shtml	Fire Danger Ratings (FDR) and the corresponding Fire Behaviour Index (FBI).
WA Department of Fire & Emergency Services (DFES) Information Line: 13 3337 (13 DFES) dfes_wa dfeswa dfes.wa.gov.au/hazard-information/bushfire	Republishing of Emergency WA Warnings. General emergency information. Provides overviews of bushfire hazard educational information, including bushfire behaviour and preparation, response, recovery information, and FAQ.
Local Radio Stations ABC (AM/digital) 684 abc.net.au/radio/stations	Current bushfire warnings, designated bushfire evacuation centre and other relevant information.
Emergency Alerts – through automated government telephone warning system	Voice messages (landline) and text messages (mobile) can be sent within a defined area under an immediate threat.
Bushfire.IO bushfire.io	Map based bushfire warnings, bushfire incidents and wind forecasts. A visual tool run privately – crosscheck with other sources.
WA Parks and Wildlife Service dpaw.wa.gov.au Website	Bushfire alerts and warnings, current prescribed burns in national parks.
Main Roads WA Phone: 13 8138 travelmap.mainroads.wa.gov.au/Home/Map	Road alerts and closures (incidents and roadworks).

5. RELOCATING PERSONS - IDENTIFIED SAFER LOCATIONS AND TRANSPORT

5.1. RELOCATION ONSITE – ASSEMBLY AND/OR SHELTER IN PLACE

DESIGNATED ON-SITE ASSEMBLY AREA	REFERENCE
Name: Jalbrook Estate Description: 127 Jayes Road, Balingup Location: Outside the Lodge	Site Information Map Bushfire Information Poster

5.2. RELOCATION OFFSITE – EVACUATION DESTINATIONS

IDENTIFICATION OF THE OFFSITE SAFER LOCATION(S)

[this will correspond to use of the facility/premises and types of occupants]

IMPORTANT: DECLARATION OF OPERATIONAL BUSHFIRE EVACUATION CENTRES

If the facility/premises has potential Bushfire Evacuation Centres available, the declaration of which centre will become the operational centre will only be made by DFES and/or WA Police and with the involvement the Local Government - once the bushfire exists.

IN THE EVENT OF A BUSHFIRE ⇨ CHECK INFORMATION SOURCES FOR THE OPERATIONAL EVACUATION CENTRE

If this information is not yet available or if it is identified below that a Bushfire Evacuation Centre is not required, then the applicable offsite safer locations are stated on the following page. Multiple types may be applicable.

Safer Location Type	Description	Identified as Relevant to Facility / Premises
Type 1	**Designated bushfire evacuation centres.** Providing a safer location, away from the existing bushfire threats. Provides a temporary habitable space with potable water, toilet facilities, communication and possibly some medical services. Overnight(s) stay is likely required before returning to facility/premises or other arrangements are made.	✓

SAFER OFFSITE LOCATION NO. 1	
Destination	Description/Name: Balingup Recreation Centre Address: South Western Highway Nearest Cross Street: Jayes Road
Evacuation Route	Depart the property and turn right onto Jayes Road. Turn right onto the South Western Highway for 180m. Turn right into the Recreation Centre.

SAFER OFFSITE LOCATION NO. 2

Destination	Description/Name: Donnybrook Recreation Centre Address: Steere Street, Donnybrook Nearest Cross Street: Emerald Street
Evacuation Route	Depart the property and turn right onto Jayes Road. Turn right onto the South Western Highway (29.7kms). Turn left onto Marmion Street and left onto Emerald Street. Turn right into Steere Street and then right. The Recreation Centre will be on your left.
Destination	Description/Name: Bridgetown Leisure Centre Address: Steere Street, Bridgetown Nearest Cross Street: Gifford Road, Bridgetown
Evacuation Route	Depart property and turn right into Jayes Road. Turn left onto the South Western Highway (27kms) and turn left into Steere Street (950m in Bridgetown). Turn left into the Leisure Centre.

5.3. EVACUATION TIME & TRANSPORT – PERSONS AND VEHICLES

ESTIMATED TIME REQUIRED FOR EVACUATION - INITIATION TO COMPLETION

CONSIDERATION	ESTIMATED TIME (minutes)	
	Less Dependent / Lower Care Persons	High Dependency / High Care Persons
	Own Transport	Own Transport
Preparation for evacuation (occupants, visitors/customers, staff)	5 mins	10 mins
Travel to furthest designated evacuation destination	30 mins	30 mins
When travelling to the furthest designated evacuation destination, relative safety for persons in vehicles may be attained at an earlier point enroute (refer to map). When applicable, this shorter time is applied.	5 mins	5 mins
APPLIED TOTAL	**35 mins**	**40 mins**

In Emergency Dial 000
or use EMERGENCY PLUS phone app

EMERGENCY INFORMATION	
emergency.wa.gov.au	13 DFES (13 33 37)
@dfeswa	@dfes_wa
Local ABC Radio	

BUSHFIRE WARNING SYSTEM

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

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.

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

Balingup Brook

BROOKE ST

Dwelling

Lot 1

ASSEMBLY AREA

AA

Function Marquee

EXIT

JAYES RD

JAYES RD

TO BALINGUP RECREATION CENTRE 1.5 KM

THE AUSTRALIAN FIRE DANGER RATING SYSTEM
DESCRIBES THE POTENTIAL LEVEL OF DANGER SHOULD A BUSHFIRE START

NO RATING	MODERATE	HIGH	EXTREME	CATASTROPHIC
NO ACTION REQUIRED	PLAN AND PREPARE	BE READY TO ACT	TAKE ACTION NOW TO PROTECT YOUR LIFE AND PROPERTY	FOR YOUR SURVIVAL, LEAVE BUSH FIRE RISK AREAS

Figure 1

Site Emergency Information

Lot 1 on Plan 012867, Area : 43,246 sq m
127 Jayes Road,
BALINGUP 6253
SHIRE OF DONNYBROOK - BALINGUP

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

- Subject Site
- Other Lots
- Driveway

Existing

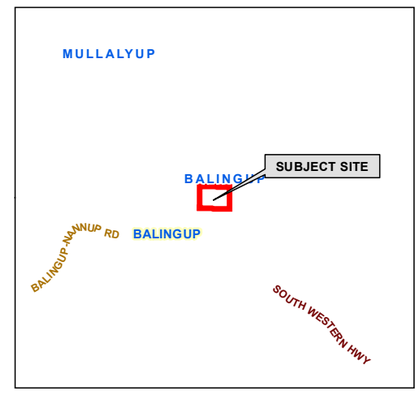
- Dwelling
- Spa
- Chalet
- Winery / Shop
- Shed
- Water Tank
- Other Building

Proposed

- Function Marquee
- AA Car Park Assembly Area
- Primary Evacuation Route
- Internal Evacuation Route

0 20 40 60 80
Metres

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



N

Aerial Imagery : Landgate/SLIP
Image Date : Sept 2022

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 22/02/2024
Map updated by: Ian Ross 22/02/2024
A3 Scale 1:1,750

BUSHFIRE PRONE PLANNING

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 arising from relying on any information depicted.
Map Document Path / Name: K:\Projects\Jobs 2023\230987 - 127 Jayes Road Balingup (BMP Evac)\Mapping\MXD\230987_BEP_Fig1_SITE_127 Jayes Road Balingup.mxd

Figure 2

Evacuation Routes and Destinations Map

Lot 1 on Plan 012867, Area : 43,246 sq m
127 Jayes Road,
BALINGUP 6253
SHIRE OF DONNYBROOK - BALINGUP

In Emergency Dial 000
or use EMERGENCY PLUS phone app

EMERGENCY	INFORMATION
emergency.wa.gov.au	13 DFES (13 33 37)
@dfeswa	@dfes_wa
	Local ABC Radio

TO DONNYBROOK
RECREATION CENTRE 33 KM

ASSEMBLY AREA

BALINGUP
RECREATION CENTRE

BALINGUP BFB

BALINGUP

TO BRIDGETOWN
LEISURE CENTRE 28 KM

GRIMWADE RD
GRANDIS CR
ROSE GUM CT
BALINGA DR
SOUTH WESTERN HWY
LAYMAN ST
WALTER ST
BROOKE ST
MAUGER RD
JAYES RD
EXIT
Balingup Brook
FORREST ST
BROCKMAN ST
ROBERTS ST
TEEDE ST
DELISLE ST
MOORE ST
ALLNUT ST
CAREY ST
BALINGUP-NANNUP RD
DEARLE ST
STEERE ST
ELLIOTT RISE
BAILEY-HTS
DARLING RD
SOUTHAMPTON RD
OLD PADBURY RD

BUSHFIRE WARNING SYSTEM

EMERGENCY WARNING	There is a threat to lives or homes. **You are in danger and need to take immediate action to survive.**
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.**
ADVICE	A fire has started but there is no immediate threat to lives or homes. **Be aware and keep up to date.**

THE AUSTRALIAN FIRE DANGER RATING SYSTEM
DESCRIBES THE POTENTIAL LEVEL OF DANGER SHOULD A BUSHFIRE START

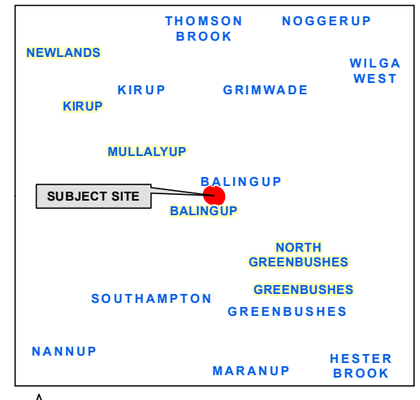
NO RATING	MODERATE	HIGH	EXTREME	CATASTROPHIC
NO ACTION REQUIRED	PLAN AND PREPARE	BE READY TO ACT	TAKE ACTION NOW TO PROTECT YOUR LIFE AND PROPERTY	FOR YOUR SURVIVAL, LEAVE BUSH FIRE RISK AREAS

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

- Subject Site
- Car Park Assembly Area
- Emergency Evacuation Centre
- Primary Evacuation Route
- Secondary Evacuation Route
- Third Evacuation Route
- Internal Evacuation Route
- Bush Fire Brigade
- Hydrant

0 100 200 300 400 500
Metres

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



Aerial Imagery : Landgate/SLIP
Image Date : Sept 2022

Coordinate System: GDA 1994 MGA Zone 50
Projection: Universal Transverse Mercator Units: Metre
Map compiled by: Ian Ross 22/02/2024
Map updated by: Ian Ross 22/02/2024
A3 Scale 1:10,000

BUSHFIRE PRONE PLANNING

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Map Document Path / Name: K:\Projects\Jobs 2023\230987 - 127 Jayes Road Balingup (BMP Evac)\Mapping\MXD\230987_BEP_Fig2_EVAC_127 Jayes Road Balingup.mxd

8. BUSHFIRE EMERGENCY PROCEDURES AND ACTIONS

8.1. PRE-SEASON PREPARE

PRE-SEASON PREPARE PROCEDURE – ACTIONS TO IMPLEMENT

When these actions are to be conducted by the facility/premises personnel with designated emergency responsibilities, ensure the Site manager is informed of their completion.

1. STAFF PREPARATION – FORMAL TRAINING

Prior to the bushfire season (October to April), provide, to all staff, induction and refresher training to the degree necessary and corresponding to the scale and complexity of the facility/premises use.

Training is to consist of:

- Bushfire behaviour awareness specific to the site and its surrounds. Establish the necessity to operate and maintain an environment that mitigates the risks to persons and property from the direct threats of bushfire (flame contact, radiant heat, ember attack) and indirect threats of bushfire threats of bushfire (debris accumulation, consequential fire, wind attack and tree strike);
- Understand the content of this site specific Bushfire Emergency Plan and its application; and
- For staff assigned bushfire emergency management roles, provide the necessary training.

☐ All new and existing staff/employees to complete mandatory training in bushfire awareness and the application of the Bushfire Emergency Plan procedures and associated actions.

☐ Identify and assign the necessary bushfire emergency management roles to appropriate staff and provide training as necessary.

☐ Ensure enough daily rostered staff/employees hold current Senior First Aid Certification. BPP: When relevant to site operations

☐ Conduct simulation drills for evacuation.

2. ANNUAL REVIEW OF THE BUSHFIRE EMERGENCY PLAN

Update and amend the Bushfire Emergency Plan as required. Assistance from a bushfire consultant is advised.

☐ Identify any requirements for reassignment of bushfire emergency management roles for facility/premises personnel.

☐ As necessary, change contact details (names, phone number) of those persons responsible for bushfire emergency management and planning at the facility/premises and any changes in roles.

☐ Make required changes to emergency contacts and emergency information sources. Ensure that any changes are also applied to the bushfire emergency information displayed within the facility/premises.

☐ Ensure the designated assembly area, shelter-in-place building/area and the off-site safer locations and nominated evacuation routes are still the best options. Incorporate any changes into the Bushfire Emergency Plan and the information displayed within the facility/premises.

☐ Where an offsite safer destination is an identified building(s), contact relevant persons to confirm continued availability for potential use during a bushfire emergency.

☐ Contact nominated third party transport suppliers to confirm continued availability and capability for use during a bushfire emergency.

☐ Account for any change to buildings or equipment onsite that has implications for emergency management.

☐ Incorporate any improvements or additions to the emergency management procedures/actions that have been identified by staff and/or emergency services resulting from relevant experience with a bushfire event or changes in best practice bushfire emergency management that are developed over time.

☐ In the event any part of this Bushfire Emergency Plan is amended as part of its annual review, replace old copies and destroy them.

3. DISPLAY & AVAILABILITY OF BUSHFIRE EMERGENCY INFORMATION

The required bushfire emergency information is to be displayed in prominent position/s and readily accessible to all persons.

☐ Ensure the following up to date bushfire emergency information is displayed (framed or laminated) within the relevant buildings (including near an assembly area and inside the designated 'shelter in place' building.

- The Site Emergency Information Map
- The Evacuation Routes Map
- The Emergency Contacts.
- The Bushfire Information Sources to Monitor

Additional information can be displayed when considered appropriate, examples of which are contained within the appendices and are available for download from the DFES website.

☐ Ensure signage for bushfire water supply, emergency assembly area and evacuation routes are in place and legible. BPP: state display locations as relevant or delete.

☐ Have available copies of the current Bushfire Emergency Plan in locations accessible by the facility/premises persons with bushfire emergency responsibilities.

4. BUILDING / EQUIPMENT PREPARATION

These actions address the required preparation of the buildings that comprise the facility/premises, prior to and during the bushfire season to ensure:

- Continued compliance with the construction standards that correspond to its Bushfire Attack Level (as determined in the Bushfire Management Plan);
- The vulnerability of buildings and other consequential fire fuels, to the direct and indirect attack mechanisms of bushfire is minimised; and
- The operational readiness of any installed firefighting equipment and infrastructure.

☐ If the facility/premises is 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.

☐ Check that all required window and door screening is in place. This prevents ember entry to internal spaces and reduces radiant heat load on the glass.

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

☐ If there is recent construction or planned construction of attached structures (decks, stairs, patio, carport etc.) or adjacent structures (dwelling, shed, carport etc.), ensure bushfire resistant materials (including non-combustible) have been used to the greatest extent possible.

☐ If an evaporative air cooler is installed ensure it is either constructed to the required BAL rating or is fitted with an appropriate ember protection screen.

☐ Ensure all installed firefighting infrastructure and associated equipment including water storage tanks, pump, valves, pipework, fire hose reels & fire extinguishers are serviced, operating and correctly located.

☐ All gas cylinders 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. These include:

- 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.

This is to limit the potential for flames and high levels of radiant heat from gas flaring or explosion, to directly impact a building. The heat from the bushfire or a closer consequential fire can cause gas cylinder pressures to reach critical levels beyond which their pressure release valve releases large quantities of LP gas. If these gas cylinders fall over, this pressure release valve may no longer function correctly, and internal pressures continue to rise with continued heating until the cylinder ruptures. The resulting explosion includes a pressure wave and large ball of flame which can threaten nearby life and buildings. Flared or ruptured gas bottles are commonly found in post bushfire surveys.

☐ Remove and maintain at low levels, accumulated vegetation debris (fine fuels) near, on, in and against buildings and structures, including:

- In construction crevices, gaps, on horizontal / shallow angle surfaces and at re-entrant corners in access ways, at wall/floor, wall/ground, roof/wall junctions and around doors, vents, windows;
- In roof gutters and valleys; and
- Adjoining/adjacent drains, culverts and pits.

☐ Around building(s), including verandahs and decks, remove or relocate away from the facility/premises those combustible items that may be seldom used or able to be stored more appropriately in the bushfire season. This includes furniture and mats. Refer to Appendix 7 'LANDSCAPING DESIGN & CONSTRUCTION PRINCIPLES TO APPLY' for further information regarding consequential fire fuels and recommended separation distances.

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

☐ Ensure mobile phones are available for facility/premises personnel with emergency management roles.

5. GROUNDS PREPARATION

These actions address the required management of onsite combustible items/materials (fuels) around, on or in buildings. By removing or reducing fuels, the likelihood and intensity of consequential fire is significantly reduced.

Consequential (local) fire which is the most significant cause of building/structure damage/loss in bushfire events.

Fuel management must be completed prior to the start of the bushfire season and maintained during the season.

For additional guidance, refer to:

- The *Guidelines for Planning in Bushfire Prone Areas within the Explanatory Notes for Element 2 of the Bushfire Protection Criteria and Schedule 1: Standards for Asset Protection Zones (WAPC 2021);*
- The DFES *'Bushfire Preparation Toolkit'* publication. Website: publications.dfes.wa.gov.au/?hazard=Bushfire; and
- Where initial or renovation landscaping of grounds surrounding the facility/premises is being conducted, apply the directions and principles of the measures presented in Appendix 7 to the greatest extent possible.

☐ **The Firebreak Notice:** 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 Bushfire Emergency Plan, they must be complied with.

☐ **Accessibility:** Ensure all property access/egress routes are kept clear and easily trafficable.

☐ The Asset Protection Zone (APZ) Dimensions: Ensure the APZ dimensions stated below (established by the associated Bushfire Management Plan for the premises/facility), are installed and maintained.

- BPP: State the dimensions and what structure(s) they are to apply to.

Building	BAL Rating	Vegetation	Asset Protection Zone	Local Government Requirement as per Fire Break Order
The Lodge, Ibis, Teal, Proposed Tiny Home, Proposed Caretaker cottage	BAL – 12.5	(A) Forest	42	20m
		(G) Grassland	17	
		(A) Forest	50	
		(A) Forest	50	
		(G) Grassland	20	
Blue Wren, Function Marquee, Proposed Tiny Home	BAL – 19	(A) Forest	31	20m
		(G) Grassland	12	
		(A) Forest	37	
		(A) Forest	37	
		(G) Grassland	14	
Red Robin, Rosella, Corella, Proposed cottage	BAL – 29	(A) Forest	21	20m
		(G) Grassland	8	
		(A) Forest	27	
		(A) Forest	27	
		(G) Grassland	9	

☐ **Asset Protection Zone Management:**

Trees (greater than 6 metres in height):

- Remove branches overhanging buildings and powerlines;
- Remove lower branches to a height of 2m above the ground or any surface vegetation; and
- Remove loose bark (rake) to at least a height of 2m above the ground or any surface vegetation.

Shrubs (0.5 metres to 5 metres in height) and ground covers (greater than 0.5 metres in height):

- Ensure location and clump sizes remain in accordance with guidance in Appendix 7; and
- Remove all dead plant material.

Grass to be reduced and maintained at a height of 50 mm.

Fine Fuels (i.e., less than 6 mm in thickness):

- Ensure combustible dead vegetation matter is reduced to and maintained at less than 2 t/ha on average. Collecting and weighing an indicative 1m^2 of this litter above the mineral earth will indicate the fuel load (100g/m^2 = 1 t/ha); and
- Remove all debris piles.

Heavy Fuels (i.e., greater than 6 mm in thickness):

- Such as fallen branches, timber, firewood, packaging materials, building materials, outdoor furniture, and garbage bins.
- To be removed from the APZ or be separated from buildings/structures in accordance with guidance in Appendix 7.

Applied mulches:

- Should be non-combustible e.g., stone, gravel and crushed rock. Where wood mulch is used it should be greater than 6mm in thickness.

8.2. MONITOR AND MAINTAIN

MONITOR AND MAINTAIN PROCEDURE – ACTIONS TO IMPLEMENT
When these actions are to be conducted by the facility/premises personnel with designated emergency responsibilities, ensure the Site manager is informed of their completion.

1. MONITOR BUSHFIRE INFORMATION SOURCES

☐ Be aware of your surroundings:

- High temperatures, wind and low humidity will increase the threat levels of bushfire attack mechanisms and their potential impact.
- Regularly scan the broader landscape in all directions, for any smoke that might indicate the ignition or existence of a bushfire.

If a potential bushfire is noticed and it is not yet been identified by emergency information sources, then report the fire by calling '000'. Refer to the 'Primary Guidance Table' for the relevant procedure to action.

☐ Regularly monitor the applicable 'Emergency Information Sources' for current information regarding Bushfire Warnings, Fire Danger Ratings (FDR), Fire Behaviour Index (FBI), Total Fire Bans (TFB) and Harvest Vehicle Movement Bans (HVMB). For next day forecasts, check after 4.00pm.

Be aware of the relevant 'Procedure Implementation Triggers' in the 'Primary Guidance Table' that incorporates these warnings, ratings and bans.

TFB: A TFB can automatically exists when higher Fire Danger Ratings apply, or they are declared by the Department of Fire and Emergency Services (DFES) on days when fires are most likely to threaten lives and property due to adverse weather conditions or when widespread fires are stretching firefighting resources. During a TFB it is illegal to carry out any activity in the open air likely to cause a fire. Refer to the DFES website for ban details.

HVMB: Harvest and Vehicle Movement Bans are declared by the local Bushfire Control Officer and may impose a ban on the use or operation of engines, vehicles, plant, or machinery. They are imposed to restrict activities that are likely to cause a bush fire or contribute to the spread of a bush fire when the expected weather conditions indicate that if a wildfire was to start, it would be dangerous, destructive and difficult to stop once started. They can be issued for any period during a day and in conjunction with a TFB. Refer to the DFES website for ban details.

2. MAINTAIN BUILDINGS AND FIRE FIGHTING EQUIPMENT

☐ During the bushfire season (October to April), refer to Action List No. 4 in the 'Pre-Season Prepare Procedure' and ensure all actions applicable to management during the bushfire season are implemented.

☐ Ensure all mobile phones and any radio communication devices are fully charged.

3. MAINTAIN ASSET PROTECTION ZONES

☐ During the bushfire season (October to April), refer to Action List No. 5 in the 'Pre-Season Prepare Procedure' and ensure all actions applicable to management during the bushfire season are implemented.

PRE-EMPTIVE PROCEDURE – ACTIONS TO IMPLEMENT
When these actions are to be conducted by the facility/premises personnel with designated emergency responsibilities, ensure the Site manager is informed of their completion.
THIS PROCEDURE IS REQUIRED AS A RISK MANAGEMENT MEASURE FOR THIS FACILITY/PREMISES This has been determined through assessments conducted to support the development of this bushfire emergency plan (refer to Addendum 1).

1. INFORM PERSONS ONSITE

☐ Inform all persons onsite of the current / forecast conditions that have triggered the requirement to initiate the Pre-emptive Procedure.

☐ Ensure all staff are aware of the location of Site Emergency Information (Site Emergency Information Map, Evacuation Routes Map and Emergency Information Sources or copies of the Bushfire Emergency Plan).

☐ Ensure all vehicles are moved from grassed areas and are parked on hardstand parking areas, ensure the hardstand around dedicated fire-fighting water tank/s are not blocked by vehicles.

2. CANCEL PLANNED PUBLIC EVENT

☐ Communicate with the relevant persons/authorities to discuss and confirm the requirement to implement the Pre-emptive Procedure or not. This includes the Local Government, DFES, Event holder and FCO.

This is relevant for events scheduled on a day/s of Extreme or Catastrophic Fire Danger. Commence process for advising patrons, processing refunds or transferring to another date.

☐ Cancel any event that is planned for the following day(s). Inform all persons who have registered (paid) or were likely to attend, using all methods that have been planned as appropriate and necessary.

3. CEASE FACILITY/PREMISES OPERATIONS

☐ Where a Total Fire Ban (TFB) or Harvest and Vehicle Movement Ban (HVMB) have been issued, ensure banned activities are stopped. Refer to the DFES website for ban details.

TFB: A TFB can automatically exists when higher Fire Danger Ratings apply, or they are declared by the Department of Fire and Emergency Services (DFES) on days when fires are most likely to threaten lives and property due to adverse weather conditions or when widespread fires are stretching firefighting resources. During a TFB it is illegal to carry out any activity in the open air likely to cause a fire.

HVMB: Harvest and Vehicle Movement Bans are declared by the local Bushfire Control Officer and may impose a ban on the use or operation of engines, vehicles, plant, or machinery. They are imposed to restrict activities that are likely to cause a bush fire or contribute to the spread of a bush fire when the expected weather conditions indicate that if a wildfire was to start, it would be dangerous, destructive and difficult to stop once started. They can be issued for any period during a day and in conjunction with a TFB.

☐ Ensure that non-essential staff, visitors and contractors are kept away from the site.

4. EVACUATE

☐ For the persons below, it has been determined that a pre-emptive evacuation will be the required risk management measure to be applied. Refer to the Safe (Early) Evacuation Procedure detailed on page 27 and complete the relevant actions.

8.3. ELEVATED THREAT

ELEVATED THREAT PROCEDURE – ACTIONS TO IMPLEMENT
When these actions are to be conducted by the facility/premises personnel with designated emergency responsibilities, ensure the Site manager is informed of their completion.

BE PREPARED TO MAKE AND CHANGE DECISIONS AS NECESSARY

As a person onsite, you are likely to not always have access to expert guidance during different stages of a bushfire event, if at all. Consequently, you must be prepared to take responsibility and make decisions regarding the actions to take, as best as possible.

