



SHIRE OF KOJONUP

AGENDA

Ordinary Council Meeting

18 June 2024

TO: THE SHIRE PRESIDENT AND COUNCILLORS

NOTICE is hereby given that an Ordinary Meeting of the Council will be held in the Council Chambers, Administration Building, 93 Albany Highway, Kojonup on Tuesday, 18 June 2024 commencing at 3:00pm.

I certify that with respect to all advice, information or recommendation provided to the Council in or with this Agenda:

- i. The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- ii. Where any advice is directly given by a person who does not have the required qualifications or experience, that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.

GRANT THOMPSON
CHIEF EXECUTIVE OFFICER

12 June