A bushfire is a dynamic emergency with many variables. However, you have knowledge of the immediate situation regarding local conditions, how the bushfire is impacting the site and the status of persons onsite. This is important information to apply to 'on the ground' practical decision making.

When a bushfire is close to the facility/premises and/or evacuation routes, exercise greater situational awareness, judgement and caution as the margin of safety is less.

Utilise the information provided in this BEP to assist with your decision making, including **Appendix 6 'Indicative Bushfire Behaviour To Impact the Facility/Premises'**. Prior to the bushfire season, training in the use of this BEP is important preparation for an emergency event.

1. CONTINUALLY RE-EVALUATE THE SITUATION TO ENSURE APPROPRIATE PROCEDURE IS IMPLEMENTED

EVALUATION	RESPONSE	
Evaluation No.1: It remains unknown if a bushfire warning has been issued.	YES	Conduct Evaluation No. 2
	NO	A warning is issued. Refer to the Primary Guidance Table and identify if the trigger to implement a different procedure applies and proceed to implement that procedure.
Evaluation No.2: Is the bushfire relatively close, continuing to develop and you are concerned for the immediate safety of persons onsite?	YES	Refer to the Primary Guidance Table and identify the emergency procedure corresponding to **Implementation Trigger A** and implement this procedure.
	NO	Continue the Elevated Threat Procedure.

2. INFORM RELEVANT PERSONS OFF-SITE

☐ If you have identified a bushfire but are unaware if a bushfire warning has been issued, check the bushfire warning status from an information source. Refer to Section 4: Emergency Information Sources. If a warning has not been issued, report it by calling triple zero '000'.

3. INFORM PERSONS ON-SITE

☐ Inform all persons that a bushfire warning exists for the location (or a bushfire has been identified) and the requirement to initiate the Elevated Threat Procedure. Advise that you will continue to keep persons informed

about the situation including if it becomes necessary to activate a different procedure or when the bushfire threat no longer exists.

☐ Make all persons aware of the location of the displayed bushfire emergency information. This may be displayed in prominent areas of the facility/premises. Encourage to read and take any necessary preparatory actions. These include:

- Having belongings ready to move at short notice.
- Know the designated evacuation destinations and shelter in place building or area.

☐ Advise those persons that may be more vulnerable due to health conditions or impaired mobility, to consider relocating as soon as possible to accommodation outside the higher risk area as a precautionary measure.

4. MONITOR THE BUSHFIRE

☐ Try to locate the position of the bushfire on the Evacuation Routes Map (Section 7):

- Be aware of the local wind and the direction it is blowing to, as this will indicate the direction the flame front is likely to be moving. If an internet connection is available, utilise the maps on the Emergency WA and Bushfire IO websites to locate (refer to Section 4: Emergency Information Sources). A bushfire moving directly away from the facility/premises, or an evacuation route presents a lower threat;
- Identify If the fire is moving towards a designated evacuation route and its proximity to the route. This information will be important in making the correct choice of evacuation route should this become necessary.
- Be aware there may be more than one bushfire.

5. MONITOR BUSHFIRE INFORMATION SOURCES

☐ Continue to monitor relevant information sources for updated information. If a Bushfire Warning is issued or the existing Bushfire Warning is changed to a higher level, this may trigger the implementation of a different bushfire emergency procedure – refer to the 'Primary Guidance Table'.

☐ Check the relevant information sources to determine if a Total Fire Ban (TFB) and/or a Harvest Vehicle Movement Ban (HVMB) has been issued. These will restrict the activities that can be conducted or continued onsite (refer to Action List No. 5 below).

6. CANCEL PLANNED PUBLIC EVENT

☐ Communicate with the relevant persons/authorities to discuss and receive guidance in assessing the necessity to cancel the event. This includes the Local Government, DFES, Event holder and FCO.

This is relevant for events scheduled on a day/s of Extreme or Catastrophic Fire Danger. Commence process for advising patrons, processing refunds or transferring to another date.

☐ Cancel any event that is planned for the following day(s).

Inform all persons who have registered (paid) or were likely to attend, using all methods that have been planned as appropriate and necessary.

☐ Commence an early precautionary evacuation by applying the 'Safe (Early) Evacuation Procedure' in the following situations:

- No bushfire warning has been issued and no emergency services are present, but the occupants of the premises/facility are concerned about their safety, and it is considered a practical and desirable action for this facility/premises; or
- When an emergency services authority has ordered an evacuation.

7. SITE OPERATIONS

☐ If a Total Fire Ban (TFB) and/or a Harvest Vehicle Movement Ban (HVMB) has been declared, comply with the relevant operation and activity bans. Refer to the DFES website for additional ban details.

TFB: A TFB can automatically exists when higher Fire Danger Ratings apply, or they are declared by the Department of Fire and Emergency Services (DFES) on days when fires are most likely to threaten lives and property due to adverse weather conditions or when widespread fires are stretching firefighting resources. During a TFB it is illegal to carry out any activity in the open air likely to cause a fire.

HVMB: Harvest and Vehicle Movement Bans are declared by the local Bushfire Control Officer and may impose a ban on the use or operation of engines, vehicles, plant, or machinery. They are imposed to restrict activities that are likely to cause a bush fire or contribute to the spread of a bush fire when the expected weather conditions indicate that if a wildfire was to start, it would be dangerous, destructive and difficult to stop once started. They can be issued for any period during a day and in conjunction with a TFB.

☐ Ensure that non-essential staff, visitors and contractors are kept away from the site.

8. FACILITY/PREMISES PREPAREDNESS

☐ If practicable, and not recently been conducted as part of the 'Monitor and Maintain Procedure', remove from the APZ:

- Accumulated vegetation debris from the land surface within the APZ, including any stored piles of debris.
- Accumulated vegetation debris from on, in and against buildings/structures.

☐ Move heavy consequential fire fuels such building materials, packaging materials, firewood, branches, sporting/playground equipment, outdoor furniture, garbage bins and mats at least 6 metres away from buildings/structures and access/egress paths, unless they are enclosed.

☐ Move large heavy consequential fire fuels such as boats, caravans, cars, trailers etc at least 12 metres away from buildings/structures and access/egress paths, unless they are enclosed.

8.4. SAFE (EARLY) EVACUATION

SAFE (EARLY) EVACUATION PROCEDURE – ACTIONS TO IMPLEMENT
When these actions are to be conducted by the facility/premises personnel with designated emergency responsibilities, ensure the Site manager is informed of their completion.
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. Being in vehicles on roads when a bushfire is close is a high risk action. For evacuation to be the safest response, it must be conducted early. Otherwise, sheltering-in-place is likely to provide greater protection to persons than a vehicle, particularly when a suitable onsite shelter building or area has been identified in the Bushfire Emergency Plan.

1. CONTINUALLY RE-EVALUATE THE SITUATION TO ENSURE APPROPRIATE PROCEDURE IS IMPLEMENTED

EVALUATION	RESPONSE	
Evaluation No.1: Is the controlling agency of the emergency services in contact with you or are emergency services personnel in attendance at your facility/premises?	YES	Conduct Evaluation No.2.
	NO	Conduct Evaluation No.3.
Evaluation No.2: Have the attending emergency services specifically instructed you to either evacuate or shelter in place?	YES	Implement the Procedure they have instructed.
	NO	Conduct Evaluation No.3.
Evaluation No.3: 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; or • The route will require driving directly away from the existing bushfire; or • The bushfire is moving away from the evacuation route.	YES	Commence the Safe (Early) Evacuation Procedure. Be aware the procedure may have to be stopped for some persons if the continued availability of a safe evacuation route is threatened.
	NO	Commence the Shelter In Place Procedure

2. INSTRUCT ALL (OR RELEVANT) PERSONS ON-SITE TO MOVE TO THE DESIGNATED ASSEMBLY AREA

☐ Inform all persons onsite of the conditions (FDR, Bushfire Warning etc.) that exist and have triggered the requirement to initiate the Safe (Early) Evacuation Procedure.

☐ 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.

☐ Instruct all persons onsite to bring their vehicles to the front of the Lodge how to park. Keep all driveways clear for emergency vehicles.

☐ Account for all persons onsite. Do not assume any building on site is empty – check!

3. AT ASSEMBLY AREA - INSTRUCTIONS

☐ 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 conducting a current situation check including an assessment of evacuation route continuing availability.

4. CEASE FACILITY/PREMISES OPERATIONS

☐ Cease all indoor and outdoor activities.

☐ Ensure any flammable materials are stored in the dangerous goods store or a designated storage area.

☐ If time permits - check perimeter of all buildings and store inside all combustible, easy to move outdoor mats and furniture otherwise move them well away from buildings.

5. CURRENT SITUATION CHECK

BE PREPARED TO MAKE AND CHANGE DECISIONS AS NECESSARY

As a person onsite, you are likely to not always have access to expert guidance during different stages of a bushfire event, if at all. Consequently, you must be prepared to take responsibility and make decisions regarding the actions to take, as best as possible.

A bushfire is a dynamic emergency with many variables. However, you have knowledge of the immediate situation regarding local conditions, how the bushfire is impacting the site and the status of persons onsite. This is important information to apply to 'on the ground' practical decision making.

When a bushfire is close to the facility/premises and/or evacuation routes, exercise greater situational awareness, judgement and caution as the margin of safety is less.

Utilise the information provided in this BEP to assist with your decision making, including **Appendix 6 'Indicative Bushfire Behaviour To Impact the Facility/Premises'**. Prior to the bushfire season, training in the use of this BEP is important preparation for an emergency event.

☐ Try to locate the position of the bushfire on the Evacuation Routes Map (Section 7):

- Be aware of the local wind and the direction it is blowing to, as this will indicate the direction the flame front is likely to be moving. If an internet connection is available, utilise the maps on the Emergency WA and Bushfire IO websites to locate (refer to Section 4: Emergency Information Sources). A bushfire moving directly away from the facility/premises, or an evacuation route presents a lower threat;
- Identify If the fire is moving towards a designated evacuation route and its proximity to the route. This information will be important in making the correct choice of evacuation route should this become necessary.
- Be aware there may be more than one bushfire.

☐ Confirm the current Bushfire Warning level and its advice, through the relevant bushfire emergency information sources (refer to Section 4).

- ☐ Consider variations in the facility/premises operational routines that can impact the length of time to initiate and complete the evacuation procedure – including informing and preparing occupants. Refer to Section 5.3 'Evacuation Time and Transport – Persons and Vehicles'.

- ☐ Consider that 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/premises and the evacuation routes.

  Evacuating a proportion of occupants with the remainder sheltering in place may be a necessary outcome. The decision to evacuate and continuing to evacuate must be continually evaluated.

- ☐ Re-evaluate the correct response procedure to be applying by using Action No. 1 in this list. In particular, Evaluation No.3 - Does a safe evacuation route remain available to use?

- ☐ Follow the specific direction/advice of emergency services personnel if they are present on the site and providing directions.

6. LEAVING THE FACILITY/PREMISES/PREMISES CHECKS

- ☐ Notify emergency services by calling triple zero (000) that the decision has been taken to evacuate the facility/premises. State the intended destination, numbers of persons and the means of transport.

- ☐ If the offsite safer destination is a building, notify relevant persons informing them of impending arrival. State the numbers of persons and the means of transport.

- ☐ Shut down all air conditioning and any mechanical ventilation.

- ☐ If gas is plumbed into the building, turn off at the meter or bottles.

- ☐ Ensure all doors and windows of all buildings are closed but left unlocked. Close fire shutters where installed.

8.5. SHELTER IN PLACE

SHELTER IN PLACE PROCEDURE – ACTIONS TO IMPLEMENT	
When these actions are to be conducted by the facility/premises personnel with designated emergency responsibilities, ensure Site manager is informed of their completion.	
DESIGNATED ONSITE SHELTER BUILDING	**LOCATION**
The Lodge, Jalbrook Estate	(shown on the Site Emergency Information Map page 14)

1. CONTINUALLY RE-EVALUATE THE SITUATION TO ENSURE APPROPRIATE PROCEDURE IS IMPLEMENTED

EVALUATION	RESPONSE	
Evaluation No.1: Is the controlling agency of the emergency services in contact with you or are emergency services personnel in attendance at your facility/premises?	YES	Conduct Evaluation No. 2
	NO	Continue the Sheltering-in-Place Procedure.
Evaluation No.2: Have the relevant emergency services specifically instructed you to evacuate despite being made aware that Shelter-in-Place is the designated procedure to implement according to the Implementation Trigger in this Bushfire Emergency Plan?	YES	Commence the Safe (Early) Evacuation Procedure.
	NO	Continue the Shelter-in-Place Procedure.

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

☐ Inform all persons onsite of the conditions that have triggered the requirement to initiate the Shelter in Place Procedure.

☐ 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.

☐ Account for all persons onsite. Do not assume any building on site is empty – check!

3. CEASE FACILITY/PREMISES OPERATIONS

☐ Cease all indoor and outdoor activities.

☐ Ensure any flammable materials are stored in the dangerous goods store or the designated storage area.

☐ If time permits - check perimeter of all buildings and store inside all combustible, easy to move outdoor mats and furniture otherwise move them well away from buildings.

4. 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 / direction / 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.

5. MANAGEMENT OF PERSONS

- ☐ 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.

- ☐ When conditions outside the designated shelter-in-place building are no longer tenable, all persons must move inside.
- ☐ Shelter in areas furthest from the fire front but ensure some visibility to what is happening outside is available, that two ways of accessing the outside is available if conditions inside become untenable and if possible, a water supply is available (e.g. laundry).
- ☐ Drink water to avoid becoming dehydrated.
- ☐ Shelter within the building for as long as possible.

6. MANAGEMENT OF THE DESIGNATED SHELTER IN PLACE BUILDING

- ☐ If gas is plumbed into the building, turn off at the meter or bottles.
- ☐ 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 an evaporative cooler is installed, keep the water running and turn off the fan if possible
- ☐ If possible, ensure there is access (e.g. ladder) through manhole to monitor the roof space for spot fires.
- ☐ 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.

  Close all doors, windows, vents, blinds, curtains and bushfire shutters (if fitted) once all persons are required to be within the designated shelter-in-place building.
- ☐ 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.

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.
- ☐ Monitor the relevant Emergency Information Sources for updated information.
- ☐ Monitor the health condition of any 'at risk' persons.

8. AFTER PASSAGE OF THE FIRE FRONT

- ☐ Be aware of any embers or fires starting in materials against or 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 Shelter Area' (or an area that has already burnt) if the building catches fire and conditions inside become untenable.

8.6. RECOVERY

RECOVERY PROCEDURE – ACTIONS TO IMPLEMENT
When these actions are to be conducted by the facility/premises personnel with designated emergency responsibilities, ensure the Site manager is informed of their completion.

1. FOR PERSONS SHELTERING ONSITE AND THE 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. FOR PERSONS EVACUATED TO A SAFER OFFSITE DESTINATION

- ☐ 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/premises management is to arrange inspection of the site to ensure a safe environment before return of any persons.
- ☐ The facility/premises Fire Warden (fire emergency manager) is to arrange the movement of occupants back to the facility/premises and/or their respective accommodation.
- ☐ Inform emergency services (Dial 000) of the status of persons returning to the facility/premises.

APPENDIX 1: BUSHFIRE WARNINGS – WHEN A BUSHFIRE IS IDENTIFIED



APPENDIX 2: FIRE DANGER RATINGS - FORECAST BUSHFIRE RISK

THE HIGHER THE RATING, THE MORE DANGEROUS THE CONDITIONS AND THE GREATER THE CONSEQUENCES IF A FIRE STARTS.



APPENDIX 3: FIRE BEHAVIOUR INDEX - FORECAST BUSHFIRE RISK



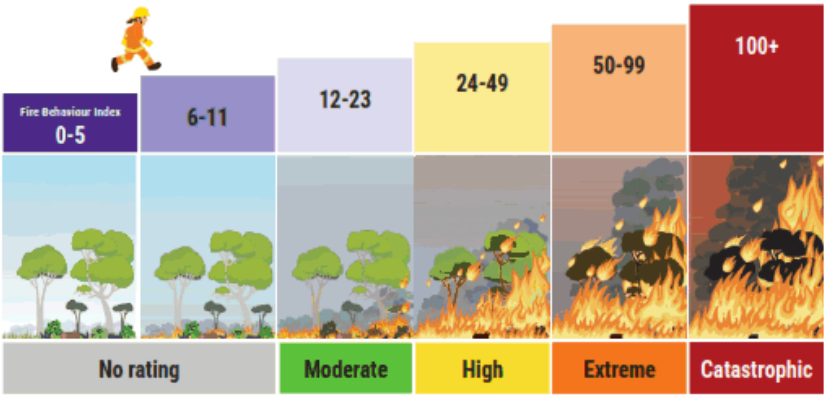
While the AFDRS Fire Danger Ratings are primarily intended for community messaging, the Fire Behaviour Index is intended to support operational fire management decision making.

Features of the FBI:

A Fine Scale of Fire Behaviour	The FBI is expressed in whole numbers from 0 to100+. As the FBI rises, the more dangerous a fire that stars will become.	Takes advantage of decades of improved understanding of fire behaviour, fuels and fire weather.
Stepped Categories	Links transitions in fire behaviour to implications for operational decision making.	Turns the FBI into a powerful operational tool and takes advantage of improved understanding of relationship between fire behaviour, fire spread, suppression and impacts.
Fuel Type Specific	Eight different Fire Behaviour Indexes based on eight different fire behaviour models.	Takes advantage of decades of improved knowledge of fire behaviour in different fuels to produce more specific results.
Nationally Consistent	The index is the same anywhere in Australia.	Supports cross border operations and resource sharing.

The Stepped categories are controlled by tables that define FBI thresholds. The thresholds represent changes in the underlying fire behaviour that have consequences for fire operational decision making, including:

- Indicative fire behaviour and fire weather.
- Implications for prescribed burning.
- Fire suppression and containment strategies that are appropriate.
- Potential for impact on life, property and infrastructure.



For more information visit afac.com.au/initiative/afdrs or email AFDRS@dfes.wa.gov.au

DFES
HOW FIREPROOF IS YOUR PLAN?
AFDRS

APPENDIX 4: BUSHFIRE RISKS AND DANGERS



BUSHFIRE RISKS AND DANGERS

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.

For more information visit
dfes.wa.gov.au/bushfire
or contact DFES Community Preparedness:
Community.Preparedness@dfes.wa.gov.au
or **9395 9816**

The information contained in this material is provided voluntarily as a public service by the Department of Fire and Emergency Services (DFES). This material has been prepared in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and DFES expressly disclaims liability for any act or omission done or not done in the reliance on the information and for any consequences whether direct or indirect, arising from such act or omission. This publication is intended to be a guide only and viewers should obtain their own independent advice and make their own necessary inquiries.

September/2020/V1.0

GOVERNMENT OF WESTERN AUSTRALIA
DFES Department of Fire & Emergency Services

HOW FIREPROOF IS YOUR PLAN?

APPENDIX 5: GUIDELINES FOR TRAVELLING IN CARS DURING A BUSHFIRE



TRAVELLING DURING A BUSHFIRE

BUSHFIRES CAN START WITHOUT WARNING. People have been killed or seriously injured during bushfires. If you are travelling or staying near bushland, fire is a real risk to you. Pack an emergency kit 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.

For more information visit **dfes.wa.gov.au/bushfire**

or contact DFES Community Preparedness: **Community.Preparedness@dfes.wa.gov.au**

or **9395 9816**

IF YOU BECOME TRAPPED BY A FIRE

Sheltering inside a vehicle is a very high risk strategy. It is unlikely that a person will survive in all but the mildest circumstances.

- ◯ 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, and call 000.
- ◯ Stay in the car until the fire front has passed. Stay as close to the floor as possible and cover your mouth with a damp cloth to avoid inhalation of smoke.
- ◯ Stay covered in woollen blankets, continue to drink water and wait for assistance.
- ◯ Once the front has passed and the temperature has dropped, cautiously exit the vehicle.

IMPORTANT INFORMATION

- ◯ Find the local ABC radio frequency in the area. Stay up to date 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 WA. Call 138 138 or www.mainroads.wa.gov.au
- ◯ 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

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November/2021/V1.0

GOVERNMENT OF WESTERN AUSTRALIA

DFES Department of Fire & Emergency Services

HOW FIREPROOF IS YOUR PLAN?

APPENDIX 6: INDICATIVE BUSHFIRE BEHAVIOUR TO IMPACT THE FACILITY/PREMISES

Information Relevance: This information is included in the Bushfire Emergency Plan to inform and assist the decision making of those persons onsite who have the responsibility to manage a bushfire emergency for the subject facility/premises.

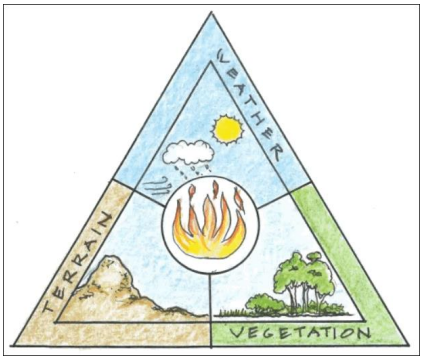
The information establishes the key factors to be considered in understanding the types and scale of key bushfire behaviours that can be expected to impact the facility/premises on a given day. These factors are the type of vegetation that exists on the land surrounding the subject premises/facility, the relevant surrounding terrain, and the forecast Fire Danger Rating (FDR) that applies to the locality.

Information Source: The information is taken from the bushfire behaviour modelling applied within the **Australian Fire Danger Rating System (AFDRS).** Within this system, eight accepted bushfire behaviour models, describing mathematically the way fire moves and spreads through different vegetation types, are currently available and are applied to twenty two different vegetation types across Australia.

The modelling is used to derive the Fire Behaviour Index (FBI) that assists firefighting operational decision making. From the FBI, Fire Danger Ratings (FDR) are derived which provide the broad categories needed to communicate fire danger to the community. The determination of the daily FDR considers the vegetation types present and the forecast fire weather conditions. The higher the rating, the more dangerous the conditions and the greater the consequences if a fire starts. (Source: AFDRS project led by NSW RFS, Australian Bureau of Meteorology and AFAC).

The Fire Behaviour Triangle

The behaviour of a bushfire, including the types of threats, intensity and how quickly it moves, depends on the three factors of vegetation, weather and terrain.



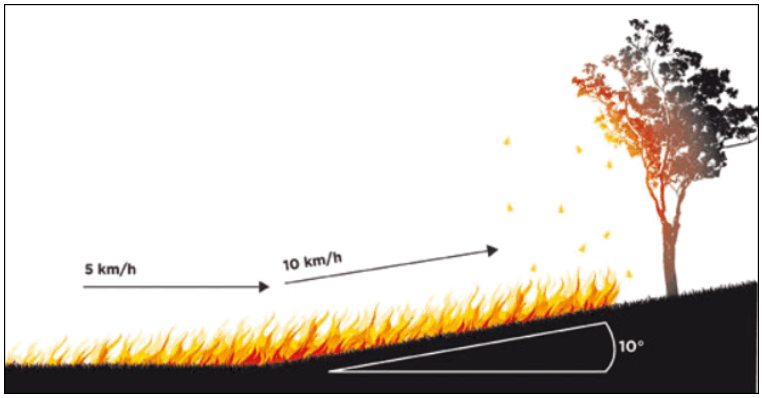
This is known as the fire behaviour triangle – because all three factors combine to shape the characteristics of the bushfire (source: CSIRO 'Bushfire best practice guide' at … research.csiro.au/bushfire/).

The influence of fire weather (FDR) and vegetation types (as per AFDRS) on the potential bushfire impact to the subject facility/premises, can be derived from the tables presented on the following page(s). Greater fuel loads will result in behaviours at the higher end of stated values.

The influence of terrain can be derived by considering the existence and degree of sloping ground and changes in changes in relief (e.g., flat, undulating or rugged land), surrounding the subject facility/premises and particularly under the vegetation.

The Influence of Terrain (topography)

A fire will burn faster uphill. This is because the flames can easily reach more unburnt fuel in front of the fire. Radiant heat pre-heats the fuel in front of the fire, making the fuel even more flammable.



For every 10˚ slope, the fire will double its speed. For example, if a fire is travelling at 5 km per hour along flat ground and it hits a 10˚ slope it will double in speed to 10 km per hour up the hill. By increasing in speed the fire also increases in intensity, becoming even hotter.

The opposite applies to a fire travelling downhill. The flames reach less fuel, and less radiant heat pre-heats the fuel in front of the fire. For every 10˚ of downhill slope, the fire will halve its speed. Fires tend to move more slowly as the slope decreases

(source: Country Fire Authority, Victoria).

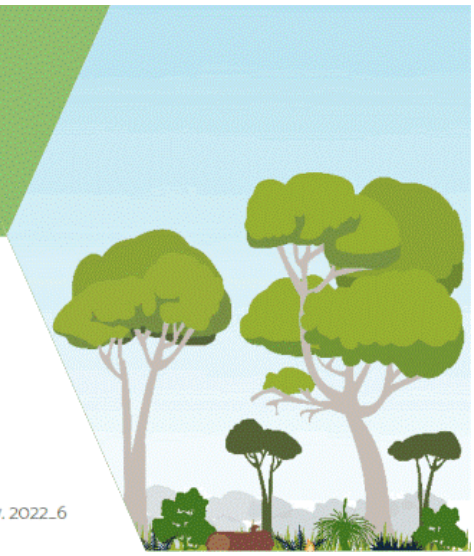
Terrain should be considered for its potential to increase adverse fire behaviour including flame heights, forward rates of spread and ember production (in relevant vegetation i.e., primarily bark fuels). Essentially, where vegetation exists on sloping land near your site, assume that the higher end of adverse fire behaviours is much more likely to apply.

BPP: Identify the relevant fire behaviour models and associated indicative fire behaviour information. Delete non-relevant rows of the table and non-relevant indicative fire behaviour posters.

VEGETATION TYPES IDENTIFIED SURROUNDING THE SUBJECT FACILITY/PREMISES		
As Applied in the AFDRS		Vegetation Location Relative to the Facility/Premises
Fire Behaviour Model (short name)	Fuel Types / Description	
Forest	Dry eucalypt forests, shrubby understorey/litter surface fuel. Forests with high moisture content due to structure, topography or inundation.	Forest vegetation surrounds the property within the Balingup Brook reserve. This vegetation is dense and has concentrated blackberry throughout the area.
Grassland	Continuous/tussock grasslands. Modified/native pasture (grazing). Non-irrigated cropping. Low shrublands (wet or arid) with no overstorey.	Adjoining paddocks are stocked with animals. Grass is managed with some paddocks rested for vegetation rejuvenation.

FOREST

THE INDICATIVE FIRE BEHAVIOUR CORRESPONDING TO THE FIRE BEHAVIOUR INDEX (0-100) AND THE ASSOCIATED FIRE DANGER RATING (FDR)



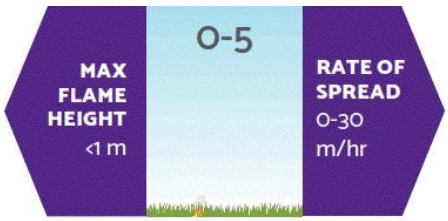
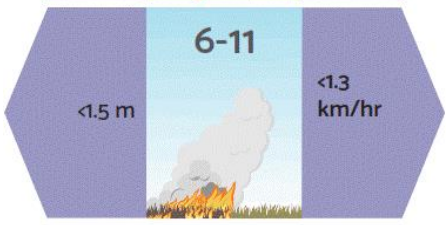
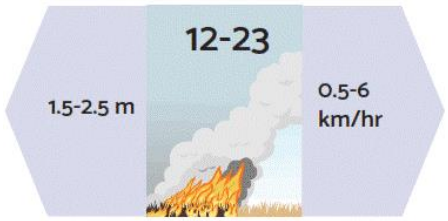
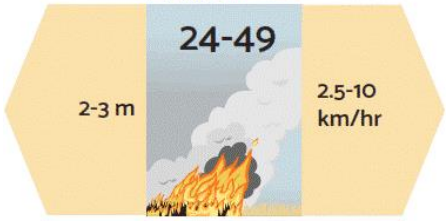
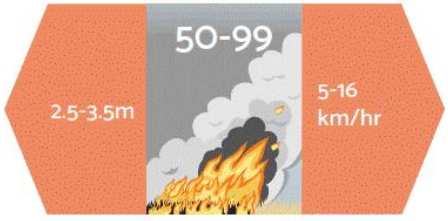
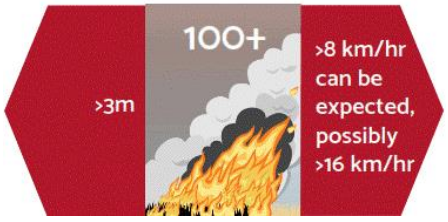
Source: AFDRS v. 2022_6

FDR	INDICATIVE BUSHFIRE BEHAVIOUR			
NO RATING	MAX FLAME HEIGHT <1 m	0-5	RATE OF SPREAD 0-40 m/hr	Fire difficult to ignite and sustain. Fires generally unlikely to spread and likely to self-extinguish.	**SPOTTING POTENTIAL** Potential for any spotting is very limited and likely **<150 m**
	<4 m	6-11	20-110 m/hr	Slow spreading fires, typically involving surface and near-surface fuels and sometimes bark and elevated fuels. Spotting is sporadic and limited to short-distances.	Potential for spotting is limited with short distance spotting possible up to **400 m**
MODERATE	2-8 m	12-23	60-600 m/hr	Actively spreading fires typically involving surface, near-surface, elevated and bark fuel layers and occasionally canopy fuels. Low-moderate spotting frequency; isolated medium range spotting can occur.	Short distance spotting occurring with increasing frequency with possible medium distance spotting up to **2 km**
HIGH	7-14 m	24-49	0.3-1 km/hr	Rapidly spreading fires with potential for development into large burn areas within burning period. Fires typically involving most fuel layers. Short-range spotting is prevalent, with possibility of medium range and occasional long-range distance spotting.	Short and medium distance spotting occurring with increasing frequency with possible long distance spotting up to **4 km**
EXTREME	11 m - approx. double forest	50-99	0.7-3 km/hr	Fires likely to quickly transition to crowning. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.	High ember density in short and medium range with possible long distance spotting up to **12 km**
CATASTROPHIC	>30 m (approx. double forest height)	100+	>2 km/hr can be expected, possibly >3 km/hr	Fires likely to quickly transition to crowning. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.	High ember density in short and medium range with possible long distance spotting occurring **20-30 km** ahead of the main fire front

GRASSLAND

THE INDICATIVE FIRE BEHAVIOUR CORRESPONDING TO THE FIRE BEHAVIOUR INDEX (0-100) AND THE ASSOCIATED FIRE DANGER RATING (FDR)

Source: AFDRS v. 2022_6

FDR	INDICATIVE BUSHFIRE BEHAVIOUR			
NO RATING		Fire difficult to ignite and sustain. Fires generally unlikely to spread and likely to self-extinguish.	**SPOTTING POTENTIAL** Potential for any spotting is very limited.
		Fire easily sustained. Typically wind driven fires that can spread quickly.	Potential for spotting Potential for short distance spotting is limited.
MODERATE		Typically wind driven and rapidly spreading fires with the potential to gain size quickly.	Possible short distance spotting occurring.
HIGH		Wind driven, rapidly spreading fires with potential for development into large fire area/size and with the potential for short distance spotting and long flame lengths.	Short distance spotting occurring with increasing frequency.
EXTREME		Extremely rapid fire growth and increasing likelihood of large final fire area/size. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.	Likely short distance spotting occurring with increasing frequency.
CATASTROPHIC		Extremely rapid fire growth and high likelihood of large final fire area/size. Possibility for fire behaviour to become erratic and plume driven. Strong convective column formation. Wind speed and direction likely to be erratic at times.	Likely short distance spotting occurring with increasing frequency.

APPENDIX 7: LANDSCAPING DESIGN & CONSTRUCTION PRINCIPLES TO APPLY

Where initial or renovation landscaping of grounds surrounding the facility/premises is being conducted, apply the directions and principles of the following measures to the greatest extent possible.

For additional guidance, refer to:

- The *Guidelines for Planning in Bushfire Prone Areas within the Explanatory Notes for Element 2 of the Bushfire Protection Criteria and Schedule 1: Standards for Asset Protection Zones (WAPC 2021); and*
- The DFES '*Bushfire Preparation Toolkit'* publication. Website: publications.dfes.wa.gov.au/?hazard=Bushfire

☐ **Use of Non-Vegetated Areas and/or Public Open Space:**

Reduce the exposure of the facility/premises to the direct and indirect threats of bushfire by incorporating low threat uses of land adjoining the facility/premises and/or the bushfire hazard. These uses create robust and easier managed asset protection zones and include:

- Non-vegetated areas e.g. footpaths, paved areas, roads, driveways, parking, drainage, swimming pools;
- Formally managed areas of vegetation (public open space and other recreation areas), including irrigated areas; and
- Services installed in a common section of non-vegetated land.

☐ **Landscaping – Non-Combustible Construction:** Ensure non-combustible materials are used for fencing and any other landscaping construction, including retaining walls.

☐ **Landscaping – Tree and Plant Species Selection**

Utilise trees and plants with characteristics that are more resistant to burning. Refer to *Guidelines for Planning in Bushfire Prone Areas, Appendix 4 'Explanatory Notes E2: Plant Flammability' (WAPC 2021) for initial guidance.*

Avoid planting trees with ribbon or stringy barks (ember/firebrand production). Preference for smooth bark.

☐ **Landscaping – Tree and Plant Separation from the Facility/Premises (Location):**

Trees (greater than 6 metres in height: Minimise the potential for tree strike damage (falling or blown) to the facility/premises (allowing flame, radiant heat and ember entry to internal spaces), and debris accumulation on, in and around the facility/premise. Principles to apply are:

- Ideally trees will be separated from buildings/structures by a distance of at least 1.5 times the height of the tallest tree;
- As a minimum, trunks at maturity should be at least 6 metres from all elevations of the building, branches at maturity should not touch or overhang a building or powerlines. Mature tree canopies should be separated at least 5m with total canopy cover not exceeding 15% and not connected to tree canopy outside the APZ;
- Species of trees that produce significant quantities of debris (fine fuels) during the bushfire season should be located a sufficient distance away from vulnerable exposed elements to ensure debris cannot drop and accumulate within at least 4m of buildings/structures or be likely to be relocated by wind to closer than 4m to buildings / structures.

Shrubs and scrub (0.5 metres to 6 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); and
- Shrubs greater than 6 metres in height are to be treated as trees.

Ground covers (less than 0.5 metres in height):

- Can be planted under trees but and no closer than two metres from a structure but 3 metres from doors or windows if greater than 100 mm in height; and
- Ground covers greater than 0.5 metres in height are to be treated as shrubs.

Grass: Where possible utilise irrigated perennial species.

Mulches should be non-combustible e.g., stone, gravel and crushed rock. Where wood mulch is used it should be greater than 6mm in thickness.

☐ **Separation Between the Facility/Premises and the Consequential Fire Fuels of Stored Flammable Products (Fuels / Other Hazardous Materials):**

If applicable. establish sufficient separation distance between the consequential fire fuels and the facility/premises. The required separation distance will be dependent on the fuel and storage type and will need to be determined.

☐ **Separation Between the Facility/Premises and the Consequential Fire Fuels of Stored and Constructed Combustible Items:**

These consequential fire fuels include:

- Stored Combustible Items - Heavy Fuels (greater than 6mm diameter) e.g. building materials, packaging materials, firewood, branches, sporting/playground equipment, outdoor furniture, garbage bins etc:
- Stored Combustible Items – Large Heavy Fuels e.g. vehicles, caravans, boats, trailers and large quantities of dead vegetation materials stored as part of site use.
- Constructed Combustible Items – Heavy Fuels e.g. landscaping structures including fences, screens, walls, plastic water tanks.
- Constructed Combustible Items – Large Heavy Fuels e.g. adjacent buildings/structures including houses, sheds, garages, carports. (Note: If the adjacent structure is constructed to BAL-29 requirements or greater and can implement a significant number of additional bushfire protection measures associated with reducing exposure and vulnerability, these minimum separation distances could be reduced by 30%).

Apply the rule of thumb "assume flames produced from a consequential fire source will be twice as high as the object itself … where the consequential fire source is a structure, then the maximum eave height is a reasonable measure of maximum height".

Apply the following separation distances from the subject building/structure as a multiple of the height of the consequential fire source and dependent on the bushfire construction standard applied to the building/structure:

- At least six times the height when the facility/premises construction incorporates design and materials that is only intended to resist low levels of radiant heat up to 12.5 kW/m^2 and no flame contact (BAL-12.5);
- Between 4 and 6 six times the height when the facility/premises construction incorporates design and materials intended to resist radiant heat up to 29 kW/m^2 and no flame contact (BAL-29).
- Between 2 and 4 times the height when the facility/premises construction incorporates design and materials intended to resist up to 40kW/m^2 and potential flame contact (BAL-40).

- Less than 2 times the height when the facility/premises construction incorporates design and materials intended to resist extreme levels of radiant heat and flame contact (BAL-FZ).
- Zero separation distance is required if the facility/premises is separated by a non-combustible FRL 60/60/60 rated wall, or the potential consequential fire source is fully enclosed by the facility/premises.

☐ **Constructed Barriers to Shield Facility/Premises from Bushfire:** Where applicable, install walls, fences and/or landforms to shield the facility/premises (or any identified consequential fire fuels – refer to previous item) from direct and indirect bushfire attack mechanisms and reduce the potential impact of these threats.

These barriers should be constructed using appropriate fire resistant / non-combustible construction materials (e.g. masonry, steel, earthworks). These are to withstand the impact of direct bushfire attack mechanisms for the required period.

☐ **Constructed Barriers to Shield Facility/Premises from Consequential Fire:** Applicable to all identified consequential fire fuel sources. Install a non-combustible barrier (including complete enclosure when appropriate), of required robustness, that will reduce the exposure of the facility/premises to the threats of consequential fire.

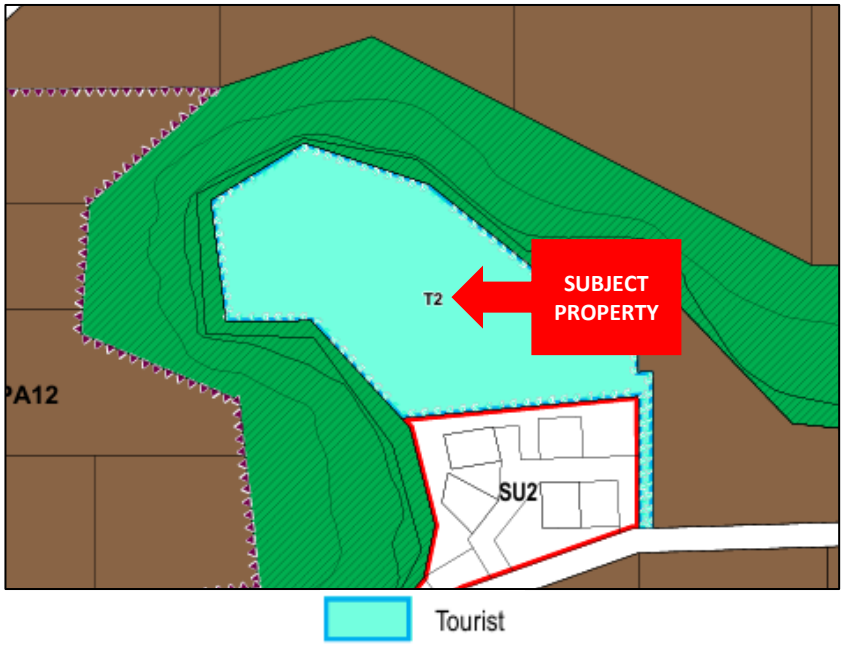
☐ **Planted Vegetation Barrier to Shield Facility/Premises:** Use appropriate species (lower flammability) of hedges and trees strategically to reduce the facility/premises exposure to radiant heat, to filter/trap embers and firebrands, and to lower wind speeds (prevailing synoptic and/or fire driven).

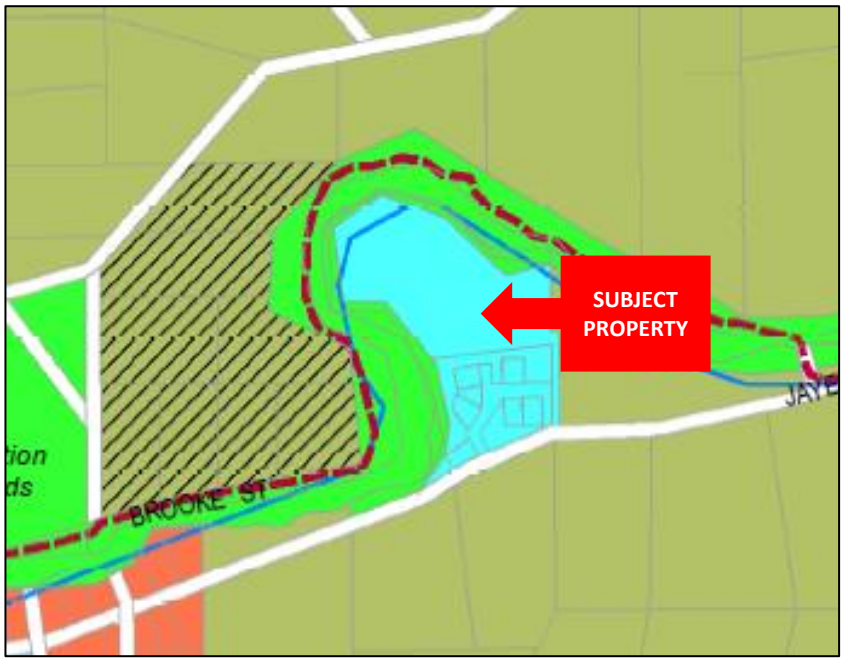
☐ **Shield Non-Structural Essential Elements:** These are vulnerable elements essential to the continued operation of the facility/premises which are potentially exposed to the fire attack mechanisms of both bushfire and consequential fire. They include electricity cabling and water plumbing and also applies to any installed firefighting equipment / water storage.

When the use of fire rated materials to the degree necessary is not possible or practical, the application of non-combustible shielding can be applied to reduce exposure to the bushfire threats. Shielding includes underground installation.

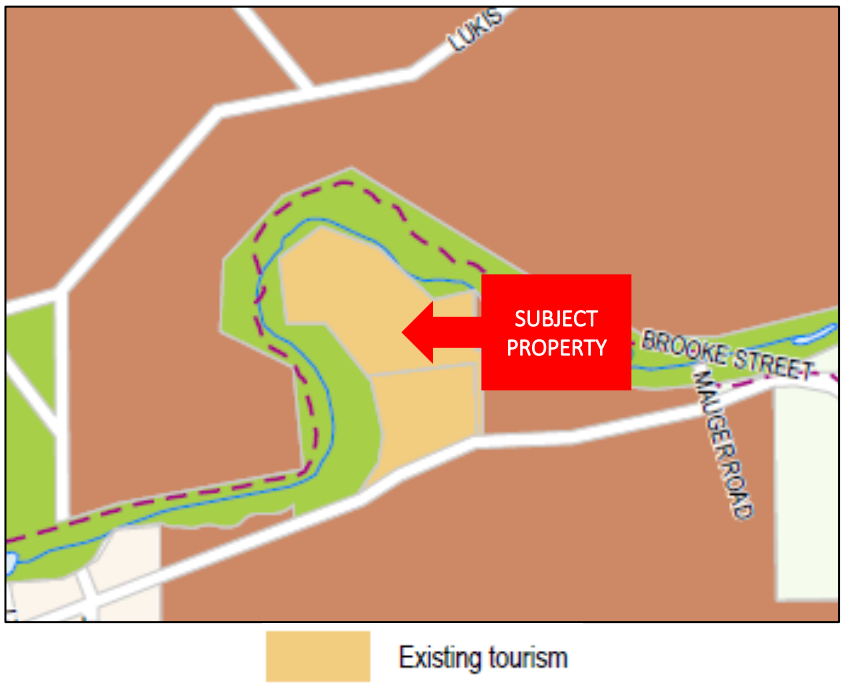
☐ **Constructed Barrier to Shield Persons on Pathways to Safer Onsite Area/Building:** Where possible, alongside the relevant pathways, utilise walls / fences / landforms as shielding structures constructed using fire resistant / non-combustible construction materials (e.g. masonry, steel, earthworks).

These are to withstand the impact of direct bushfire attack mechanisms for the required period and provide the required reduction in threat levels to persons (including firefighters) traversing the pathway.

P&D (LPS) REGULATIONS 2015 MATTERS FOR CONSIDERATION (Schedule 2, Part 9, Clause 67)	
(2) In considering a DA application the below must be considered if applicable.	
(a) the aims and provisions of the Scheme/any other local planning scheme operating within the Scheme area	A detailed assessment of the proposal under LPS7 is included in the Statutory Compliance section of the Council Report. The proposals are considered compatible with the purpose and objectives for the Tourist zone which includes to promote Balingup townsite as a tourist destination and encourage the development of a wide range of tourist/recreation facilities, accommodation and activities for visitors. The proposals achieve the required development standards under LPS7.
(b) requirements of orderly and proper planning taking into account any proposed changes to the scheme.	The land is within the Tourist zone under LPS7. The proposed 'Reception Centre' and 'Camping Area' are permitted/discretionary uses in the zone and can be approved/refused by the Shire under LPS7.  LPS7 Map 8 The proposal complies with the requirement of orderly and proper planning and conditional approval of the application is recommended.
(c) any approved State planning policy	*State Planning Policy 3.7 – Planning in Bushfire Prone Areas* The property is identified as bushfire prone by the Department of Fire and Emergency Services mapping. The proposal is not exempt from the requirements of State Planning Policy 3.7 and the application includes a Bushfire Management Plan and Bushfire Emergency Plan prepared by Bushfire Prone Planning. These have been referred to the Department of Fire and Emergency Services for comment. The applicant's bushfire consultant has amended the BMP and BEP to address the concerns raised by DFES. The amended BMP and BEP has been referred back to DFES for final comments. Final comments received

P&D (LPS) REGULATIONS 2015 MATTERS FOR CONSIDERATION (Schedule 2, Part 9, Clause 67)	
(2) In considering a DA application the below must be considered if applicable.	
	from DFES on 27 September 2024 are considered under the "Consultation" part of the agenda item.
(d) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d)	Not applicable.
(e) any policy of the Commission;	Not applicable.
(f) any policy of the State	Not applicable.
(fa) any local planning strategy for this Scheme endorsed by the Commission	*Approved 2014 Local Planning Strategy* The lot is identified as Tourism under the Shire of Donnybrook-Balingup Local Planning Strategy. The property is located within the Tree Plantation Exclusion Area surrounding Balingup. Balingup Brook surrounds are shown as a Conservation/Recreation area. Balingup Brook is also shown as a Major River with a Walking/Cycling Track included along the Brook.  Local Planning Strategy Figure 6 extract The Strategy Plan Balingup Townsite and Surrounds (Figure 6) of the LPS cautions "*No flood study has been prepared for the Balingup townsite. Flood risk is to be appropriately addressed at the scheme amendment stage. Where land is already zoned for the intended purpose, flood risk is to be appropriately addressed prior to subdivision/development in areas near Balingup Brook*". Clause 2.13 Summary of Key Issues and Implication for Strategy of the LPS includes the following relevant points:

P&D (LPS) REGULATIONS 2015 MATTERS FOR CONSIDERATION (Schedule 2, Part 9, Clause 67)	
(2) In considering a DA application the below must be considered if applicable.	
	• Ensuring development suitably addresses hazards and risks including flooding and bushfire risk; • Ensuring new development is appropriately located and designed to respect the shire's landscape; • The Shire offers an attractive lifestyle, which also offers opportunities for tourism; Clause 3.2 Aims of Strategy in the LPS includes the following relevant clauses: • Promote sustainable development that integrates consideration of economic, social and environmental goals for the Shire; • Encourage, direct and control quality and orderly development so as to promote and protect the health, safety, and general economic and social well-being of the community, and the amenity of the area; • Protect and enhance the Shire's environmental values and natural resources and to promote ecologically sustainable land use and development; • Ensure development appropriately takes account of flooding, fire and other risks; • Safeguard and enhance the character and amenity of the Shire's built and natural environment; • Provide for tourism activity in rural areas and establish the conditions under which such uses may be developed and maintained; • Assist employment and economic growth by providing suitable land for retail, commercial, industrial and tourism developments, as well as opportunities for home-based employment; Section 5.3.3 Balingup Townsite of the LPS states the Shire's vision for Balingup is: *"Balingup Village will support a diverse range of sustainable work and living opportunities, and which protect the unique rural and natural character of the Shire of Donnybrook-Balingup's arboretum town.* *By 2025, the local government anticipates that Balingup will have a population of approximately 450 – 500 people, along with a catchment of approximately 250 people in nearby rural residential areas. Balingup will continue to function as a rural service centre, with a focus on lifestyle living and tourism.* *The lack of a reticulated sewerage service presents constraints with respect to opportunities for urban infill. The local government will seek innovative alternatives to reticulated sewerage provided the systems suitably address human health and environmental considerations.* *The Golden Valley Tree Park is a significant asset that is highly valued by the local community and visitors."* The proposal is considered to comply with the LPS requirements and will assist the Shire achieve its aim to promote tourism development as a major contributor to the Shire generally. *Draft Local Planning Strategy 2024*

P&D (LPS) REGULATIONS 2015 MATTERS FOR CONSIDERATION (Schedule 2, Part 9, Clause 67)	
(2) In considering a DA application the below must be considered if applicable.	
	The lots are identified as Existing Tourism Land under the draft Shire of Donnybrook Balingup Local Planning Strategy. The property is located within the Plantation Exclusion Area surrounding Balingup. Balingup Brook surrounds are shown as a Regional Parks and Recreation area. Balingup Brook is also shown as a Major River with a Tourist Trail included along the Brook.  Local Planning Strategy (Part 1) Figure 12 extract Regarding tourism, the draft Strategy contains the following statements: *13.0. Tourism Growth* *The Shire is increasingly becoming a popular place of interest for visitors and tourists.* *The Shire will need to determine the most appropriate means via the local planning framework to take advantage of, and cater for, visitor growth, whilst avoiding land-use conflict and/or compromising higher order uses of land.* The following Planning Directions are included: *13.1. Ensure that the local planning framework achieves an appropriate balance that supports tourism growth, whilst not jeopardising existing traditional uses, particularly within the Residential and Agriculture zones.* The proposal is considered consistent with the intention of the draft Strategy to support tourism growth in the Tourist zone that can be managed to avoid any land use conflicts being created and does not affect any existing residential or rural use in the area.
(g) any local planning policy for the Scheme area	Not applicable.

P&D (LPS) REGULATIONS 2015 MATTERS FOR CONSIDERATION (Schedule 2, Part 9, Clause 67)	
(2) In considering a DA application the below must be considered if applicable.	
(h) any structure plan or local development plan that relates to the development	Not applicable.
(i) any report of the review of the local planning scheme that has been published	The Shire has commenced a review of LPS7.
(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve	Not applicable.
(k) the built heritage conservation of any place that is of cultural significance;	Not applicable.
(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located	Balingup Brook forms part of the Blackwood River system and is contained on the Department of Planning, Lands and Heritage Aboriginal Cultural Heritage Register Place 20434 (Blackwood River).  The proposal does not impact the Balingup Brook, and the heritage site will not be disturbed or impacted. Approvals under the Aboriginal Heritage Act may be required if any proposed works impact the heritage place.

P&D (LPS) REGULATIONS 2015 MATTERS FOR CONSIDERATION (Schedule 2, Part 9, Clause 67)	
(2) In considering a DA application the below must be considered if applicable.	
(m) the compatibility of the development with its setting, including: (i) the compatibility of the development with the desired future character of its setting	The main alteration to structures on the property will be the new marquee/stretch tent which is described as 'non-permanent' in the application. This will be sited towards the middle of the property and located behind the existing chalet buildings and landscaping areas when viewed from outside the site. The lawned area is located to the rear of the property and fringed by vegetation both on the property and adjoining the Balingup Brook. It's use for camping (maximum 6 events per year), or parking will not have any expected adverse impact on the character and landscape quality of the area.
(ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development	The proposal does not include any permanent building development, and the proposed events will be staged at various times during the year. The proposal does not change the overall appearance of the property and will not affect any future developments on the adjoining lots.
(n) the amenity of the locality including (i) environmental impacts of the development	The proposal shall include measures to be implemented to address and manage potential impacts on adjoining properties through the implementation of a Noise Management Plan to be approved by the Shire in consultation with the Department of Water and Environmental Regulation advice.
(ii) the character of the locality	The proposal is considered compatible with the rural lifestyle character of this area outside of the Balingup townsite.
(iii) social impacts of the development	The proposal can be effectively managed through the implementation of the Noise Management Plan and Shire event permit process. The proposal is not expected to generate any adverse social impacts.
(o) likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate their impact	The proposal is not expected to have any detrimental impact on the natural environment or water resources.
(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved	No clearing is required, and the existing landscaped areas will be retained/protected. The Bushfire Management Plan requires some trimming of trees around the sites and along the driveway to achieve the bushfire standards.
(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk	The lot is designated bushfire prone by the Department of Fire and Emergency Services mapping (see image below).

P&D (LPS) REGULATIONS 2015 MATTERS FOR CONSIDERATION (Schedule 2, Part 9, Clause 67)	
(2) In considering a DA application the below must be considered if applicable.	
	 The application includes a Bushfire Management Plan and Bushfire Emergency Plan prepared by Bushfire Prone Planning. These have been referred to the Department of Fire and Emergency Services for comment. The applicant's bushfire consultant has amended the BMP and BEP to address the concerns raised by DFES. The amended BMP and BEP has been referred back to DFES for final comments. Final comments received from DFES on 27 September 2024 are considered under the "Consultation" part of the agenda item
(r) the suitability of the land for the development taking into account the possible risk to human health or safety	The site is considered suitable for the proposal and will not increase risk to human health or safety.
(s) the adequacy of: (i) the proposed means of access to and egress from the site	The proposal will utilise the existing access/egress point onto Jayes Road. Engineering Services Staff have recommended some upgrading and widening of the driveway is required to facilitate two-way access. This is also required to achieve bushfire standards. These will be implemented as conditions of approval, if granted.
(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles	All loading, manoeuvring and parking of vehicles will occur within property.
(t) amount of traffic likely to be generated by the development, particularly in relation to the capacity	The proposal will increase the amount of traffic using Jayes Road particularly during proposed public ticketed events. Jayes Road was recently widened and resealed from South Western Highway up to and beyond the entrance

P&D (LPS) REGULATIONS 2015 MATTERS FOR CONSIDERATION (Schedule 2, Part 9, Clause 67)	
(2) In considering a DA application the below must be considered if applicable.	
of the road system in the locality and the probable effect on traffic flow and safety	to Jalbrook Estate. The proposal will increase the amount of traffic using the road, but the road is in a good condition and capable of accommodating the traffic. The Shire Works and Services has also identified concerns with the current accessway and has recommended that the accessway should be widened to allow two vehicles to pass comfortably, which is feasible given the battle axe current width of 10 meters. Vehicles should not have to queue on Jayes Road while waiting to access the site. This will help improve traffic flow and safety. The crossover and accessway in the battle axe would also need to be upgraded to a sealed standard to accommodate increased traffic and usability.
(u) the availability and adequacy for the development of the following: (i) public transport services	Not available.
(ii) public utility services	Adequate public utility serving is available to the site.
(iii) storage, management and collection of waste;	The storage and management of waste from the events will occur on-site with additional collection services organised directly with the Shire's waste contractor.
(iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities)	No dedicated facilities for pedestrians or cyclists have been provided.
(v) access by older people and people with disability;	The car parking area and site/facilities generally provide sufficient access for older people and people with a disability.
(v) potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses	The proposal involves creating additional tourism activities to complement the existing accommodation business in Balingup and is expected to have a positive benefit on the local community by providing additional facilities/services and employment opportunities (staff and hire services) in the area.
(w) history of the site where the development is to be located	The property has been previously approved/used for tourist accommodation, and winery.
(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals	The proposal is expected to have a positive impact on the local community by creating additional tourist facilities/services and employment opportunities in the area.
(y) any submissions received on the application;	The application was referred to adjoining/nearby landowners for comment. In total, 14 public submissions were received at the conclusion of the public advertising period with 10 of the 14 submissions received supporting the proposal. The issues/concerns raised in the submissions are discussed in the Public Consultation section of the Council Report. The submissions do not warrant a refusal of the proposal.

P&D (LPS) REGULATIONS 2015 MATTERS FOR CONSIDERATION (Schedule 2, Part 9, Clause 67)	
(2) In considering a DA application the below must be considered if applicable.	
(za) the comments or submissions received from any authority consulted	The proposal was referred to Department of Biodiversity Conservation and Environment, the Department of Water and Environmental Regulation and Department of Fire and Emergency Services for comment. The matters raised in the submissions are discussed in the "Consultation" section of the Agenda Item.
(zb) any other planning consideration the local government considers appropriate	Not applicable.

Submitter	Submitter comment/objection	Applicant's comment
1	• Jayes Roads already has increased traffic, it is a semi-urban location and is not suitable for more events. • One or two concerts are possible, but the property is not suited for more events. • Camping for guests: are there proper toilet and washing facilities? There is already a Transit Park in town just off Jayes Road. • Who is going to ensure that only 12 weddings are done per year? Where will the guests park? • Balingup is a quiet yet vibrant village. It does not need to sustain such a potential disruption. Jayes Road is an unsuitable venue.	• Jayes Road has recently been upgraded and widened from town (South West Highway) up to and beyond our property entrance driveway allowing easier access and increased safety. • If a property is suitable to hold 1 or 2 concerts the same infrastructure is available for additional use. Our infrastructure is all approved for use and remains maintained but underutilised. • A condition of camping is the guest will hire showers and toilets which are standalone units from reputable and insured hire companies. • 12 medium sized weddings take a lot of organising and are not guaranteed. We, as a business,have to work hard to 'win' the contract and do not have the desire or capacity to have more than 12 per year. We hope to achieve 12 medium sized weddings when fully up and running which may take a few years. We are happy to have conditions attached to any approval we receive. • Guests will park on site. • Our Lot is Special Use Tourism and was earmarked for tourism and expansion of tourism within the Balingup area in 2007. Planning Permission was approved on 2 April 2007 by The Shire for a Wedding Pavillion/Oversized Outbuilding 26m x12m for events, primarlily weddings (but not built) Our development proposal is not a new idea.. Development has been ongoing for 20+ years for a multitude of tourism related activities. The Shire approved Lot 1 for Holiday Accommodation in 1999 and site development started then. We simply hope to formalise the legacy operation in order to insure the events we hold which should please neighbours, guests and patrons as it regulates an activity than was previously conducted but not approved or regulated.

2	• The development will increase traffic to the property, and I would like to see the drive bituminized for at least 75m from Jayes Road to reduce dust. • I would also like assurances that the music speakers at the gazebo are directed away from the nearest neighbours and that a method to deflect noise is put in place.	• The property has several approved uses currently. The proposal for reception centre with incidental camping will see less driveway use than if we were to utilise our approval as a retail outlet or winery. These uses would see multiple extra vehicles visit each and every day with possible music etc. which we believe is more disruptive than set events allowing the other days to be more peaceful. • Dust is a talking point in the area due to mining activity, recent main road upgrades, and the semi-rural location. We also experience the impacts of dust and accept it is a feature of country living. We will erect speed reduction signs along our driveway to minimise any impact from vehicle movements as a courtesy. The neighbouring property concerned with dust does not have a bituminized driveway itself and as part of a sub divided property has vehicles passing from the subdivision multiple times per day. Our driveway is geographically distanced and shielded by shrubs and trees. Their dust would be reduced if they bituminized their driveway. • Speakers will be faced inwardly to the guests who have paid and booked their music. There is no need or desire for us to direct speakers anywhere other than at the reception area where the event is happening within the approved times. The music will NOT be doof doof, rap, heavy metal or from subwoofers. Guest booking a Jalbrook Wedding are looking for a tasteful country wedding which could consist of a wedding DJ, band or string quartet etc. We control what is played and at what volume. Music vendors will be thoroughly briefed prior to events. It is not our desire to be nuisance neighbours as we have demonstrated in our ownership over the past 3.5 years.
3	Support with conditions • Bush fire risk: 250 people on a site represents a significant risk, especially with the property having a BAL of FZ. Getting that number of people to leave at	• Medium sized weddings are not being accepted for booking in January or February to reduce risks. • We have a ‘leave early’ policy.

	the same time will be challenging. If an event is scheduled when the fire risk is Extreme for the area, it should be rescheduled. • Effluent disposal: the requirement for mobile ablution for camping is supported. It is unclear how human effluent is going to be managed for the events themselves. The risk of contaminating the Balingup Brook is high. • Noise: 11pm is too late to end events as people will linger and create noise after this time. I note this is inconsistent with the guidelines which state midnight, but the site is in a rural setting and should be subject to greater restrictions.	• We will not proceed with any event if the fire risk is Extreme. We will cancel or reschedule. • Weddings are for up to 80 guests only. • There is no risk to effluent contaminating the Balingup Brook. Any campers require as a condition of booking the camping area to be self-sufficient with their own ablutions(portapotee)or to hire self-contained showers and loos. • If and when we achieve our 12medium sized weddings per year the cut off time for music is 11pm on Fri and Sat nights. Mid-week weddings will end at 10pm. Guests staying onsite will return to their accommodation and be bound by the same conditions our regular guests are. Guests who may be camping will move to the lower camping area.
4	Proposal is supported	
5	Support - only comment is that music at weddings should finish at 11:30pm as the music coming up the valley on a quiet night can be extremely loud.	Music will finish by 11pm on weekends only (Fri & Sat). 10pm otherwise.
6	Support	
7	Enhance this application for more tourism accommodation options.	
8	No objections	
9	Support – this venue is an asset to Balingup and has the support of many.	
10	Support – looks like an excellent tourism attraction for our Shire as well as a much-needed venue for Balingup Entertainment.	
11	Support – this venue has a proven track record for doing well. This proposal is good for Balingup and will be well supported.	

12	Support – this will be a great addition to the Balingup social scene and could only be beneficial to businesses in town. If parking and noise aspects do not affect neighbours, it can only be a positive addition to our small town.	We hope to provide a source of entertainment which will create added tourism value to many business in town and surrounds, employees etc.
13	Support	
14	Support	
15	DWER **Issue:** Noise **Advice:** The application would benefit from acoustic modelling to determine whether noise emissions can comply with the *Environmental Protection (Noise) Regulations 1997* **Discussion:** The justification letter states *"The proposed site is highlighted 'Function Marquee' on maps and approximately 50m from the nearest boundary and approx. 78m from the nearest neighbour's dwelling. There is significant hedging foliage and structures between the function marquee and the neighbouring property and the fire break. The marquee would be largely unseen from neighbouring properties and sound generated from the area shielded and absorbed by existing hedging. The Function Marquee is non-permanent, no bigger than 12mx15m and will take the form of hired wedding marquee or stretch tent (see examples below). In consideration of our neighbours, we have undergone inhouse acoustic monitoring to better understand noise output form our property."* The Department provides the following comments on the above statement:	We have requested the permissible limits which have not been made available by The Shire. Our nearest neighbour supports our development proposal and is happy to "see some life and people enjoying themselves" (quote) Acoustic modelling is just that, a model of sound values or outputs for varying conditions at various times of day modelled for various weather and atmospheric conditions which may or may not be relevant to the actual intended use on the particular day, type of sound, base component or instrument being played. May we request the DWER Noise Regulation parameters at the nearby receivers please? If we are provided with the specific regulations we can target our efforts to whatever the limits are. Without knowing what the parameters are it is difficult to progress. An acoustic report is an expensive and timely undertaking which is non-mandatory as we understand and would only be of benefit if we know what limits we are aiming to achieve. We have conducted our own inhouse acoustic monitoring and provided the findings to The Shire prior to our application submission. The same speaker, playing the same soundtrack at the same set volumes recorded at source and along the fenceline. The results were compared to each other and to each source location and boundary measurement. The volume output was increased to an output in excess of that permitted by guests for the short duration of the experiment.

	• resident's 80m away from an open function marquee where amplified music will be played are likely to be impacted, especially in an environment of otherwise low background noise levels. • while sound 'drops off' with distance and structures may provide some shielding, vegetation will not provide any actual benefit in reducing noise levels at receivers. • if the applicant has acoustic data, this may assist the Shire's Environmental Health Officers in determining whether the proposal can comply with the *Environmental Protection (Noise) Regulations 1997* (Noise Regulations); and • depending on what information is provided in the *"inhouse acoustic monitoring"*, the application would benefit from acoustic modelling to determine whether noise emissions can comply with the Noise Regulations at nearby receivers. **Issue:** Water supply **Discussion:** The justification letter includes an image of a 110 000L Rainwater Tank. This area is not proclaimed under the *Rights in Water and Irrigation Act 1914*, and there are therefore no regulatory requirements in relation to the take of groundwater or surface water. **Issue:** Wastewater **Discussion:**	(unpleasantly loud that you would not be happy to stand next to) this has provided us with the dB variance from source to boundary. All neighbouring properties are set back further than the fenceline by 10m or more which further reduces the noise experienced at the receiving neighbour as opposed to our fenceline. In broad terms the noise diminishes by up to 14dB from source to fenceline. We also conductd the noise in the open and undercover to simulate our proposed event conditions.

	The justification letter states, 'Camping guests will require rental toilets and showers as a condition of camping', and that 'Ablution trailers will be hired from outsourced suppliers'. Therefore, there is no application of waste to land or water and the Department has no comment.	
16	DBCA **Advise to the Shire** Biodiversity values • The north-western portion of Lot 1 contains remnant vegetation. The Lot 1 north-western vegetation is contiguous with nearby Balingup Brook, and adjacent Lot 13196, unmanaged reserve bushland. • Lot 1 contains the poorly reserved Balingup (BLf) vegetation complex, which has 9.1% and 270 ha of the pre-1750 extent remaining. This is below the nationally recommended 30% and 1500ha threshold for the retention of remnant vegetation. • Black cockatoos are listed as threatened fauna under the BC Act and the Environment Protection and Biodiversity Conservation Act 1999 and have been found nearby. A known black cockatoo roost site has been found less than 400 metres from Lot 1. Other fauna species of conservation significance that are likely to utilise the site include the chudich. Fauna	We have no desire or plans to remove native vegetation. We have pruned as advised for bushfire safety only, removed overhanging branches and dead branches etc Black cockatoos frequent our property as do many other species they have lived on our property for many years through concerts and weddings etc and we are not proposing anything which will change their environment or wellbeing. We welcome DBCA to a site visit and welcome any guidance and recommendations. The garden and grounds are well maintained. We have no need or intention of disturbing native vegetation other than to keep it healthy and safe.

	• Vegetation clearing may be required to upgrade or widen the access way. The undated justification letter, attached to the application, refers to bitumising the access way. The proponent should be aware of their obligations and approval requirements under section 40 of the BC Act, which requires Ministerial authorisation to take or disturb threatened species. DBCA recommends that if any vegetation clearing or pruning is required, the proponent should seek advice from DBCA's Species and Communities Branch at speciesandcommunities@dbca.wa.gov.au prior to clearing works, in relation of section 40 authorisation requirements. Car parking/camping area • The "New Plans" indicate a car parking/camping area within the Lot 1 north-western portion and the justification letter indicates that this area will be marked out with parking flags. **DBCA recommends that a buffer be provided between the car parking/camping areas and retained native vegetation. To protect the retained native vegetation and tree roots, from accidental vehicle damage, soil compaction and wind-blown litter, the buffer should be located outside the tree crown drip zone and consist of suitable demarcation materials.**	There will be no parking on or near the surface root systems of retained native vegetation. The camping and car parking area is open grassland with no trees or shrubs. The track for access does not access the type of areas of concern highlighted. Car parking and camping will both be well controlled for a variety of reasons. It will be clearly stated, orderly and directed.
17	DFES	DFES points raised are being addressed by Bushfire Prone Planning officer.

SHIRE OF DONNBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 SEPTEMBER TO 30 SEPTEMBER 2024

REFERENCE	DATE	PAYEE	INVOICE	DESCRIPTION		AMOUNT
CREDIT CARD						
3577	14/09/2024	BENDIGO BANK				12.00
			CARD FEE AUG 24	BENDIGO CARD FEE AUG 24, BENDIGO CARD FEE AUG 24	12.00	
3578	14/09/2024	CALTEX BUSSELTON				114.50
			00153906	DB112 DIESEL UNABLE TO USE DEPOT	114.50	
3579	14/09/2024	GREAT EASTERN MOTOR LODGE				197.00
			4814	ACCOMMODATION FORUM ATTENDANCE	197.00	
3580	14/09/2024	MAILCHIMP				39.76
			MC19656873	MONTHLY MARKETING SUBSCRIPTION 24.08.24 TO 23.09.24	39.76	
3581	14/09/2024	SENDGRID				145.48
			INV14533277	DBK REC CTR MONTHLY AUTOMATED EMAIL SERVICE, LINKED TO ENVIBE FOR MONTH OF AUG 24	145.48	
3582	14/09/2024	WILSON PARKING CITIPARK				11.14
			30676	CAR PARKING FEE CEO ATTENDANCE AT AUSTRALIAN ELECTRICAL COMMISSION HEARING	11.14	
				TOTAL: CREDIT CARD PAYMENTS		**$519.88**
EFT PAYMENTS						
EFT29290C	02/09/2024	WESTNET PTY LTD				234.88
			141702732	NBN SERVICE - DBK LIBRARY/SCHOOL, DBK DEPOT & DBK ADMIN - 01.09.24 TO 01.10.24	234.88	
EFT29291	05/09/2024	AUSTRALIA POST ACCOUNTS				305.45
			1013482739	SHIRE, RATES, DBK LBRY, DBK REC CTR - POSTAGE - AUG 24	305.45	
EFT29292	05/09/2024	AUSTRALIAN SERVICES UNION WESTERN AUSTRALIAN BRANCH				371.00
			DEDUCTION	EMPLOYEE UNION DEDUCTIONS	185.50	
			DEDUCTION	EMPLOYEE UNION DEDUCTIONS	185.50	
EFT29293	05/09/2024	AMD				660.00
			INV8445	2024 DEFERRED PENSIONER CERTIFICATION	660.00	
EFT29294	05/09/2024	AMITY SIGNS				186.45
			17908	STREET SIGNS	151.80	
			17909	RURAL ROAD SIGN PLATE	34.65	
EFT29295	05/09/2024	WINC AUSTRALIA PTY LTD ACCOUNTS				460.10
			9045943992	ADMIN STATIONERY	460.10	
EFT29296	05/09/2024	AMLEC ELECTRICAL PTY LTD				840.00
			1209	DBK TRANSIT PARK - FLUORESCENT TUBES, EXHAUST FAN, PUSH BUTTON TIMER SWITCH. ADMIN CTR - SUPPLY FLUORESCENT TUBES AND STARTERS. APEX PARK - SUPPLY AND INSTALL NEW FLUORESCENT TUBES TO CUBICLES	840.00	
EFT29297	05/09/2024	BUNNINGS GROUP LIMITED				1,631.03
			2179/01437434	DBK TRANSIT PARK MISCELLANEOUS HARDWARE	51.97	
			2179/01437436	LANGLEY VILLAS MISCELLANEOUS HARDWARE	319.46	
			2706/01269780	LANGLEY VILLAS MISCELLANEOUS HARDWARE	1,259.60	
EFT29298	05/09/2024	BUNBURY & BUSSELTON AIR				625.62
			23898	1ST QUARTERLY SCHEDULED SERVICING HVAC EQUIP 2024/25	625.62	
EFT29299	05/09/2024	BALINGUP LIQUOR & GENERAL STORE				7.80
			BALINGUP.AUG24	BALINGUP BFB - GROCERIES	7.80	
EFT29300	05/09/2024	BANKS PEST AND WEED CONTROL				869.00
			18437	P&G - TREAT TERMITES IN TREES NEAR GUIDE HALL, SOUTHAMPTON RD SPRAY SUCKERS	869.00	
EFT29301	05/09/2024	BOYANUP BOTANICAL				127.60
			2400006616	P&G - AGONIS FLEXUOSA TREES	127.60	
EFT29302	05/09/2024	BUNBURY MAINTAIN A DOOR				3,090.00
			00005900	PRESTON - RESET AND TEST ROLLER DOORS	3,090.00	
EFT29303	05/09/2024	BETTER TELCO SOLUTIONS PTY LTD PHONE ACCOUNT				932.71
			434381264	ADMIN - MONTHLY PHONE/SIP ACCOUNT - AUG 24	932.71	

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EFT29304	05/09/2024	WD & VA BUCKNALL				235.00
			SUBSIDY	CROSSOVER SUBSIDY	235.00	
EFT29305	05/09/2024	NGAIRE LORRAINE BURKE				87.00
			REIMBURSE	REIMBURSE WORKING WITH CHILDREN CHECK	87.00	
EFT29306	05/09/2024	CARBONE BROS. PTY LTD				17,252.95
			I107689	CEMETERY RD - DRAINAGE CLEAN & RENEWAL	8,230.20	
			I107690	BRIDGE ST AREA - KERB REPAIRS & DRAINAGE IMPROVEMENTS	9,022.75	
EFT29307	05/09/2024	CITY & REGIONAL FUELS				11,030.09
			012607	DB8887 MGR FINANCIAL SERVICES - FUEL - AUG 24	104.08	
			028690	DB8894 MGR CORPORATE SERVICES - FUEL - AUG 24	85.25	
			116668	DB8893 MGR DEVELOPMENT SERVICES - FUEL - AUG 24	82.90	
			062508	DB463 PRINCIPAL PLANNER - FUEL - AUG 24	105.00	
			045023	DB8250 DIRECTOR OPERATIONS - FUEL - AUG 24	85.64	
			012770	DB8887 MGR FINANCIAL SERVICES VEHICLE -FUEL - AUG 24	77.88	
			00998039	BULK DIESEL EXPENSES - AUG 24	2,361.86	
			137675	DB8887 MGR FINANCIAL SERVICES - FUEL - AUG 24	57.93	
			045376	DB252 PRINCIPAL ENVIRO HEALTH OFFICER - FUEL - AUG 24	90.56	
			117618	DB8893 MGR DEVELOPMENT SERVICES - FUEL - AUG 24	84.73	
			029071	DB2523 BEELERUP BFB- FUEL - AUG 24	170.05	
			00999754	BULK DIESEL EXPENSES - AUG 24	4,825.92	
			029116	DB8887 MGR FINANCIAL SERVICES VEHICLE -FUEL - AUG 24	89.92	
			029126	DB463 PRINCIPAL PLANNER - FUEL - AUG 24	93.94	
			118623	DB8893 MGR DEVELOPMENT SERVICES - FUEL - AUG 24	78.63	
			029181	DB8891 MGR RECREATION SERVICES - FUEL - AUG 24	89.68	
			045905	DB252 PRINCIPAL ENVIRO HEALTH OFFICER - FUEL - AUG 24	42.73	
			029166	DB8894 MGR CORPORATE SERVICES - FUEL - AUG 24	84.34	
			029267	DB8887 MGR FINANCIAL SERVICES VEHICLE - FUEL- AUG 24	85.50	
			006259	DB8893 MGR DEVELOPMENT SERVICES - FUEL - AUG 24	83.20	
			017006	DB252 PRINCIPAL ENVIRO HEALTH - FUEL - AUG 24	90.74	
			01002237	BULK DIESEL EXPENSES - AUG 24	2,159.61	
EFT29308	05/09/2024	CLIFFORD AUTO REPAIRS				304.61
			H3826	DB8250 - SERVICE	304.61	
EFT29309	05/09/2024	DUG CROSS ELECTRICS				2,182.00
			3778	DBK WORKS DEPOT - REPAIR GENERATOR SWITCH	285.00	
			3778	REPLACE CABLE AND PLUGS ON GENERATOR	1,490.00	
			3778	PRESTON VILLAGE U2 - REPLACE FAULTY RCD	220.00	
			3778	PRESTON VILLAGE U6 - REPAIRS TO LIGHT FITTING IN GARAGE	187.00	
EFT29310	05/09/2024	WESTERN AUSTRALIA POLICE				18.00
			127091274	BFB POLICE CLEARANCE	18.00	
EFT29311	05/09/2024	BIDFOOD BUNBURY				218.08
			I63362105.BRY	DBK REC CTR - KIOSK STOCK	172.42	
			C6562432.BRY	DBK REC CTR - CREDIT KIOSK STOCK	-28.17	
			I63580918.BRY	DBK REC CTR - KIOSK STOCK	73.83	
EFT29312	05/09/2024	CRS ELECTRICAL				359.61
			00003588	DBK REC CTR - REPLACE BREAKER SWITCHES TO SWIMMING POOL HEAT PUMP, REPLACE TIMER FOR OUTDOOR CAR PARK LIGHTS	359.61	
EFT29313	05/09/2024	CROSS SECURITY SERVICES				128.70
			INV33237	LOWDEN BFB - QUARTERLY SECURITY MONITORING EXPENSES 01.07.24 TO 30.09.24	128.70	
EFT29314	05/09/2024	CHUBB FIRE & SECURITY PTY LTD				440.00
			195714	WARDEN TRAINING	440.00	

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EFT29315	05/09/2024	CORSIGN WA				74.80
			00088030	PRESTON RIVER PATH - CUSTOM SIGN - DOG OFF LEAD/DOG ON LEAD	74.80	
EFT29316	05/09/2024	CAFE 48				279.50
			00027032	COUNCILLORS REFRESHMENTS WORKSHOP 07.08.24	91.00	
			00027175	COUNCILLORS REFRESHMENTS WORKSHOP 14.08.24	91.00	
			00027465	COUNCILLORS REFRESHMENTS WORKSHOP 28.08.24	6.50	
			00027466	COUNCILLORS REFRESHMENTS WORKSHOP 28.08.24	91.00	
EFT29317	05/09/2024	CS LEGAL				264.00
			033852	SKIP TRACE FEES	264.00	
EFT29318	05/09/2024	CAPE TRAINING & ASSESSING				1,750.00
			CT INV1098	BASIC CHAINSAW TRAINING	1,750.00	
EFT29319	05/09/2024	CSSTECH				1,795.96
			I0003762	SAMSUNG TABLET, CASE & FREIGHT	1,071.00	
			I0003761	ESL - DBK SES MOBILE PHONE	724.96	
EFT29320	05/09/2024	DONNYBROOK MEDICAL SERVICES				165.00
			33974	PRE EMPLOYMENT MEDICAL	165.00	
EFT29321	05/09/2024	DONNYBROOK HARDWARE & GARDEN				491.97
			11222508	BLN P&G - POLY PIPE	50.00	
			11222710	P&G - DRILL BITS	83.28	
			11223669	CAT LITTER	31.95	
			11223787	P&G - RATCHET, BOLT CUTTER, TAPE MEASURE	97.60	
			11224587	P&G - KWIKSET, NUT DRIVER BIT	49.95	
			11224906	ADMIN -FISH PELLETS	14.85	
			11225081	APPLE FUN PARK - TAPE DUCT	12.05	
			11225735	BLN P&G - RETIC PARTS	45.44	
			11226027	PUBLIC HALL, EGAN TRANSIT PARK, BLN PUBLIC TOILETS - KEY TAGS	88.30	
			11226054	P&G - WATER STORAGE CRYSTALS	18.55	
EFT29322	05/09/2024	DONNYBROOK BUTCHERS				85.27
			INV3071	W&S - GROCERIES	85.27	
EFT29323	05/09/2024	DONNYBROOK FRUIT BARN PTY LTD				482.59
			222185	DBK HALL - GAS BOTTLES	381.46	
			97259	VARIOUS BFB - FUEL EXPENSES	44.97	
			225769	VARIOUS BFB - FUEL EXPENSES	56.16	
EFT29324	05/09/2024	DONNYBROOK BRIDGESTONE TYRE SERVICE				907.50
			42797	SOUTHAMPTON RD - HIRE OF KUBOTA EXCAVATOR	907.50	
EFT29325	05/09/2024	DONNYBROOK FARM SERVICE				1,234.39
			262863	P&G - SOLENOID VALVE & POLY RISER	80.00	
			263357	VC MITCHELL - RETIC PARTS	194.91	
			263371	VC MITCHELL - RETIC PARTS	49.45	
			263551	DBK REC CTR - SODIUM HYPOCHLORITES	404.80	
			263643	P&G - HERBICIDE	49.50	
			263785	BLN P&G - RETIC PARTS	15.73	
			263900	P&G - RED DYE	55.00	
			263907	STORM WATER PIPE	385.00	
EFT29326	05/09/2024	DONNYBROOK FRESH SUPA IGA				1,033.75
			04/2815	ADMIN - GROCERIES	156.71	
			07/2067	COUNCILLORS REFRESHMENTS - WORKSHOP 14 & 7 AUG 24 & ADMIN GROCERIES	112.47	
			01/5255	W&S - GROCERIES	51.35	
			06/3396	ESL - ADVANCED & CREW LEADER - CATERING & GROCERIES	170.62	
			01/6303	ADMIN - GROCERIES	44.86	

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			02/5248	COUNCILLORS REFRESHMENTS WORKSHOP 14.08.24	10.80	
			02/5289	W&S - GROCERIES	50.78	
			03/2865	ADMIN - GROCERIES	139.52	
			03/3288	ADMIN - GROCERIES	34.97	
			03/3649	W&S - GROCERIES	50.45	
			08/3544	W&S - ANIMAL FOOD FOR POUND	40.87	
			03/5433	ADMIN - GROCERIES	27.54	
			04/840	W&S - GROCERIES	50.09	
			03/5995	ADMIN REFRESHMENTS MTG 29.08.24	92.72	
EFT29327	05/09/2024	DAVID GRAY & CO PTY LTD PERTH				5,932.00
			I643264	SECURE BIN POSTS, SECURITY LOCK LID RESTRICTORS PLUS FRIEGHT	5,932.00	
EFT29328	05/09/2024	DBCEC (WA) PTY LTD				2,316.60
			00003263	P&G - EXCAVATOR HIRE TO CLEAN OUT DRAIN IN ECCELSTON STREET	786.50	
			00003264	BLN P&G - SUPPLY GRAVEL AND SPREAD NEXT TO FIRE STATIONS	665.50	
			00003265	EGAN PARK - SUPPLY GRAVEL AND SPREAD	864.60	
EFT29329	05/09/2024	ELITE CLEANING WA				3,256.00
			AUG 24	BLN & MULLALUP BFB - ROOF CLEANING	3,256.00	
EFT29330	05/09/2024	FAIRTEL PTY LTD				154.00
			406231264	DBK SES - PHONE AND NBN SERVICE	154.00	
EFT29331	05/09/2024	NIGEL STUART GRAVETT				58.70
			REIMBURSE	REIMBURSE POLICE CLEARANCE FEE	58.70	
EFT29332	05/09/2024	ERWIN GERRITSEN				64.00
			REIMBURSE	REIMBURSE POLICE CLEARANCE FEE	64.00	
EFT29333	05/09/2024	HASTIE WASTE PTY LTD				42,557.39
			95869	DBK WMF - ANNUAL HIRE OF FRONTLINE RECYCLING BINS	1,805.34	
			96770	DBK WMF - CREDIT NOTE	-1,504.45	
			97135	DBK WMF - HAZIBAG, DELIVERY, PICKUP AND DISPOSAL	494.00	
			97136	DBK WMF - WEEKLY CARDBOARD RECYCLING SERVICE - AUG 24	860.00	
			97137	LANGLEY VILLAS - SKIP BIN HIRE 12.08.24 TO 26.08.24	831.00	
			97138	DBK WMF - EMPTY FRONTLIFT RECYCLING BINS AUG 24	156.00	
			97132	BLN TRANSFER STATION - MANAGEMENT - AUG 24	13,807.93	
			97131	DBK WMF - MANAGEMENT - AUG 24	26,107.57	
EFT29334	05/09/2024	IKON GLASS SOUTH WEST				715.00
			29383	LANGLEY VILLAS U5 - SUPPLY AND INSTALL CONTINUOUS SILL TO SHOWER PIVOT DOOR	715.00	
EFT29335	05/09/2024	JONNO'S HANDYMAN AND CARPENTRY SERVICES				3,238.25
			414	PRESTON VILLAGE U2 - CALL OUT TO TOILET	66.00	
			415	PRESTON VILLAGE - GROUND MAINTENANCE	172.00	
			416	SHERP LANGLEY VILLAS - LANDSCAPING AND HANDYMAN WORK	3,000.25	
EFT29336	05/09/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA				435.00
			40984	FINANCE FOR NON FINANCIAL PEOPLE	435.00	
EFT29337	05/09/2024	MALATESTA ROAD PAVING & HOTMIX				720.00
			SINV05509	CUNDINUP KIRUP RD - EMULSION	720.00	
EFT29338	05/09/2024	MAINSPRAY				19,888.00
			4825	GRAVEL ROADS BIANNUAL ROAD SPRAY	19,888.00	

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EFT29339	05/09/2024	PRESTON VALLEY MAINTENANCE				1,342.00
			INV1885	VIN FARLEY PARK - VANDALISM - REFIT SOAP DISPENSER, APEX PARK - VANDALISM - INSTALL NEW SOAP DISPENSER, APPLE FUNPARK - VANDALISM - REPAIR AND PAINT DAMAGED DOOR, SUPPLY AND FIT HANDLES, REPLACE ENGAGEMENT LOCK, DBK REC CTR - ASSESS ROOF LEAKS IN KITCHEN AND MAIN PAVILION, SILICONE SEAL KITCHEN EXTRACTION DUCKTING & PAVILION ROOF TECK SCREWS, SHERP - LANGLEY VILLAS - REMOVE TILED AWNING STRUCTURES FROM FRONT OF U7, 8 & 9, ADMIN CTR - REPAIR TOILET DOOR INDICATOR BOLT	1,342.00	
EFT29340	05/09/2024	PRESTON POWER EQUIPMENT				1,173.50
			7783 #11	EDGER BLADES	70.00	
			17835 #2	P&G - FILE HOLDER, FUEL/OIL CONTAINER	122.00	
			17882 #2	EDGER BLADES	121.00	
			17904	WORKSHOP CONSUMABLES	127.00	
			17921 #11	P&G - CHAIN OIL	45.00	
			17922 #11	P&G - SPRING AUTOCUT, BASE COVER, NYLON LINE	66.50	
			17928	SHARPENING AND REPAIRS TO REEL MOWER	622.00	
EFT29341	05/09/2024	PUBLIC TRUSTEE				322,524.66
			T262	REFUND ACCOMMODATION BOND HELD FOR ESTATE OF MARGARET ANNE TURNBULL	322,524.66	
EFT29342	05/09/2024	PICKLEBALL ASSOCIATION OF WESTERN AUSTRALIA				678.00
			INV000061	DBK REC CTR - PAWA PORTABLE PICKLEBALL NET, PICKLEBALL PADDLE, PAWA PICKLEBALL INDOOR	678.00	
EFT29343	05/09/2024	QUEST INNALOO				181.00
			833149	ACCOMMODATION AND PARKING 29.08.24	181.00	
EFT29344	05/09/2024	ROYAL LIFE SAVING SOCIETY WA INC.				1,050.00
			AX6269	DBK REC CTR - POOL LIFEGUARD REQUALIFICATION	1,050.00	
EFT29345	05/09/2024	WREN OIL				495.00
			174761	DBK WMF - PUMP OUT OIL WASTE DISPOSAL	495.00	
EFT29346	05/09/2024	SPRINT EXPRESS				22.00
			20052398	DB4517 - TRANSPORT GRADER, FRIEGHT COSTS FOR GRADER BLADES	22.00	
EFT29347	05/09/2024	SOS OFFICE EQUIPMENT				1,780.98
			SOS640783	PHOTOCOPIER COSTS - AUG 24	1,780.98	
EFT29348	05/09/2024	SOUTH WEST SEPTICS				1,580.00
			IV0000007794	BLN - PUMP OUT OF VILLAGE GREEN, OVAL & TRANSIT PARK SEPTIC TANKS	1,580.00	
EFT29349	05/09/2024	SOUTH REGIONAL TAFE				116.00
			I0029566	STAFF TRAINING - AUSCHEM SKILL SET	36.00	
			I0029594	STAFF TRAINING - AUSCHEM SKILL SET MANUAL	80.00	
EFT29350	05/09/2024	TELSTRA MELBOURNE ACCOUNTS				1,813.95
			4144385830	TELEPHONE - EGAN PARK RETICULATION CONNECTION, P&G RETICULATION, MOBILE - PART TIME RANGER	154.06	
			700000047535	MOBILE - BLN P&G. SUPERVISOR P&G, DBK REC CTR, MGR W&S, CEO, PRINCIPAL EHO, PRINCIPAL PLANNER, SENIOR RANGER, COORDINATOR TECH SERVICES, BUILDING SURVEYOR. IPAD/TABLET - LOWDEN BFB, MITIGATION FIRE CONTROL, LOWDEN BFB, MITIGATION FIRE CONTROL. SIM ONLY - RANGER POUND CAMERA, RANGER RESERVES CAMERA, DBK WASTE STATION, A/WORKS SUPERISOR, COORDINATOR WORKS	1,394.23	
			2814191580	TELEPHONE - DBK SES	15.00	
			4144385731	DEPOT SMARTFILL	20.00	
			0903546000	TELEPHONE - BLN LIBRARY	35.56	
			0288984600	ARGYLE/IRISHTOWN BFB - INTERNET, DATA SERVICES & EQUIPMENT RENTAL	99.99	
			0609775000	TELEPHONE - DBK LIBRARY	95.11	
EFT29351	05/09/2024	TROPHIES WEST				13.50
			00007368	ENGRAVED PLATE, SERVICE & POSTAGE	13.50	

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EFT29352	05/09/2024	TRUE TRACK TRUCK ALIGNING				250.00
			35377	DB4550 - TRANSPORT TRUCK WHEEL ALIGNMENT	250.00	
EFT29353	05/09/2024	TEAM GLOBAL EXPRESS PTY LTD				357.89
			0631S391160	TRAFFIC SIGNS FREIGHT EXPENSES	357.89	
EFT29354	05/09/2024	THE PRINT SHOP BUNBURY				3,668.50
			1662472	PRODUCTION OF FIRE PREVENTION ORDER 2024/2025	3,668.50	
EFT29355	05/09/2024	THE FINE TIMBER COMPANY				2,936.00
			INV0350	VC MITCHELL JARRAH DECKING ENTRY STATEMENT	2,936.00	
EFT29356	05/09/2024	TOTALLY WORKWEAR BUNBURY				456.40
			007100365191	STAFF UNIFORM	145.20	
			007100364921	STAFF UNIFORM	311.20	
EFT29357	05/09/2024	LANDGATE VALUATION SERVICES				18.10
			396343	INTERIM VALUATIONS	18.10	
EFT29358	05/09/2024	SYNERGY				6,440.25
			424501220	ELECTRICITY - ADMIN CENTRE - 18.06.24 TO 05.08.24	1,916.01	
			497576020	ELECTRICITY - ESL EXPENDITURE MULLALYUP BFB - 19.06.24 TO 15.08.24	145.43	
			513995850	ELECTRICITY - STANDPIPE MARSHALL RD ARGYLE/IRISHTOWN BFB - 20.06.24 TO 15.08.24	114.68	
			630485710	ELECTRICITY - KIRUP HALL - 19.06.24 TO 15.08.24	92.27	
			615654030	ELECTRICITY - BLN HALL (AND LIBRARY) - 20.06.24 TO 16.08.24	317.54	
			246960590	ELECTRICITY - MEMORIAL RSL PARK, KIRUP - 19.06.24 TO 15.08.24	289.08	
			358561530	ELECTRICITY - PIONEER PARK MULLALYUP - 19.06.24 TO 15.08.24	120.41	
			239461940	ELECTRICITY - RAC CHARGING STATION - 16.07.24 TO 19.08.24	1,293.85	
			193634300	ELECTRICITY - BLN BFB - 20.06.24 TO 16.08.24	151.26	
			574753070	ELECTRICITY -BLN OVAL -17.07.24 TO 15.08.24	660.52	
			207516790	ELECTRICITY - ESL DBK SES - 18.06.24 TO 21.08.24	317.93	
			111430430	ELECTRICITY - LIONS CLUB BUILDING - 08.06.24 TO 05.08.24	305.40	
			994663970	ELECTRICITY - VICTORY LANE - 20.06.24 TO 05.08.24	94.46	
			095364670	ELECTRICITY - MEMORIAL PARK BLN - 03.07.24 TO 27.08.24	197.18	
			417813870	ELECTRICITY - VC MITCHELL PARK - 20.06.24 TO 06.08.24	98.36	
			348242590	ELECTRICITY - VC MITCHELL PARK WATER PUMP - 20.06.24 TO 06.08.24	96.48	
			942379540	ELECTRICITY - BLN VILLAGE GREEN - 03.07.24 TO 28.08.24	229.39	
EFT29359	05/09/2024	WA LOCAL GOVERNMENT ASSOCIATION (WALGA)				3,804.10
			SI011581	WALGA - OVERSEE ASSET MANAGEMENT STRATEGY	654.50	
			LGC24265	2024 WALGA CONVENTION	1,801.80	
			LGC24261	2024 WALGA CONVENTION	1,801.80	
			LGC2471	CREDIT NOTE 2024 WALGA CONVENTION	-1,603.80	
			LGC2464	CREDIT NOTE 2024 WALGA COVENTION	-198.00	
			LGC24258	2024 WALGA CONVENTION	1,347.80	
EFT29360	05/09/2024	KEITH WILLIAMS & CO				440.00
			00057460	DB2201 - TRANSPORT LOADER FOAM ON SEAT BASE, DB1250 - TRANSPORT LOADER FOAM ON SEAT BASE	440.00	
EFT29361	05/09/2024	VEOLIA ENVIRONMENTAL SERVICES				2,454.15
			2960243122	APPLE FUN PARK NORTH - SWEEPING - AUG 24	272.68	
			2960243123	APPLE FUN PARK SOUTH - SWEEPING - AUG 24	136.35	
			2960243124	DBK CBD - SWEEPING - AUG 24	954.38	
			2960243125	MAIN STREET NORTH - SWEEPING - AUG24	136.35	
			2960243126	MAIN STREET NORTH - SWEEPING - AUG 24	136.35	
			2960243127	BLN CBD - SWEEPING - AUG 24	818.04	

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EFT29362	05/09/2024	WESTRAC EQUIPMENT PTY LTD				441.51
			PI 9986276	DB4517 - TRANSPORT GRADER FILTERS	441.51	
EFT29362A	05/09/2024	SHIRE OF DONNYBROOK BALINGUP				164,647.73
			PAYROLL	PAYROLL FOR PERIOD ENDING 04.09.24	164,647.73	
EFT29362B	05/09/2024	AUSTRALIAN TAX OFFICE				44,115.00
			PAYG PE: 04.09.24	PAYG PE: 04.09.24	44,115.00	
EFT29362C	10/09/2024	SHERIFF'S OFFICE				86.00
			33374927	LODGEMENT FEE FOR UNPAID INFRINGMENT	86.00	
EFT29362D	10/09/2024	SHERIFF'S OFFICE				86.00
			33374951	LODGEMENT FEE FOR UNPAID INFRINGMENT	86.00	
EFT29362E	16/09/2024	SG FLEET AUSTRALIA PTY LIMITED				1,018.60
			AUSG00751367	LEASE ACCOUNT - CESM VEHICLE - 09.09.24 TO 08.10.24	1,018.60	
EFT29363	19/09/2024	HARMONIC IT				385.00
			2096	MANAGED FORTANALYZER FOR FIREWALLS SITE LICENSE	385.00	
EFT29364	19/09/2024	WINC AUSTRALIA PTY LTD ACCOUNTS				773.61
			9046085119	ADMIN STATIONERY	451.65	
			9046086817	ADMIN STATIONERY	321.96	
EFT29365	19/09/2024	ALLENS TRAFFIC MANAGEMENT				22,517.55
			INV311	JAYES ROAD TRAFFIC CONTROL 16.07.24, 05.08.24 & 06.08.24	2,587.20	
			INV312	UPPER CAPEL RD TRAFFIC MANAGEMENT 03.08.24 TO 31.08.24	2,574.00	
			INV313	SOUTHAMPTON RD TRAFFIC MANAGEMENT 04.08.24 TO 31.08.24	6,367.90	
			INV314	TRAFFIC MANAGEMENT FOR WINTER DRAIN MAINTENANCE AND POTHOLES - AUG 24	10,988.45	
EFT29366	19/09/2024	ABLE SALES				32,900.00
			848144	VC MITCHELL GENERATOR	32,900.00	
EFT29367	19/09/2024	ARM SECURITY				142.78
			CINS3173249	BEELERUP BFB - SECURITY MONITORING - 01.10.24 TO 31.12.24	142.78	
EFT29368	19/09/2024	AGTRAC MACHINERY				49.08
			SO01675	P&G - DUST COVER	49.08	
EFT29369	19/09/2024	ACTIV FOUNDATION INC.				1,760.00
			INV127549	DBK CEMETERY - INSTALL MULCH AND LIMESTONE	1,760.00	
EFT29370	19/09/2024	BENARA NURSERIES				2,692.99
			566373	P&G - VARIOUS TREES	2,692.99	
EFT29371	19/09/2024	BOC LIMITED				64.75
			5006444471	W&S - 15KG FORKLIFT BOTTLE	64.75	
EFT29372	19/09/2024	BDA TREE LOPPING				35,200.00
			845	TREE PRUNING - AUG 24	35,200.00	
EFT29373	19/09/2024	BLUE FORCE PTY LTD				495.00
			213264	PRESTON VILLAGE MONTHLY EMERGENCY HELP MONITORING - AUG 24	495.00	
EFT29374	19/09/2024	BUNBURY HARVEY REGIONAL COUNCIL				5,557.50
			INV5058	ORGANICS DISPOSAL - AUG 24	5,557.50	
EFT29375	19/09/2024	BUNBURY CITY GLASS				32,432.97
			C003227	DBK REC CTR - SUPPLY AND INSTALL COMMERCIAL FRAME WINDOWS AND DOORS	31,832.97	
			C003227A	DBK REC CTR - REMOVE AND REINSTALL SHOPFRONTS	600.00	
EFT29376	19/09/2024	BALINGUP WELDING & CIVIL PTY LTD				308.00
			00000752	MAF LANGRIDGE RD BROOKHAMPTON EQUIPMENT CARTAGE EXPENSESE	308.00	
EFT29377	19/09/2024	SOUTHWEST FIRE MITIGATION SERVICES				27,073.77
			SE28	MITIGATION ACTIVITY FUND - EQUIPMENT HIRE & CONSUMABLES, LABOUR HIRE, PETROL	27,073.77	

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EFT29378	19/09/2024	BUNBURY REFRIGERATION PTY LTD				1,020.00
			3891	DBK WMF - DEGASSING FRIDGES/FREEZERS	1,020.00	
EFT29379	19/09/2024	COATES HIRE OPERATIONS PTY LTD BUNBURY BRANCH				11,244.98
			23520058	MARDAWARRA RD & WARNER ST - HIRE OF MULTI TYRE ROLLER	11,244.98	
EFT29380	19/09/2024	CITY & REGIONAL FUELS				4,973.02
			029376	DB8891 MGR RECREATION SERVICES - FUEL - AUG 24	79.16	
			01003577	BULK DIESEL EXPENSES - AUG 24	1,263.16	
			046407	DB8250 DIRECTOR OPERATIONS - FUEL - AUG 24	106.33	
			029466	DB8894 MGR CORPORATE SERVICES - FUEL - AUG 24	81.45	
			028016	DB8893 MGR DEVELOPMENT SERVICES - FUEL - AUG 24	83.30	
			017068	DB252 PRINCIPAL ENVIRO HEALTH OFFICER - FUEL - AUG 24	100.44	
			001859	DB463 PRINCIPAL PLANNER - FUEL - AUG 24	99.88	
			01004277	BULK DIESEL EXPENSES - AUG 24	2,780.60	
			029609	DB8891 MGR RECREATION SERVICES -FUEL - AUG 24	63.81	
			029606	DB8887 MGR FINANCIAL SERVICES VEHICLE - FUEL - AUG 24	85.99	
			029653	DB8894 MGR CORPORATE SERVICES - FUEL - AUG 24	52.23	
			121498	DB8893 MGR DEVELOPMENT SERVICES - FUEL - AUG 24	83.41	
			046964	DB252 PRINCIPAL ENVIRO HEALTH OFFICER - FUEL - AUG 24	93.26	
EFT29381	19/09/2024	CLEANAWAY OPERATIONS PTY LTD				5,238.54
			21804908	BLN TRANSFER STN - CLEAR 4.5M & 9M GENERAL WASTE BINS - AUG 24	4,656.42	
			21805642	BLN TRANSFER STN - CLEAR 4.5M RECYCLING WASTE BINS - AUG 24	582.12	
EFT29382	19/09/2024	COATES CIVIL CONSULTING PTY LTD				6,875.00
			24053	BLN NANNUP RD - REGIONAL ROAD GROUP DESIGN WORKS	6,875.00	
EFT29383	19/09/2024	CLEANAWAY				40,961.89
			21808109	REFUSE COLLECTION WASTE - AUG 24	40,961.89	
EFT29384	19/09/2024	CORSIGN WA				1,219.90
			00088191	TRAFFIC SIGNS	1,219.90	
EFT29385	19/09/2024	CONNECT CALL CENTRE SERVICES				329.73
			00117663	AFTERHOURS CALL CENTRE W&S, P&G, RANGERS - AUG 24	329.73	
EFT29386	19/09/2024	CSSTECH				81.40
			I0003777	SAMSUNG POWER ADAPTER, PLUS FREIGHT	81.40	
EFT29387	19/09/2024	TIMOTHY PATRICK CLYNCH				491.00
			REIMBURSE	DINNER - WARREN BLACKWOOD ALLIANCE OF COUNCILS MEETING	491.00	
EFT29388	19/09/2024	CROMMELIN AIR & POWER PTY LTD				684.31
			81504	SERVICE AIR COMPRESSOR	684.31	
EFT29389	19/09/2024	DONNYBROOK MEDICAL SERVICES				165.00
			35525	PR EMPLOYMENT MEDICAL	165.00	
EFT29390	19/09/2024	DONNYBROOK BRIDGESTONE TYRE SERVICE				2,341.25
			42839	IRISHTOWN RD, MCCUTCHEON RD, MEOTTI RD - HIRE OF KABUTOA EXCAVATOR	1,361.25	
			42830	DB606 - P&G MOWER - TYRE REPAIR	27.50	
			42868	BLN BFB - TRAILER 1THP007 - REPLACEMENT TYRES	650.00	
			42974	DBK CEMETERY - HIRE OF KABOTA EXCAVATOR	302.50	
EFT29391	19/09/2024	DAVID GRAY & CO PTY LTD PERTH				143.99
			I647092	KEYS FOR BIN POSTS AND ASSOCIATED HARDWARE	143.99	
EFT29392	19/09/2024	DE LAGE LANDEN PTY LTD				670.12
			99928857081	LEASE CONTRACT ICISCO SWITCHES - 21.08.24 TO 20.09.24	670.12	

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EFT29393	19/09/2024	DONNYBROOK MOBILE WELDING				330.00
			INV0101	DB8948 - TRANSPORT UTE - WELDING OF FRAMES FOR SIGNS	330.00	
EFT29394	19/09/2024	MICHELLE DENNIS				8.87
			REIMBURSE	DB8893 - FUEL FOR LOAN CAR	8.87	
EFT29395	19/09/2024	DRY KIRKNESS (AUDIT) PTY LTD				935.00
			DK226774	MINNINUP EXTERNAL - AUDIT FOR ACQUITTAL	935.00	
EFT29396	19/09/2024	DEPARTMENT OF FIRE AND EMERGENCY SERVICES				114,726.00
			157824	ESL 1ST QUARTER CONTRIBUTION 2024/2025	114,726.00	
EFT29397	19/09/2024	GJ FREIGHT				99.00
			00123172	VC MITCHELL - ITALIA STONE - FREIGHT	99.00	
EFT29398	19/09/2024	HOWARD PORTER PTY LTD				825.00
			36639	DB4050 - TRANSPORT TRUCK - HYDAULIC HOSE EXTENSIONS	825.00	
EFT29399	19/09/2024	HERSEY'S SAFETY PTY LTD				523.60
			50703	W&S - PPE	523.60	
EFT29400	19/09/2024	HASTIE WASTE PTY LTD				180.00
			97133	CLIFFORD ST - SERVICING OF FRONTLIFT WASTE BIN - AUG 24	90.00	
			97134	SOUTH WEST HWY - SERVICING OF FRONTLIFT WASTE BIN - AUG 24	90.00	
EFT29401	19/09/2024	HARDY SPICER				334.78
			29739	CREDIT NOTE INV 667839	-370.14	
			705615	DB754 - TRANSPORT BACKHOE HYDRAULIC HOSE, HOSE PLUGS. DB4050 - TRANSPORT TRUCK HOSE CLAMPS	480.67	
			706495	DB1250 - TRANSPORT LOADER HYDRAULIC HOSE	224.25	
EFT29402	19/09/2024	IT VISION				554.40
			INITV41533	APPLY LEAVE ENTITLEMENT TO PAYSLIPS	554.40	
EFT29403	19/09/2024	JONNO'S HANDYMAN AND CARPENTRY SERVICES				7,301.25
			417	PRESTON VILLAGE - GROUNDS MAINTENANCE	110.00	
			418	SHERP LANGLEY VILLAS - GARDEN AND LANDSCAPING	2,751.26	
			419	SHERP LANGLEY VILLAS - GARDEN AND LANDSCAPING	4,439.99	
EFT29404	19/09/2024	JOCKS BLOCK PTY LTD				1,043.60
			243	SOUTHAMPTON RD - GRAVEL USAGE - AUG 24	1,043.60	
EFT29405	19/09/2024	WESFARMERS KLEENHEAT GAS P/L ACC'S				125.40
			66307422	BLN HALL, DBK HALL, DBK REC CTR - GAS FACILITY FEE	125.40	
EFT29406	19/09/2024	LIVING SPRINGS WATER PTY LTD				26.00
			173481	ADMIN & COUNCIL CHAMBER - SPRING WATER - AUG 24	26.00	
EFT29407	19/09/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA				1,040.00
			40965	PROJECT MANAGEMENT ESSENTIALS TRAINING COURSE	1,040.00	
EFT29408	19/09/2024	LFA FIRST RESPONSE				12,317.70
			IN42914	ESL - ALL BFB DEFIBS REPLACEMENT BATTERIES	12,317.70	
EFT29409	19/09/2024	MCLEODS BARRISTERS & SOLICITORS				1,486.10
			140754	ECOURTS LODGEMENT & LEGAL ADVICE PERTAINING TO MINOR CASE CLAIM	650.98	
			140959	REVIEW OF VALIDITY OF NOTICE	835.12	
EFT29410	19/09/2024	MJB INDUSTRIES PTY LTD				374.22
			00014104	HUNTER ST - STORMWATER LINER, JP COVER WITH INSERT	374.22	
EFT29411	19/09/2024	MICROSOFT REGIONAL SALES CORPORATION				2,122.23
			E0700TJH4C	MICROSOFT EMAIL SERVICE, OFFICE 365 BUSINESS PREMIUM & EXCHANGE ONLINE - AUG 24	2,062.83	
			E0700TJRV7	MICROSOFT EMAIL SERVICE, OFFICE 365 BUSINESS PREMIUM & EXCHANGE ONLINE - AUG 24	59.40	
EFT29412	19/09/2024	ROSS MARSHALL				163.35
			REIMBURSE	VC MITCHELL 3 X CHAIRS	163.35	

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EFT29413	19/09/2024	MARGARET RIVER STRUCTURAL ENGINEERING PTY LTD				330.00
			2678	DBK COMMUNITY CTR - COLORBOND ROOF TIE DOWN ENGINEERING DETAIL	330.00	
EFT29414	19/09/2024	GARY JOHN NEWMAN				149.58
			T306	REFUND STANDPIPE SWIPE CARD BOND	50.00	
			REFUND	REFUND BALANCE ON STANDPIPE SWIPE CARD	99.58	
EFT29415	19/09/2024	NIGHTGUARD SECURITY SERVICE SW				220.00
			INV3664	ADMIN - ATTEND TO AFTER HOURS SECURITY TO EVALUATE ALARM INCIDENTS	220.00	
EFT29416	19/09/2024	OFFICEWORKS				30.43
			616251782	ADMIN - STATIONERY	30.43	
EFT29417	19/09/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD				889.86
			1770699	ADVERTISEMENT OF RFT 032425 - VC MITCHELL CAR PARK UPGRADES	528.28	
			1770698	ADVERTISEMENT OF RFT 032425 - VC MITCHELL CAR PARK UPGRADES	361.58	
EFT29418	19/09/2024	OBAN GROUP PTY LTD				102,670.68
			40320G	SHERP LANGLEY VILLAS - NEW CONCRETE TO FRONT PORCHES	5,431.72	
			40320G	SHERP LANGLEY VILLAS - REFURBISHMENT WORKS	97,238.96	
EFT29419	19/09/2024	PERKINS BUILDERS				740,741.99
			12709	VC MITCHELL PARK SPORTING AND RECREATION PRECINCT STAGE 1 DESIGN PHASE & STAGE 2 CONSTRUCTION PHASE - CLAIM #17	740,741.99	
EFT29420	19/09/2024	PRESTON PRESS				500.00
			00005907	MONTHLY SHIRE CONNECT DOUBLE PAGE FEATURE	500.00	
EFT29421	19/09/2024	PRESTON VALLEY MAINTENANCE				6,866.00
			INV1891	ADMIN CTR - REMOVE BROKEN KEY FROM DOOR LOCK, TIGHTEN DOOR HARDWARE & HINGES, ADJUST DOOR CLOSERS, ADJUST STRIKER PLATES, ADJUST DOOR CLOSER.	200.00	
			INV1892	INSURANCE CLAIM - BANK BUILDING FENCE DAMAGE - REMOVE BROKEN FENCE, RESTACK PAVING BRICKS	1,892.00	
			INV1893	PUBLIC TOILETS - APEX PARK - VANDALISM REPAIRS	704.00	
			INV1894	SHERP LANGLEY VILLAS - SUPPLY AND INSTALL GREY CONCRETE EITHER SIDE OF DRIVEWAY, CONNECT FRONT PORCH PIER DOWNPIPE TO STORMWATER, SUPPLY AND INSTALL GREY CONCRETE RAMP FROM REAR PORCH TO STOREROOM DOOR, CONCRETE FILL OLD SUPER 6 FENCE GAPS UNDER NEW GATES	4,070.00	
EFT29422	19/09/2024	WA DISTRIBUTORS PTY LTD				356.20
			989277	DBK REC CTR - CLEANING CONSUMABLES	356.20	
EFT29423	19/09/2024	ROYAL LIFE SAVING SOCIETY WA INC.				175.00
			AX6669	POOL LIFEGUARD RENEWAL	175.00	
EFT29424	19/09/2024	WREN OIL				374.00
			175251	DBK WMF - OIL WASTE PUMPOUT AND DISPOSAL	374.00	
EFT29425	19/09/2024	REPCO DONNYBROOK				222.79
			4380196901	SPARK PLUG, BRAKE CYLINDER, 50A CONNECTORS	39.89	
			4380197452	DB8329 - P&G UTE ENERGIZER BATTERY	7.87	
			4380197450	BEARING & MARINE SEAL KIT	57.75	
			4380197433	SOCKET	11.25	
			4380197842	CREDIT NOTE INV 4380197433 SOCKET	-11.25	
			4380198016	SANDPAPER WET & DRY	41.03	
			4380198423	TRAILER BOLT COUPLING	65.90	
			4380198496	DB4517 - TRANSPORT GRADER SOCKET	21.90	
			4380184052	CREDIT NOTE INV 4380184041	-11.55	

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EFT29426	19/09/2024	SPRINT EXPRESS				22.00
			20052417	FREIGHT COSTS FOR STATE WIDE BEARINGS FOR MULCHER	22.00	
EFT29427	19/09/2024	ST JOHN AMBULANCE AUSTRALIA				170.00
			FAINV01221715	FIRST AID COURSE	170.00	
EFT29428	19/09/2024	SETON AUSTRALIA				765.00
			9357019021	BLN LIBRARY - PSA BACKED YELLOW TACTILES	765.00	
EFT29429	19/09/2024	STATEWIDE BEARINGS				179.08
			Y358156	W&S - MULCHER BEARING	179.08	
EFT29430	19/09/2024	SHREDX PTY LTD & AUSTRALIAN PAPER RECYCLING				153.98
			02257587	ADMIN OFFICE - SHREDDING BIN PICKUP	153.98	
EFT29431	19/09/2024	SMARTSHEET AUSTRALIA PTY LTD				15,620.00
			INV2009941	ENTERPRISE PLAN PLUS PREMIUM SUPPORT PACKAGE - 31.08.24 TO 30.08.24	15,620.00	
EFT29432	19/09/2024	SHAPE MANAGEMENT				7,499.80
			INV0262	VC MITCHELL PARK - PROJECT MANAGEMENT AND SUPERINTENDENCY SERVICES - AUG 24	7,499.80	
EFT29433	19/09/2024	SOUTH WEST CLEANING				12,906.06
			00007996	TOILET CLEANING - AUG 24	7,295.31	
			00008000	SHERP MINNINUP COTTAGES - CLEANING OF UNITS AFTER REFURBISHMENT	772.20	
			00007999	CONTRACT CLEANING - AUG 24	4,838.55	
EFT29434	19/09/2024	SYKES ENGINEERING PTY LTD TRADING AS SOUTHWEST ELECTRICAL				137,505.10
			INV002523	VC MITCHELL PARK - OVAL LIGHTING	137,505.10	
EFT29435	19/09/2024	JENNIFER KERRY SEQUEIRA				5,894.23
			A5145	RATES REFUND FOR ASSESSMENT A5145 LOT 55 BLIGH ST NOGGERUP WA 6225	5,894.23	
EFT29436	19/09/2024	SOUTH WEST CUSTOM CANVAS				32,302.00
			330	SHERP LANGLEY VILLAS - SUPPLY AND INSTALL EXTERIOR PATIO BLINDS	6,090.00	
			331	SHERP LANGLEY VILLAS - SUPPLY AND INSTALL EXTERIOR PATIO BLINDS	5,895.00	
			332	SHERP LANGLEY VILLAS - SUPPLY AND INSTALL EXTERIOR PATIO BLINDS	7,770.00	
			333	SHERP LANGLEY VILLAS - SUPPLY AND INSTALL EXTERIOR PATIO BLINDS	4,000.00	
			334	SHERP LANGLEY VILLAS - SUPPLY AWNINGS OVER REAR BEDROOM WINDOWS, EXTRA BLIND AND POST TO FRONT OF PORCHES	8,547.00	
EFT29437	19/09/2024	DIANE SAUNDERS				66.00
			REFUND	DBK TRANSIT PARK FEES - BOOKING #21857, #21858 20.09.24	66.00	
EFT29438	19/09/2024	TELSTRA MELBOURNE ACCOUNTS				229.98
			0907038000	TELEPHONE - DBK REC CTR - SEP 24	124.99	
			1836928700	TELEPHONE - THOMSON BROOK BFB - SEP 24	69.89	
			0941920300	TELEPHONE - DBK SES BULDING - SEP 24	35.10	
EFT29439	19/09/2024	WA TREASURY CORPORATION				117,364.82
			LOAN 94	LOAN CAPITAL & INTEREST REPAYMENT	117,364.82	
EFT29440	19/09/2024	TEAM GLOBAL EXPRESS PTY LTD				177.38
			0632S391160	SIGNS & WATER SAMPLING - FREIGHT	96.49	
			0633S391160	SIGNS - FREIGHT	80.89	
EFT29441	19/09/2024	TENDERLINK				180.40
			AU645345	VC MITCHELL - CARPARK NORTH OVAL - TENDERLINK	180.40	
EFT29442	19/09/2024	TRUE BLUE TURF				1,059.70
			V18423	SHERP LANGLEY VILLAS - TURF FOUNDATION SOIL IMPROVER	1,059.70	
EFT29443	19/09/2024	TPG NETWORK PTY LTD				1,304.60
			20926506	ADMIN - MONTHLY FAST FIBRE INTERNET AND LINE SERVICE - 01.08.24 TO 31.08.24	1,304.60	

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EFT29444	19/09/2024	TOTALLY WORKWEAR BUNBURY				801.80
			007100366155	STAFF UNIFORM	505.90	
			007100366322	STAFF UNIFORM	295.90	
EFT29445	19/09/2024	LANDGATE VALUATION SERVICES				624.02
			396479	INTERIM VALUATIONS	624.02	
EFT29446	19/09/2024	WATER CORPORATION ACCOUNTS				120.35
			9019176074	SEWERAGE - DBK MEDICAL CENTRE - 01.09.24 TO 31.10.24	120.35	
EFT29447	19/09/2024	SYNERGY				18,921.37
			055137500	ELECTRICITY - DBK REC CTRE - 16.07.24 TO 19.08.24	9,760.43	
			229621950	ELECTRICITY - STREET LIGHTING - 25.07.24 TO 24.08.24	8,411.50	
			425349750	ELECTRICITY - U9 LANGLEY VILLAS - 03.08.24 TO 28.08.24	164.30	
			278146030	ELECTRICITY - ESL EXPENDITURE MUMBALLUP BFB - 07.07.24 TO 04.09.24	230.11	
			565007310	ELECTRICITY - BLN DEPOT - 05.07.24 TO 15.08.24	172.98	
			041138230	ELECTRICITY - BLN SKATE PARK - 16.07.24 TO 11.09.24	117.24	
			409987690	ELECTRICITY - LANGLEY VILLAS U5 - 03.08.24 TO 09.09.24	64.81	
EFT29448	19/09/2024	WESTRAC EQUIPMENT PTY LTD				274.91
			PI 0032277	DB4517 - TRANSPORT GRADER ADDITIVE AND FILTER	194.82	
			PI 0032278	DB4517 - TRANSPORT GRADER ADDITIVE	80.09	
EFT29449	19/09/2024	WORK CLOBBER				684.30
			2400017401	UNIFORM PPE	885.00	
			2400005304	CREDIT NOTE INV 240001141	-200.70	
EFT29450	19/09/2024	WML CONSULTANTS PTY LTD				5,238.20
			32222	UNDERTAKE STRUCTURAL CONDITION ASSESSMENT OF THE DBK SUSPENSION BRIDGE	5,238.20	
EFT29451	19/09/2024	WOODLANDS DISTRIBUTORS PTY LTD				166.10
			INV0353	ANIMAL BAGS	166.10	
EFT29451A	19/09/2024	SHIRE OF DONNYBROOK BALINGUP				152,529.13
			PAYROLL	PAYROLL FOR THE PERIOD ENDING 18.09.24	152,529.13	
EFT29451B	19/09/2024	AUSTRALIAN TAX OFFICE				39,308.00
			PAYG PE: 18.09.24	PAYG PE: 18.09.24	39,308.00	
EFT29451C	25/09/2024	SHIRE OF DONNYBROOK BALINGUP				1,213.21
			PAYROLL	PAYROLL FOR THE PERIOD ENDING 18.09.24	1,213.21	
					TOTAL: EFT PAYMENTS	**$2,484,605.85**
CHEQUE PAYMENTS						
53807	11/09/2024	DEPARTMENT OF TRANSPORT				200.00
			SHIRE PLATE 11DB	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	200.00	
53808	26/09/2024	DEPARTMENT OF ENERGY, MINES, INDUSTRY REGULATION AND SAFETY				1,446.00
			T6	BOND U5 & U7 MINNINUP COTTAGES	1,446.00	
53809	27/09/2024	PETTY CASH ADMIN OFFICE				98.65
			DBKLIB.SEP24	DBK LIBRARY - PETTY CASH	98.65	
					TOTAL: CHEQUE PAYMENTS	**$1,744.65**
DIRECT DEBITS						
DD27963.1	04/09/2024	SPECTRUM SUPER				29.93
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	29.93	
DD27963.2	04/09/2024	UNISUPER				597.40
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	597.40	
DD27963.3	04/09/2024	HESTA SUPER FUND				287.45
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	287.45	

SHIRE OF DONNBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 SEPTEMBER TO 30 SEPTEMBER 2024

REFERENCE	DATE	PAYEE	INVOICE	DESCRIPTION		AMOUNT
DD27963.4	04/09/2024	CBUS SUPER				305.31
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	305.31	
DD27963.5	04/09/2024	AUSTRALIAN RETIREMENT TRUST				341.77
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	341.77	
DD27963.6	04/09/2024	AWARE SUPER				22,352.63
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	500.00	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	790.00	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	744.70	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	598.25	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	261.69	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	17,198.19	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	129.89	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	26.62	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	781.40	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	88.77	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	393.41	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	182.51	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	74.73	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	55.20	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	50.00	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	134.92	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	245.01	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	97.34	
DD27963.7	04/09/2024	AUSTRALIAN SUPER				4,645.04
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	146.12	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	4,498.92	
DD27963.8	04/09/2024	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER				37.48
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	37.48	
DD27963.9	04/09/2024	REST SUPERANNUATION				842.67
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	842.67	
DD27963.10	04/09/2024	HOSTPLUS				41.37
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	41.37	
DD27963.11	04/09/2024	AMP LIFE LIMITED				296.85
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	296.85	
DD27963.12	04/09/2024	MERCER SUPER TRUST				243.80
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	243.80	
DD27963.13	04/09/2024	MLC PLUM SUPER				1,166.29
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	1,166.29	
DD27982.1	18/09/2024	SPECTRUM SUPER				32.92
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	32.92	
DD27982.2	18/09/2024	UNISUPER				598.77
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	598.77	
DD27982.3	18/09/2024	CBUS SUPER				293.75
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	293.75	
DD27982.4	18/09/2024	AUSTRALIAN RETIREMENT TRUST				384.81
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	384.81	

SHIRE OF DONNBROOK BALINGUP
SCHEDULE OF ACCOUNTS PAID UNDER DELEGATION (NO.1.2.23) IS PRESENTED FOR PUBLIC INFORMATION
PAYMENTS FROM 1 SEPTEMBER TO 30 SEPTEMBER 2024

REFERENCE	DATE	PAYEE	INVOICE	DESCRIPTION		AMOUNT
DD27982.5	18/09/2024	AWARE SUPER				21,677.60
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	500.00	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	790.00	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	747.43	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	597.21	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	247.98	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	127.05	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	16,748.76	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	27.39	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	640.75	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	86.39	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	388.69	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	178.80	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	55.20	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	50.00	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	125.34	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	245.01	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	121.60	
DD27982.6	18/09/2024	AUSTRALIAN SUPER				4,338.72
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	137.88	
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	4,200.84	
DD27982.7	18/09/2024	COLONIAL FIRSTCHOICE WHOLESALE PERSONAL SUPER				37.48
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	37.48	
DD27982.8	18/09/2024	REST SUPERANNUATION				767.97
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	767.97	
DD27982.9	18/09/2024	HOSTPLUS				41.37
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	41.37	
DD27982.10	18/09/2024	AMP LIFE LIMITED				418.85
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	418.85	
DD27982.11	18/09/2024	MERCER SUPER TRUST				261.25
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	261.25	
DD27982.12	18/09/2024	MLC PLUM SUPER				1,112.94
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	1,112.94	
DD27984.1	18/09/2024	AWARE SUPER				151.91
			DEDUCTION	EMPLOYEE SUPER DEDUCTIONS	151.91	
					TOTAL: DIRECT DEBITS	**$61,306.33**

TOTAL: PAYMENTS FROM MUNICIPAL ACCOUNT $2,548,176.71

CERTIFICATION BY MANAGER FINANCIAL SERVICES

This Schedule of Accounts Paid is submitted to the Council Meeting on 23 October 2024 in accordance with the Local Government (Financial Management) Regulations 1996 Section 13. These accounts have been checked and are fully supported by vouchers and invoices, which have been duly certified as to the receipts of goods and the rendition of services and as to prices, computations and costings.



S. Karafilis
Manager Financial Services

SHIRE OF DONNYBROOK-BALINGUP

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 August 2024

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

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SHIRE OF DONNYBROOK-BALINGUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2024

	Note	Draft Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		7,840,319	1,666	**(11)**	(1,677)	(100.66%)	
Grants, subsidies and contributions		1,019,721	405,166	**406,832**	1,666	0.41%	
Fees and charges		2,453,618	233,310	**217,235**	(16,075)	(6.89%)	▼
Interest revenue		433,000	71,330	**30,349**	(40,981)	(57.45%)	▼
		11,746,658	**711,472**	**654,405**	(57,067)	(8.02%)	
Expenditure from operating activities							
Employee costs		(6,080,123)	(1,013,210)	**(1,092,250)**	(79,040)	(7.80%)	▼
Materials and contracts		(4,761,784)	(825,151)	**(854,758)**	(29,607)	(3.59%)	▼
Utility charges		(466,418)	(77,678)	**(71,781)**	5,897	7.59%	
Depreciation		(7,504,630)	0	**0**	0	0.00%	
Finance costs		(158,763)	36,454	**38,022**	1,568	4.30%	
Insurance		(497,538)	(245,000)	**(244,853)**	147	0.06%	
Other expenditure		(130,600)	(5,354)	**(358)**	4,996	93.31%	
		(19,599,856)	**(2,129,939)**	**(2,225,978)**	(96,039)	(4.51%)	
Depreciation excluded from operating activities		7,504,630	0	**0**	0	0.00%	
Amount attributable to operating activities		**(348,568)**	**(1,418,467)**	**(1,571,573)**	(153,106)	(10.79%)	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		7,407,696	50,000	**46,781**	(3,219)	(6.44%)	
Proceeds from disposal of assets		272,346	38,636	**40,459**	1,823	4.72%	
Proceeds from financial assets at amortised cost - self supporting loans		10,195	0	**0**	0	0.00%	
Proceeds from financial assets at amortised cost - commercial loans		13,333	0	**2,222**	2,222	0.00%	
Proceeds from financial assets at amortised cost - other		5,200	0	**800**	800	0.00%	
		7,708,770	**88,636**	**90,262**	1,626	1.83%	
Outflows from investing activities							
Payments for property, plant and equipment		(8,712,053)	(2,385,948)	**(2,398,835)**	(12,887)	(0.54%)	▼
Payments for construction of infrastructure		(5,325,625)	(96,000)	**(97,893)**	(1,893)	(1.97%)	
		(14,037,678)	**(2,481,948)**	**(2,496,727)**	(14,779)	(0.60%)	
Amount attributable to investing activities		**(6,328,908)**	**(2,393,312)**	**(2,406,465)**	(13,153)	(0.55%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves		5,776,760	2,900,000	**2,900,000**	0	0.00%	
		5,776,760	**2,900,000**	**2,900,000**	0	0.00%	
Outflows from financing activities							
Payments for principal portion of lease liabilities		(55,345)	(5,073)	**(5,648)**	(575)	(11.33%)	
Repayment of borrowings		(141,031)	0	**0**	0	0.00%	
Transfer to reserves		(1,155,865)	(4,318)	**(4,318)**	(0)	(0.00%)	
		(1,352,241)	**(9,391)**	**(9,966)**	(575)	(6.12%)	
Amount attributable to financing activities		**4,424,519**	**2,890,609**	**2,890,034**	(575)	(0.02%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	2,252,957	2,252,957	**2,331,340**	78,383	3.48%	▲
Amount attributable to operating activities		(348,568)	(1,418,467)	**(1,571,573)**	(153,106)	(10.79%)	▼
Amount attributable to investing activities		(6,328,908)	(2,393,312)	**(2,406,465)**	(13,153)	(0.55%)	▼
Amount attributable to financing activities		4,424,519	2,890,609	**2,890,034**	(575)	(0.02%)	
Surplus or deficit after imposition of general rates		**0**	**1,331,787**	**1,243,336**	(88,451)	(6.64%)	▼

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
▲ Indicates a variance with a positive impact on the financial position.
▼ Indicates a variance with a negative impact on the financial position.
Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF DONNYBROOK-BALINGUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2024

	Actual 30 June 2024	Actual as at 31 August 2024
	$	$
CURRENT ASSETS		
Cash and cash equivalents	12,842,829	12,963,229
Trade and other receivables	4,638,906	503,156
Other financial assets	23,529	21,307
Inventories	167,983	162,554
Other assets	345,342	247,767
TOTAL CURRENT ASSETS	18,018,589	13,898,013
NON-CURRENT ASSETS		
Trade and other receivables	218,267	218,267
Other financial assets	207,363	207,363
Inventories	1,973,769	1,973,769
Other assets	600,186	600,186
Property, plant and equipment	47,854,189	47,854,189
Infrastructure	158,383,251	158,383,251
Intangible assets	468,018	468,018
TOTAL NON-CURRENT ASSETS	209,705,043	209,705,043
TOTAL ASSETS	227,723,632	223,603,056
CURRENT LIABILITIES		
Trade and other payables	2,664,213	2,332,216
Other liabilities	4,245,810	4,442,700
Lease liabilities	25,345	19,697
Borrowings	141,031	141,031
Employee related provisions	970,724	970,724
TOTAL CURRENT LIABILITIES	8,047,123	7,906,368
NON-CURRENT LIABILITIES		
Other liabilities	3,878,500	3,878,500
Lease liabilities	40,153	40,153
Borrowings	2,979,767	2,979,767
Employee related provisions	126,793	126,793
Other provisions	2,098,612	2,098,612
TOTAL NON-CURRENT LIABILITIES	9,123,825	9,123,825
TOTAL LIABILITIES	17,170,948	17,030,193
NET ASSETS	**210,552,684**	**206,572,863**
EQUITY		
Retained surplus	29,828,319	28,744,181
Reserve accounts	7,800,473	4,904,791
Revaluation surplus	172,923,891	172,923,891
TOTAL EQUITY	**210,552,683**	**206,572,863**

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

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996,* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31st August 2024

THE LOCAL GOVERNMENT REPORTING ENTITY
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICES
Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Draft Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 31 August 2024
Current assets		**$**	**$**	**$**
Cash and cash equivalents		3,483,014	12,842,829	12,963,229
Trade and other receivables		2,872,222	4,638,906	503,156
Other financial assets		29,010	23,529	21,307
Inventories		167,983	167,983	162,554
Other assets		0	345,342	247,767
		6,552,229	18,018,589	13,898,013
Less: current liabilities				
Trade and other payables		(2,098,491)	(2,664,213)	(2,332,353)
Other liabilities		(303,436)	(4,245,810)	(4,442,700)
Lease liabilities		(102,375)	(25,345)	(19,697)
Borrowings		(131,459)	(141,031)	(141,031)
Employee related provisions		(970,724)	(970,724)	(970,724)
		(3,606,485)	(8,047,123)	(7,906,505)
Net current assets		2,945,744	9,971,466	5,991,508
Less: Total adjustments to net current assets	2(b)	(2,945,744)	(7,640,126)	(4,747,871)
Closing funding surplus / (deficit)		**0**	**2,331,340**	**1,243,637**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Cash - Restricted Reserves		(3,179,578)	(7,800,473)	(4,904,791)
Less: Financial assets at amortised cost - self supporting loans		0	(23,529)	(21,307)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities		102,375	25,345	19,697
- Current portion of borrowings		131,459	141,031	141,031
- Current portion of employee benefit provisions held in reserve		0	17,500	17,500
Total adjustments to net current assets	2(a)	**(2,945,744)**	**(7,640,126)**	**(4,747,871)**

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The proposed material variance to be adopted by Council for the 2024-25 year is $10,000

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Fees and charges	**(16,075)**	**(6.89%)**	▼
Various fees and charges less estimated at this time		Timing	
Interest revenue	**(40,981)**	**(57.45%)**	▼
Variance due to Municipal interest $12,000 and Reserve interest $22,000 less than estimated at this time		Timing	
Expenditure from operating activities			
Employee costs	**(79,040)**	**(7.80%)**	▼
Variance due to staff vacancies		Timing	
Materials and contracts	**(29,607)**	**(3.59%)**	▼
Various expenditure greater than estimated at this time		Timing	
Outflows from investing activities			
Payments for property, plant and equipment	**(12,887)**	**(0.54%)**	▼
VC Mitchell redevelopment expenditure greater than estimated at this time		Timing	

SHIRE OF DONNYBROOK-BALINGUP

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF DONNYBROOK-BALINGUP
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Draft Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$2.25 M	$2.25 M	$2.33 M	$0.08 M
Closing	$0.00 M	$1.33 M	$1.24 M	($0.09 M)

Refer to Statement of Financial Activity

Cash and cash equivalents

	$12.96 M	% of total
Unrestricted Cash	$8.06 M	62.2%
Restricted Cash	$4.90 M	37.8%

Refer to 3 - Cash and Financial Assets

Payables

	$2.33 M	% Outstanding
Trade Payables	$1.61 M	
0 to 30 Days		99.4%
Over 30 Days		0.6%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables

	$0.11 M	% Collected
Rates Receivable	$0.39 M	(5.7%)
Trade Receivable	$0.11 M	% Outstanding
Over 30 Days		94.4%
Over 90 Days		70.4%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities

Draft Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.35 M)	($1.42 M)	($1.57 M)	($0.15 M)

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	($0.00 M)	% Variance
YTD Budget	$0.00 M	(100.7%)

Grants and Contributions

YTD Actual	$0.41 M	% Variance
YTD Budget	$0.00 M	0.0%

Fees and Charges

YTD Actual	$0.22 M	% Variance
YTD Budget	$0.23 M	(6.9%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Draft Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($6.33 M)	($2.39 M)	($2.41 M)	($0.01 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.04 M	%
Draft Budget	$0.27 M	(85.1%)

Refer to 6 - Disposal of Assets

Asset Acquisition

YTD Actual	$0.10 M	% Spent
Draft Budget	$5.33 M	(98.2%)

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$0.00 M	% Received
Draft Budget	$7.41 M	(100.0%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

Draft Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$4.42 M	$2.89 M	$2.89 M	($0.00 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.00 M
Interest expense	$0.00 M
Principal due	$3.12 M

Refer to 10 - Borrowings

Reserves

Reserves balance	$4.90 M
Net Movement	($2.90 M)

Refer to 4 - Cash Reserves

Lease Liability

Principal repayments	($0.01 M)
Interest expense	($0.00 M)
Principal due	$0.06 M

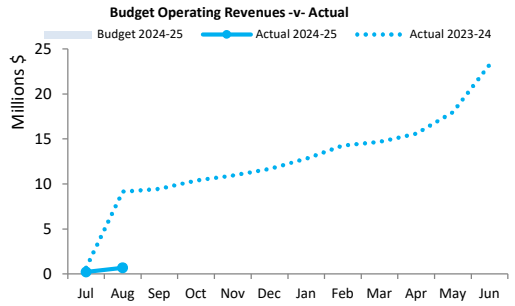
Refer to Note 11 - Lease Liabilites

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

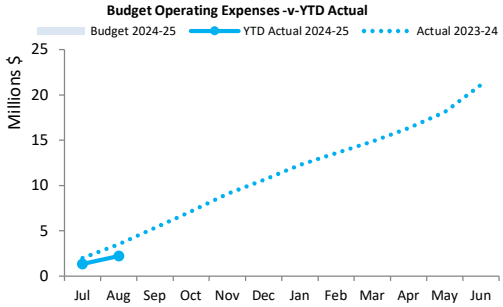
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

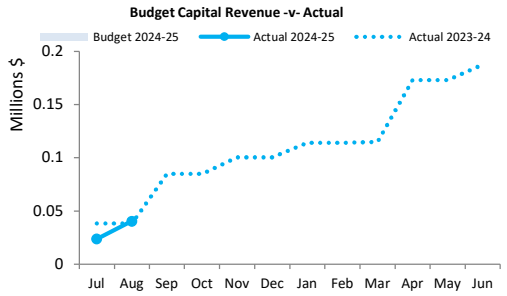


OPERATING EXPENSES

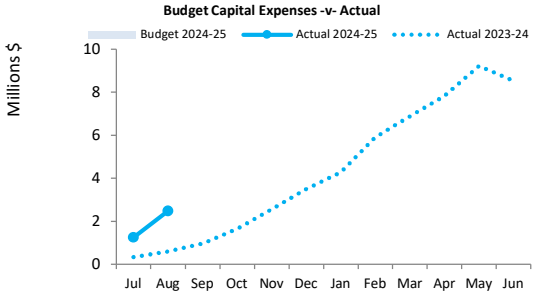


INVESTING ACTIVITIES

CAPITAL REVENUE

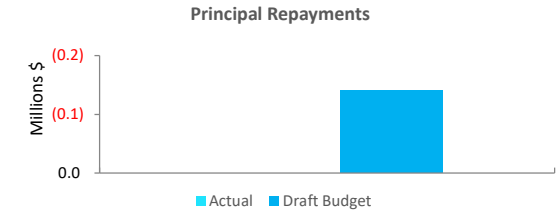


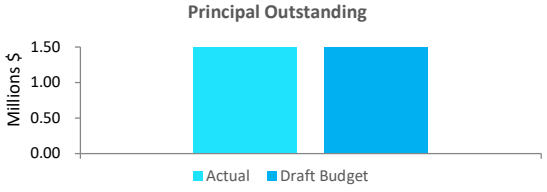
CAPITAL EXPENSES



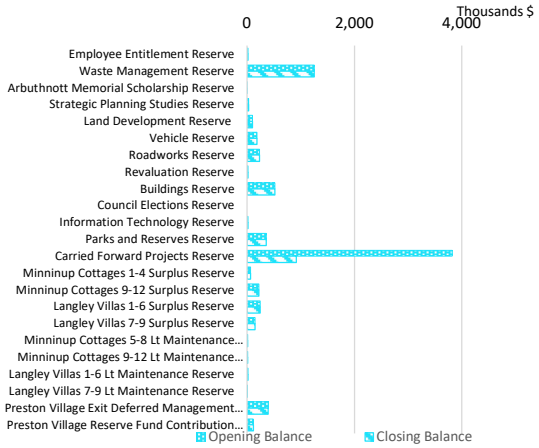
FINANCING ACTIVITIES

BORROWINGS

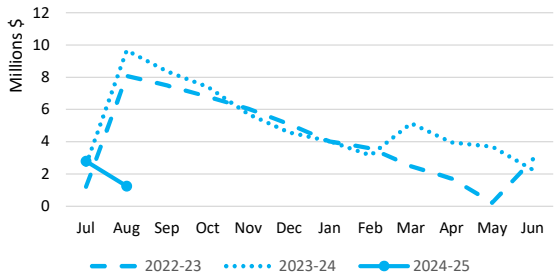




RESERVES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Petty Cash on Hand	Cash and cash equivalents	960	0	960	0		NIL	On hand
Municipal Bank Account	Cash and cash equivalents	4,034,552	0	4,034,552	0	Bank	Variable	Cheque Acc.
WA Treasury	Cash and cash equivalents	15,710	0	15,710	0	Bank	4.39%	At Call
Bendigo Bank TD	Cash and cash equivalents	1,000,000	0	1,000,000	0	Bank	4.37%	10/2024
ANZ Bank TD	Cash and cash equivalents	2,000,000	0	2,000,000	0	Bank	4.50%	09/2024
Bendigo Bank TD	Cash and cash equivalents	1,007,216	0	1,007,216	0	Bank	4.71%	11/2024
Reserve Bank Account	Cash and cash equivalents	0	635,844	635,844	0	Bank	Variable	Cheque Acc.
NAB Bank Reserve TD	Cash and cash equivalents	0	1,250,000	1,250,000	0	Bank	4.83%	09/2024
Bendigo Bank Reserve TD	Cash and cash equivalents	0	3,018,947	3,018,947	0	Bank	4.79%	10/2024
Trust Fund Cash at Bank	Cash and cash equivalents	0	0	0	56,967	Bank	Variable	Cheque Acc.
Total		**8,058,439**	**4,904,791**	**12,963,230**	**56,967**			
Comprising								
Cash and cash equivalents		8,058,439	4,904,791	12,963,230	56,967			
		8,058,439	**4,904,791**	**12,963,230**	**56,967**			

KEY INFORMATION

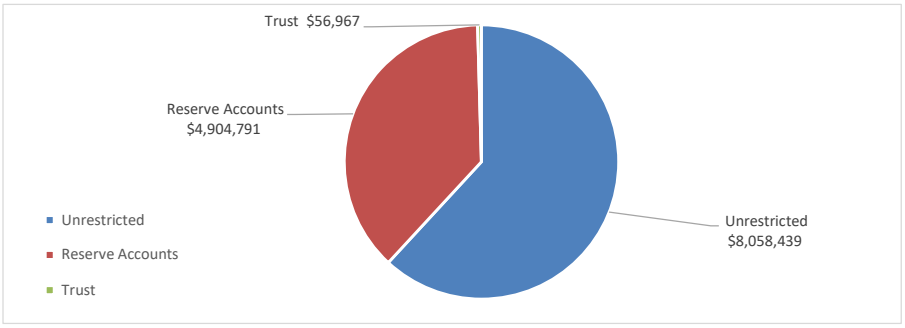
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



4 RESERVE ACCOUNTS

	Draft Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by Council								
Employee Entitlement Reserve	17,500	25,000	0	42,500	17,500	0	0	17,500
Waste Management Reserve	1,251,809	0	(200,000)	1,051,809	1,251,809	0	0	1,251,809
Arbuthnott Memorial Scholarship Reserve	2,685	0	(300)	2,385	2,685	0	0	2,685
Strategic Planning Studies Reserve	31,012	0	0	31,012	31,012	0	0	31,012
Land Development Reserve	100,271	0	(79,012)	21,259	100,271	0	0	100,271
Vehicle Reserve	185,556	520,000	(497,749)	207,807	185,557	0	0	185,557
Roadworks Reserve	234,001	43,750	(243,517)	34,234	234,001	0	0	234,001
Revaluation Reserve	20,000	40,000	0	60,000	20,000	0	0	20,000
Buildings Reserve	520,433	253,965	(478,526)	295,872	520,433	0	0	520,433
Council Elections Reserve	0	20,000	0	20,000	0	0	0	0
Information Technology Reserve	18,061	20,000	(38,061)	0	18,061	0	0	18,061
Parks and Reserves Reserve	359,280	223,750	(214,237)	368,793	359,280	0	0	359,280
Carried Forward Projects Reserve	3,819,935	0	(3,819,935)	0	3,819,934	0	(2,900,000)	919,934
Minninup Cottages 1-4 Surplus Reserve	67,987	0	(22,788)	45,199	67,987	0	0	67,987
Minninup Cottages 9-12 Surplus Reserve	221,388	0	(81,196)	140,192	221,388	0	0	221,388
Langley Villas 1-6 Surplus Reserve	243,439	0	(21,939)	221,500	243,439	0	0	243,439
Langley Villas 7-9 Surplus Reserve	146,755	0	0	146,755	146,755	0	0	146,755
Minninup Cottages 5-8 Lt Maintenance Reserve	11,669	0	0	11,669	11,669	0	0	11,669
Minninup Cottages 9-12 Lt Maintenance Reserve	10,628	0	0	10,628	10,628	0	0	10,628
Langley Villas 1-6 Lt Maintenance Reserve	21,023	0	0	21,023	21,023	0	0	21,023
Langley Villas 7-9 Lt Maintenance Reserve	7,200	0	0	7,200	7,200	0	0	7,200
Preston Village Exit Deferred Management Reserve	394,814	0	0	394,814	394,814	3,242	0	398,056
Preston Village Reserve Fund Contribution Reserve	115,027	0	(79,500)	35,527	115,027	1,076	0	116,103
Langley Villas 1-9 Long Term Maintenance Reserve	0	5,400	0	5,400	0	0	0	0
Minninup Cottages 5 12 Long Term Maintenance Reserve	0	4,000	0	4,000	0	0	0	0
	7,800,473	**1,155,865**	**(5,776,760)**	**3,179,578**	**7,800,473**	**4,318**	**(2,900,000)**	**4,904,791**

5 CAPITAL ACQUISITIONS

Draft

Capital acquisitions	Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Buildings - non-specialised	7,632,315	2,286,548	2,299,435	12,887
Furniture and equipment	139,043	0	0	0
Plant and equipment	940,695	99,400	99,400	0
Acquisition of property, plant and equipment	**8,712,053**	**2,385,948**	**2,398,835**	**12,887**
Infrastructure - roads	3,554,464	66,000	65,731	(269)
Infrastructure - other	345,160	0	0	0
Infrastructure - footpaths	165,000	0	68	68
Infrastructure - bridges	1,261,000	30,000	32,094	2,094
Acquisition of infrastructure	**5,325,625**	**96,000**	**97,893**	**1,893**
Total of PPE and Infrastructure.	**14,037,678**	**2,481,948**	**2,496,727**	**14,779**
Total capital acquisitions	**14,037,678**	**2,481,948**	**2,496,727**	**14,779**
Capital Acquisitions Funded By:				
Capital grants and contributions	7,407,696	50,000	0	(50,000)
Lease liabilities	100,000	0	0	0
Other (disposals & C/Fwd)	272,346	38,636	40,459	1,823
Reserve accounts				
Waste Management Reserve	45,000	0	0	0
Land Development Reserve	79,012	0	0	0
Vehicle Reserve	497,749	0	0	0
Roadworks Reserve	243,517	0	0	0
Buildings Reserve	244,023	0	0	0
Information Technology Reserve	50,455	0	0	0
Parks and Reserves Reserve	104,039	0	0	0
Carried Forward Projects Reserve	3,819,935	0	2,900,000	2,900,000
Langley Villas 1-6 Surplus Reserve	50,000	0	0	0
Langley Villas 7-9 Surplus Reserve	50,000	0	0	0
Langley Villas 7-9 Lt Maintenance Reserve	0	0	0	0
Preston Village Exit Deferred Management Reserve	0	0	0	0
Preston Village Reserve Fund Contribution Reserve	0	0	0	0
Langley Villas 1-9 Surplus Reserve	0	0	0	0
Langley Villas 1-9 Long Term Maintenance Reserve	0	0	0	0
Minninup Cottages 5-12 Surplus Reserve	0	0	0	0
Minninup Cottages 5 12 Long Term Maintenance Reserve	0	0	0	0
Contribution - operations	1,073,906	2,393,312	(443,732)	(2,837,044)
Capital funding total	**14,037,678**	**2,481,948**	**2,496,727**	**14,779**

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5).* These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2).* Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2),* the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

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

Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Draft

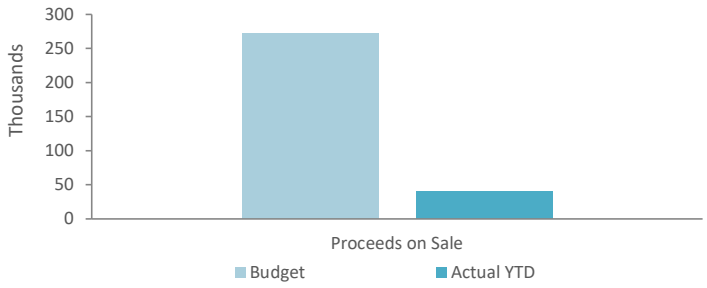
	Account Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Capital Expenditure		$	$	$	$
Buildings					
B163	Public Hall - Balingup (and Library)	21,000	0	0	0
B164	Public Hall - Kirup	84,000	0	0	0
B372	Public Hall - Brookhampton	78,350	0	0	0
B369	Public Hall - Yabberup (and Tennis Shed)	35,000	0	0	0
B375	Community Centre & Infant Health Clinic - Donnybrook	86,154	0	300	(300)
B373	Community Resource Centre - Donnybrook	19,137	0	0	0
B153	Public Toilets - Balingup Village Green	6,175	0	0	0
B157	Public Toilets - Apex Park	48,967	0	0	0
B379	Ablutions - Balingup Transit Park	27,548	0	0	0
B385	Minninup Cottages - Unit 1 -4	16,480	0	0	0
B368	Egan Park - Transit ablutions	0	0	1,633	(1,633)
B386	Minninup Cottages - Unit 5 - 12	32,960	0	0	0
B357	Minninup Cottages - Unit 1 -4 (SHERP)	2,813	0	7	(7)
B358	Minninup Cottages - Unit 5 - 12 (SHERP)	13,041	2,172	2,458	(286)
B359	Minninup Cottages 9-12	11,266	1,876	949	927
B363	Minninup Cottages - Carports	702	0	0	0
B360	Langley Villas 1-3	84,191	35,000	34,515	485
B361	Langley Villas 4-6	38,400	15,000	13,341	1,659
B362	Langley Villas 7-9	136,516	42,000	42,424	(424)
B361A	Langley Villas 1-6 Reserve	22,981	7,500	7,356	144
B362A	Langley Villas 7-9 Reserve	23,727	0	630	(630)
B392	Depot - Donnybrook	18,231	0	0	0
B394	Depot - Victory Lane	17,300	0	0	0
B397	Balingup Recreation Centre	10,000	0	0	0
B398	VC Mitchell Park - Pavillion	6,408,334	2,150,000	0	2,150,000
R144	VC Mitchell - Design & Development	0	0	1,627,178	(1,627,178)
R171	VC Mitchell - Carpark (South - Multipurpose Pavillion)	0	0	1,000	(1,000)
R172	VC Mitchell - North of Oval	0	0	7,684	(7,684)
R174	VC Mitchell - Pedestrian Footpath - Assumed Uncovered	0	0	2,669	(2,669)
R175	VC Mitchell - Landscape & Irrigation	0	0	24,925	(24,925)
R180	VC Mitchell - Other Loose Furniture & Fittings	0	0	3,200	(3,200)
R181	VC Mitchell - Completion Pavillion 2	0	0	64,232	(64,232)
R182	VC Mitchell - Quantity Surveying, Peer Reviews & Procurement	0	0	125,605	(125,605)
R185	VC Mitchell - Western Power	0	0	306,933	(306,933)
B078	Donnybrook Recreation Centre	317,842	33,000	32,396	604
B108	Administration Centre - Donnybrook	41,200	0	0	0
B123	Council Chambers - (Church)	30,000	0	0	0
		7,632,315	**2,286,548**	**2,299,435**	**(12,887)**
Plant and Equipment					
0434	Vehicles - Administration	236,900	0	0	0
0554	Vehicles - Administration	174,585	0	0	0
3554	Purchase Plant & Equipment - Transport	478,950	99,400	99,400	0
4214	Vejhicle - Works Supervisor	43,260	0	0	0
2746	Fertiliser spreader - Parks & Gardens	7,000	0	0	0
		940,695	**99,400**	**99,400**	**0**

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

	Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	Capital Expenditure		$	$	$	$
	Furniture and Equipment					0
	2512	EDRMS Software	84,000	0	0	0
	2512	Document migration to new EDRMS	20,000	0	0	0
	2512	Network switch	7,800	0	0	0
	8974	Christmas Decorations	27,243	0	0	0
			139,043	**0**	**0**	**0**
						0
	Infrastructure - Other					0
	R188	Egan Park	103,000	0	0	0
	R189	Donnybrook Townsite (General)	6,180	0	0	0
	R190	Balingup Townsite (General)	10,000	0	0	0
	R191	Apple Funpark	5,305	0	0	0
	R192	Trigwell Place / Apex Park	28,065	0	0	0
	R193	Trigwell Street Park	20,187	0	0	0
	R194	Donnybrook Arboretum	21,911	0	0	0
	R195	Balingup Cemetery	41,200	0	0	0
	R196	Upper Preston Cemetery	10,300	0	0	0
	R197	Balingup Skate Park	20,000	0	0	0
	R198	9791 South West Highway Donnybrook	79,012	0	0	0
			345,160	**0**	**0**	**0**
						0
	Infrastructure - Bridges					0
	3275	Bridge # 3275 Upper Capel Road - Repairs	70,000	30,000	32,094	(2,094)
	B5185	Bridge #5185 Merrifield View	417,000	0	0	0
	B3617	Bridge #3617 Bridge Street	774,000	0	0	0
			1,261,000	**30,000**	**32,094**	**(2,094)**
	Infrastructure - Footpaths					
	C2302	Preston River Path Loop	0	0	68	(68)
	C2409	Preston River Path Loop	165,000	0	0	0
			165,000	**0**	**68**	**(68)**
	Infrastructure - Roads					
	C1014	Johnston Street Yabberup	83,500	0	0	0
	C1420	Preliminary Surveys & Designs / Permits	20,000	0	0	0
	C1607	Gravel Stockpile Development	100,000	0	0	0
	C2210	Southampton Road	510,000	40,000	39,336	664
	C2304	Montgommery Road	54,999	0	0	0
	C2314	Balingup Nannup Road	804,697	0	0	0
	C2313	Balingup Nannup Road (RRG)	0	26,000	(43,810)	69,810
	C2315	Balingup Nannup Road (RRG)	175,000	0	0	0
	C2401	Cundinup Kirup Road	600,000	0	0	0
	C2402	Jayes Road	320,000	0	0	0
	C2403	Greenbushes-Grimwade Road	35,000	0	0	0
	C2404	Forrest Road - Thompson Brook	75,000	0	0	0
	C2405	Smith & Timms Road	270,000	0	0	0
	C2406	Airstrip Road	25,000	0	0	0
	C2407	Drainage upgrades - Bond, Fleet and Victoria Pde	68,768	0	70,205	(70,205)
	C2408	Drainage upgrades - Bond Street & Fleet Street	412,500	0	0	0
			3,554,464	**66,000**	**65,731**	**269**
		Total Capital Acquisitions	**14,037,678**	**2,481,948**	**2,496,727**	**(14,779)**

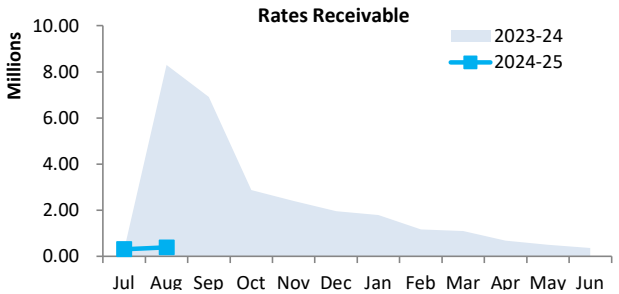
6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Draft Budget Net Book Value	Draft Budget Proceeds	Draft Budget Profit	Draft Budget (Loss)	YTD Actual Net Book Value	YTD Actual Proceeds	YTD Actual Profit	YTD Actual (Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
61293	Toyota Prado - DB5	39,140	39,140	0	0	0	0	0	0
61297	Toyota Fortuner - DB009	25,750	25,750	0	0	0	0	0	0
61316	Mitsubishi Triton - DB112	20,600	20,600	0	0	0	0	0	0
61324	Mazda CX-8 - DB8250	25,235	25,235	0	0	0	0	0	0
61325	Kubota front mower - DB193	15,450	15,450	0	0	0	0	0	0
61254	Fuso cab truck - DB2134	20,000	20,000	0	0	0	0	0	0
61308	Kubota zero turn mower - DB898	10,300	10,300	0	0	0	0	0	0
P6292	Loadstar trailer - DB6292	2,575	2,575	0	0	0	0	0	0
61262	Caterpillar loader - DB1250	74,160	74,160	0	0	0	0	0	0
61251	Isuzu Truck - DB799	23,636	23,636	0	0	0	23,636	0	0
61221	Bogie semi trailer	15,000	15,000	0	0	0	16,823	0	0
P6008	Loadstar trailer - DB6008	500	500	0	0	0	0	0	0
		272,346	**272,346**	**0**	**0**	**0**	**40,459**	**0**	**0**



7 RECEIVABLES

Rates receivable	30 Jun 2024	31 Aug 2024
	$	$
Opening arrears previous year	260,641	370,380
Levied this year	7,091,907	(11)
Less - collections to date	(6,982,168)	21,226
Net rates collectable	**370,380**	**391,595**
% Collected	95.0%	(5.7%)



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(5,564)	11,566	17,617	8,131	75,411	107,161
Percentage	(5.2%)	10.8%	16.4%	7.6%	70.4%	
Balance per trial balance						
Trade receivables						107,161
Other receivables						4,400
Total receivables general outstanding						**111,561**

Amounts shown above include GST (where applicable)

KEY INFORMATION

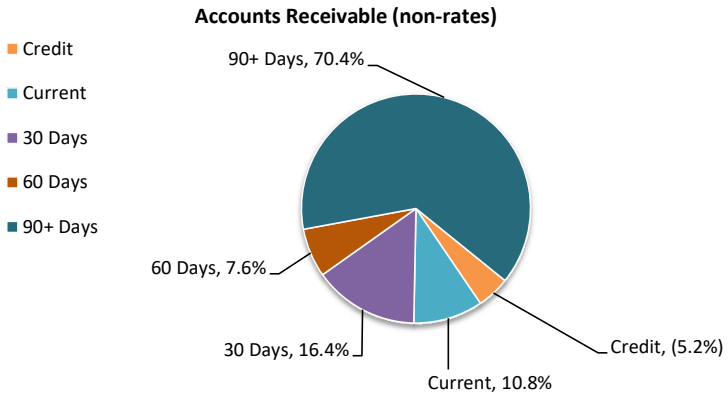
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 August 2024
	$	$	$	$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	10,196	0	0	10,196
Financial assets at amortised cost - commercial loans	13,333	0	(2,222)	11,111
Inventory				
Inventories [describe]	167,983	0	(5,429)	162,554
Other assets				
Accrued income	61,925	0	(61,925)	0
Contract assets	283,417	0	(35,650)	247,767
Total other current assets	**536,854**	**0**	**(105,226)**	**431,628**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

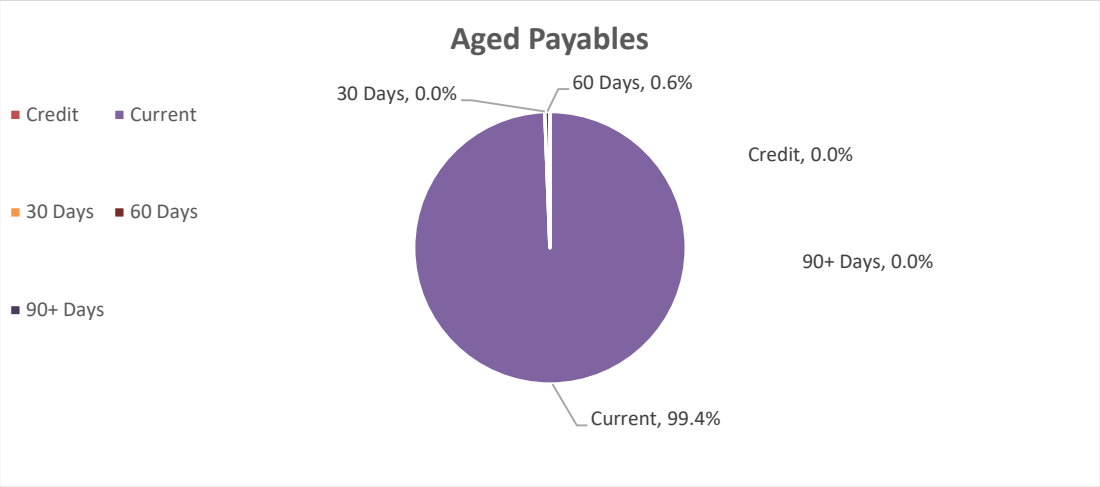
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	1,602,655	782	9,176	0	1,612,613
Percentage	0.0%	99.4%	0.0%	0.6%	0.0%	
Balance per trial balance						
Sundry creditors						1,612,613
Other payables						50,000
Prepaid rates						313,888
Bonds and deposits held						355,715
Total payables general outstanding						**2,332,216**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period 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.
The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



10 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2024**	**Actual**	**Draft Budget**	**Actual**	**Draft Budget**	**Actual**	**Draft Budget**	**Actual**	**Draft Budget**
		$	$	$	$	$	$	$	$	$
Dental Surgery Extensions	74	14,715	0	0	0	(14,715)	14,715	0		(646)
Tuia Lodge Fire Supression System	93	180,064	0	0	0	(28,842)	180,064	151,222		(2,732)
VC Mitchell Park	94	2,900,000	0	0	0	(87,278)	2,900,000	2,812,722	0	(145,455)
		3,094,779	0	0	0	(130,835)	3,094,779	2,963,944	0	(148,833)
Self supporting loans										
Donnybrook Country Club	90	26,019	0	0		(10,196)	26,019	15,823		(644)
		26,019	0	0	0	(10,196)	26,019	15,823	0	(644)
Total		**3,120,798**	**0**	**0**	**0**	**(141,031)**	**3,120,798**	**2,979,767**	**0**	**(149,477)**
Current borrowings		141,031					141,031			
Non-current borrowings		2,979,767					2,979,767			
		3,120,798					**3,120,798**			

All debenture repayments were financed by general purpose revenue.
Self supporting loans are financed by repayments from third parties.

KEY INFORMATION
The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

11 LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Lease No.**	**1 July 2024**	**Actual**	**Draft Budget**	**Actual**	**Draft Budget**	**Actual**	**Draft Budget**	**Actual**	**Draft Budget**
		$	$	$	$	$	$	$	$	$
Laptops	New	0	0	100,000	0	(30,000)	0	70,000	0	(7,000)
Network Switches	214-0439437001	8,253	0	0	(1,147)	(7,043)	7,106	1,210	(72)	(268)
Matrix Fitness Equipment	A6ZBG64105	57,245	0	0	(4,501)	(18,302)	52,744	38,943	(579)	(2,018)
Total		**65,498**	**0**	**100,000**	**(5,648)**	**(55,345)**	**59,850**	**110,153**	**(651)**	**(9,286)**
Current lease liabilities		25,345					19,697			
Non-current lease liabilities		40,153					40,153			
		65,498					**59,850**			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

12 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 August 2024
		$	$	$	$	$
Other liabilities						
Contract liabilities		9,215	0	0	(9,215)	0
Capital grant/contributions liabilities		3,776,577	0	471,000	0	4,247,577
Contract liability - contribution to works		460,018	0	0	(264,895)	195,123
Total other liabilities		4,245,810	0	471,000	(274,110)	4,442,700
Employee Related Provisions						
Provision for annual leave		453,209	0	0	0	453,209
Provision for long service leave		517,515	0	0	0	517,515
Total Provisions		970,724	0	0	0	970,724
Total other current liabilities		**5,216,534**	**0**	**471,000**	**(274,110)**	**5,413,424**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.
The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

13 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 31 August 2024
	$	$	$	$
Cash in Lieu of Public Open Space Funds	56,967	0	0	**56,967**
	56,967	**0**	**0**	**56,967**

Local Public Notice

Shire of Donnybrook Balingup

Local Government Act 1995, s.3.16

The Shire of Donnybrook Balingup proposes to review its local laws, as follows:

Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000 (Consolidated 2017)

Animals, Environment and Nuisance Local Law 2017

Bush Fire Brigades Local Law 2000 (Consolidated 2017)

Cat Local Law 2016 (Consolidated 2017)

Cemeteries Local Law 2008 (Consolidated 2015)

Dog Local Law 2000 (Consolidated 2017)

Extractive Industries Local Law 1998 (Consolidated 2016)

Local Laws Relating to Fencing 1999 (Consolidated 2016)

Health Local Laws 1999 (Consolidated 2017)

Local Government Property Local Law 2000 (Consolidated 2015)

Meeting Procedures Local Law 2017

Outdoor Eating Areas Local Law 2013

Parking and Parking Facilities Local Law 2000 (Consolidated 2008)

Waste Local Law 2017

Copies of the Shire's local laws may be inspected at, or obtained from, the Shire's Administration Office and the Shire's website. Submissions on the Shire's local laws may be made to the Chief Executive Officer, Shire of Donnybrook Balingup, via any of the following methods. Submissions are due by **4:00pm (AWST) on Friday 10 January 2025.**

Online: www.donnybrook-balingup.wa.gov.au (please use our Contact Us form)

Email: shire@donnybrook.wa.gov.au

Post: PO Box 94, Donnybrook, WA 6239

In Person: 1 Bentley St, Donnybrook, WA 6239 (Monday – Friday, 8:30am – 4:00pm)

Nicholas O'Connor, Chief Executive Officer

DRAFT

Caretaker

Shire of Donnybrook Balingup Council Policy EM/CP-6

Strategic Outcome Supported: 11 – Strong, visionary leadership

1. Policy Objective

1.1. The objective of this policy is to ensure Council avoids making major decisions, prior to an election, that would bind an incoming Council, prevent the use of public resources in ways that are seen as advantageous or disadvantageous to elected members seeking re-election or new candidates; and recognising the requirement for the Shire's administration to act impartially in relation to all candidates.

2. Policy Scope

2.1. The discretionary policy applies to Council Members and employees during a 'Caretaker Period' relevant to:

a. Decisions made by the Council;
b. Decisions made under delegated authority;
c. Decisions made administratively;
d. Promotional materials published by the Shire;
e. Discretionary community consultation;
f. Events and functions, held by the Shire or other organisations;
g. Use of the Shire's resources; and
h. Access to information held by the Shire.

2.2. Whilst electoral candidates that are not sitting Elected Members cannot be compelled to comply with a policy of the Council, such candidates will be made aware of this policy and encouraged to cooperate with its implementation.

3. Policy Definitions

3.1. **The Act** means *Local Government Act 1995*.

3.2. **CEO** means Chief Executive Officer, Shire of Donnybrook Balingup.

3.3. **Caretaker Period** means the period of time when the caretaker practices are in place prior to the election. The caretaker practices will apply from the close of nominations (37 days prior to the Election Day – Section 4.49 (a) of the Act) until 6.00pm on Election Day.

3.4. **Election Day** means the day fixed under the Act for the holding of any poll needed for an election but excludes an extraordinary election other than an extraordinary election to elect a new Shire President.

3.5. **Electoral Material** means any advertisement, handbill, pamphlet, notice, letter, social media post or article that is intended or calculated to affect the result in an election but does not include:

a. An advertisement in a newspaper announcing the holding of a meeting (Section 4.87 (3) of the Act);

b. Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*; and

c. Any materials produced by the Shire relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

3.6. Extraordinary Circumstances means a situation that requires a major policy decision of the Council because:

a. In the CEO's opinion, the urgency of the issue is such that it cannot wait until after the election;

b. Of the possibility of legal and/or financial repercussions if a decision is deferred; or

c. In the CEO's opinion, it is in the best interests of the Council and/or the Shire for the decision to be made as soon as possible.

3.7. Major Policy Decision means any:

a. Decisions relating to the employment, termination or remuneration of the CEO or any other designated senior officer, other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their contract), pending the election;

b. Decisions relating to the Shire entering into a sponsorship arrangement with a total Shire contribution that would constitute substantial expenditure unless that sponsorship arrangement has previously been granted "in principle" support by the Council and sufficient funds have been included in the Council's annual budget to support the project;

c. Decisions relating to the Shire entering into the disposition of property or a commercial enterprise as defined by Sections 3.58 and 3.59 of the Act;

d. Decisions that would commit the Shire to substantial expenditure or actions that, in the CEO's opinion, are significant, such as that which might be brought about through a Notice of Motion by an Elected Member;

e. Decisions that, in the CEO's opinion, will have a significant impact on the Shire of Donnybrook Balingup or the community; and

f. Reports requested or initiated by an Elected Member, candidate or member of the public that, in the CEO's opinion could, be perceived within the general community as an electoral issue and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

3.8. **Public Consultation** means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy but does not include consultation required to be undertaken in order to comply with a written law.

3.9. **Shire** means the Shire of Donnybrook Balingup.

3.10. **Substantial Expenditure** means expenditure that exceeds 0.1% of the Shire's annual budgeted revenue (inclusive of GST) in the relevant financial year.

4. Policy Statements

Scheduling Consideration of Major Policy Decisions

4.1. So far as is reasonably practicable, the CEO should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either:

a. Considered by the Council prior to the Caretaker Period; or

b. Scheduled for determination by the incoming Council.

4.2. Where extraordinary circumstances prevail, the CEO may submit a major policy decision to the Council (refer to clause 4.5).

Decisions made prior to Caretaker Period

4.3. This Policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst announcements of earlier decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins or after it has concluded.

Role of the CEO in Implementing Caretaker Practices

4.4. The role of the CEO in implementing the caretaker practices outlined in this policy is as follows:

a. The CEO will ensure as far as possible, that all Elected Members and Shire employees are aware of this policy and practices at least 30 days prior to the start of the Caretaker Period;

b. The CEO will ensure, as far as possible, that any major policy or significant decisions required to be made by the Council are scheduled for Council resolution prior to the Caretaker Period or deferred where possible for determination by the incoming Council;

c. The CEO will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period; and

d. The CEO will provide guidelines for all relevant Shire employees on the role and responsibilities of shire employees in the implementation of this policy.

Extraordinary Circumstances Requiring Exemption

4.5. Despite clause 4.1, the CEO may, where extraordinary circumstances exist, permit a matter defined as a 'major policy decision' to be submitted to the Council for determination during the Caretaker Period.

Appointment or Removal of the CEO

4.6. Whilst clause 3.7 a. above establishes that a CEO may not be appointed or dismissed during a Caretaker Period, the Council may, where the substantive officer is on leave, appoint an Acting CEO, or in the case of an emergency, suspend the current CEO (in accordance with the terms of their contract) and appoint a person to act in the position of CEO, pending the election, after which date a permanent decision can be made.

Inclusion of Caretaker Statement

4.7. To assist the Council to comply with its commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will be included in each report submitted to the Council where the Council's decision would, or could, be a Major Policy Decision. The Caretaker Statement will state:

a. *"The decision the Council may make in relation to this item could constitute a 'Major Policy Decision' within the context of the Shire of Donnybrook Balingup Caretaker Policy, however, an exemption should be made because, (insert the circumstances for making the exemption)".*

Prohibition

4.8. It is prohibited under this policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing) on an issue which, in the CEO's opinion, could be perceived as intended or calculated to affect the result of an election, unless authorised by the CEO.

4.9. This Policy does not prevent any mandatory public consultation required by the Act or any other relevant Act which is required to be undertaken to enable the Shire to fulfil its functions.

Approval for Public Consultation

4.10. Given the prohibition under clause 4.8 of this policy, the Council should not commission or approve any public consultation where it is likely that such consultation will continue into the Caretaker Period.

4.11. Where public consultation is approved to occur during the Caretaker Period, the results of that consultation will not be reported to the Council until after the Caretaker Period, except where otherwise approved by the CEO or necessary for the performance of the Shire's functions as prescribed in Act or any other relevant Act.

Public Events Hosted by External Bodies

4.12. Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

Shire Organised Civic Events/Functions

4.13. Events and/or functions organised by the Shire and held during the Caretaker Period will be limited to only those that the CEO considers essential to the operation of the Shire and should not in any way be associated with any issues that in the CEO's opinion, are considered relevant to, or likely to influence the outcome of, an election.

4.14. All known candidates are to be invited to civic events/functions organised by the Shire during the Caretaker Period.

Addresses by Elected Members

4.15. Excluding the President and Deputy President fulfilling their functions as prescribed by sections 2.8 and 2.9 of the Act, respectively, Elected Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the Shire during the Caretaker Period.

Use of Shire Resources

4.16. The Code of Conduct for Council Members, Committee Members and Candidates and the *Local Government (Model Code of Conduct) Regulations 2021* provide that the Shire's resources are only to be utilised for authorised activities (for example - no use of employees for personal tasks or no use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of the Shire's resources for electoral purposes is not restricted to the Caretaker Period.

4.17. The Shire's employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Shire resources might be construed as being related to a candidate's election campaign, advice is to be sought from the CEO.

Electoral Information and Assistance

4.18. All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls), monthly enrolment details, and information relevant to their election campaigns from the Shire administration.

4.19. Any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

Media Advice

4.20. Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the CEO. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member(s), the CEO may authorise the provision of a response to such a request.

Publicity Campaigns

4.21. During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Shire activity, it must be approved by the CEO. In any event, the Shire's publicity during the Caretaker Period will be restricted to communicating normal Shire activities and initiatives.

Election Process Enquiries

4.22. All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the CEO.

5. Delegation and Authorisation

5.1. Nil.

6. Legislation

6.1. *Local Government Act 1995*

6.2. *Local Government (Elections) Regulations 1997*

6.3. *Local Government (Model Code of Conduct) Regulations 2021*

7. Version Control – Governance

Related Policy(s):	Nil.		
Related Procedure(s):	Nil.		
Responsible Department(s):	Executive Services		
Review to be conducted by:	Governance Officer		
Review frequency:	☐ Annual (1 year)	☒ Biennial (2 years)	☐ Triennial (3 years)
Version Date:	28/03/2024	**Next Due:**	03/2026

Policy Version Details:

Ver. #:	Synopsis:	Ver. Date:	Ref.:	Synergy:
1	*Initial adoption of procedure*	*23/08/2017*	*-*	*-*
2	• *Removed policy number 1.18 and added new policy ID; and* • *Add a scope and definitions for 'the Act' and 'CEO'; and* • *Changed the word 'staff' to 'shire employees', changed 'the caretaker Policy' to 'this policy', changed ' The Shire's Code of Conduct and the Local Government (Rules of Conduct) Regulations 2007 ' to ' The Code of Conduct for Council Members, Committee Members and Candidates and the Local Government (Code of Conduct Regulations 2021 under the heading Use of Shire Resources; and* • *Updated references to other clause numbers within the policy; and* • *Removed section 17. Media Attention, as it's covered in the Code of Conduct Div 4 Sec 17; and* • *Removed Local Government (Rules of Conduct) Regulations 2007; and* *Added Local Government (Model Code of Conduct) Regulations 2021*	*21/12/2021*	*213/21*	*NPP7990*
3	• *Reformatted to new template; and* • *Updated 6.3 from Local Government (Code of Conduct) 2021 Regulations 2021 to Local Government (Model Code of Conduct) Regulations 2021.*	*28/03/2024*		NPP11932

Welcome to and Acknowledgement of Country

Shire of Donnybrook Balingup Council Policy EXE/CP-4

Strategic Outcome Supported: 1 – A diverse and growing population

1. Policy Objective

1.1. To ensure that the Shire of Donnybrook Balingup acknowledge and show respect for the Noongar people, who are the traditional owners of the land, upon which the Shire of Donnybrook Balingup is situated.

2. Policy Scope

2.1. This policy applies to Elected Members and all staff organising events, ceremonies, commemorations, public functions and meetings as well as documentation on behalf of the Shire where Welcome to Country and Acknowledgement of Country should be included.

3. Policy Definitions

3.1. **Traditional Owners** are Aboriginal representatives of the traditional language group that inhabited the area prior to European settlement and are recognised as traditional owners by local Aboriginal communities.

3.2. **Welcome to Country** is where the traditional custodians formally welcome people to their land. This ceremony is undertaken by Elders acknowledged as such by their family and community.

3.3. **South West Aboriginal Land and Sea Council (SWALSC)** has been established as the Central Services Corporation to support and connect the six Noongar Regional Corporations. The Shire of Donnybrook Balingup is in the Gnaala Karla Booja (GKB) region, which is supported by the Gnaala Karla Booja Aboriginal Corporation~~is the native title representative body of the Noongar people, the traditional owners of the South West of Western Australia extending from Leeman in the north-west to Cape Arid in the south-east~~.

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4. Policy Statements

4.1. The South West Aboriginal Land and Sea Council (SWALSC) produce a Noongar Protocols documents which will be used to guide staff and Elected Members when organising Welcome to and Acknowledgement of Country.

Welcome to Country

4.2. The Welcome to Country will be held at the beginning of the following events:

a. The opening of a new significant building involving State or Federal Government representatives; and

b. Major civic ceremonies or functions.

Acknowledgement of Country

4.3. An Acknowledgement of Country will be delivered at these events:

a. Significant events where members of the public, representatives of governments and/or the media are present; and

b. Council Meetings; and

c. Forums, briefing sessions, community workshops where the public are present; and

d. Conferences or seminars; and

e. NAIDOC celebrations; and

f. Citizenship Ceremonies.

4.4. An Acknowledgement of Country will be included in these documents:

a. Strategic plans, strategies, and studies; and

b. Council and Committee agendas and minutes; and

c. Plaques erected on Shire-owned facilities; and

d. Shire website.

5. Delegation and Authorisation

5.1. Nil.

6. Legislation

6.1. Nil.

7. Version Control – Governance

Related Policy(s):	Nil.		
Related Procedure(s):	Nil.		
Responsible Department(s):	Executive Services		
Review to be conducted by:	Governance Officer		
Review frequency:	☐ Annual (1 year)	☐ Biennial (2 years)	☒ Triennial (3 years)
Version Date:	~~15~~18/~~03~~10/2024	**Next Due:**	03/2027

Policy Version Details:

Ver. #:	Synopsis:	Ver. Date:	Ref.:	Synergy:
1	*Initial adoption of procedure*	*27/05/2015*		
2	*Removed policy number 1.15 and added new policy ID; and* *Added objective and scope; and* *Removed procedural information* *Added information on:* *Reference to Noongar people* *Acknowledgement of Country updated to include event and document types* *Referenced the SWALSC and their protocols*	*21/12/2021*	213/21	NPP7997
3	*Transferred to new Policy template*	*15/03/2024*		NPP11850
4	*Updated the information regarding SWALSC's role and included the reference to the Gnaala Karla Booja Aboriginal Corporation.*	*18/10/2024*		

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COUNCIL POLICY EXE/CP-4
WELCOME TO AND ACKNOWLEDGEMENT OF COUNTRY

Shire of Donnybrook Balingup

STRATEGIC OUTCOME SUPPORTED: 1 - A diverse and growing population.

1. OBJECTIVE

1.1. To ensure that the Shire of Donnybrook Balingup acknowledge and show respect for the Noongar people, who are the traditional owners of the land, upon which the Shire of Donnybrook Balingup is situated.

2. SCOPE

2.1. This policy applies to elected members and all staff organising events, ceremonies, commemorations, public functions and meetings as well as documentation on behalf of the Shire where Welcome to Country and Acknowledgement of Country should be included.

3. DEFINITIONS

3.1. **Traditional Owners** are Aboriginal representatives of the traditional language group that inhabited the area prior to European settlement and are recognised as traditional owners by local Aboriginal communities.

3.2. **Welcome to Country** is where the traditional custodians formally welcome people to their land. This ceremony is undertaken by Elders acknowledged as such by their family and community.

3.3. **South West Aboriginal Land and Sea Council** (SWALSC) is the native title representative body of the Noongar people, the traditional owners of the South West of Western Australia extending from Leeman in the north-west to Cape Arid in the south-east.

4. POLICY STATEMENT

4.1. The South West Aboriginal Land and Sea Council (SWALSC) produce a Noongar Protocols documents which will be used to guide staff and elected members when organising Welcome to and Acknowledgement of Country.

Welcome to Country

4.2. The Welcome to Country will be held at the beginning of the following events:

a. The opening of a new significant building involving State or Federal Government representatives; and

b. Major civic ceremonies or functions.

Acknowledgement of Country

4.3. An Acknowledgement of Country will be delivered at these events:

a. Significant events where members of the public, representatives of governments and/or the media are present; and

b. Council Meetings; and

c. Forums, briefing sessions, community workshops where the public are present; and

d. Conferences or seminars; and

e. NAIDOC celebrations; and

f. Citizenship Ceremonies.

4.4. An Acknowledgement of Country will be included in these documents:

a. Strategic plans, strategies and studies; and

b. Council and committee agendas and minutes; and

c. Plaques erected on Shire-owned facilities; and

d. Shire website.

5. DELEGATION AND AUTHORISATION

5.1. NIL

6. LEGISLATION

6.1. NIL

7. POLICY VERSION

Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Executive Services		
Reviewer:	Corporate Planning & Governance Officer		
Review Frequency:	Triennial	**Next Due:**	2024
Version Date:	21/12/21	**Synergy #:**	NPP7997
Policy Version Details			
Initial Adoption Date:	27/05/2015	**Decision Reference**:	N/A
Version Decision Date:	21/12/21	**Decision Reference:**	213/21
Version Synopsis:	• Removed policy number 1.15 and added new policy ID; and • Added objective and scope; and • Removed procedural information • Added information on: – Reference to Noogar people – Acknowledgement of Country updated to include event and document types - Referenced the SWALSC and their protocols		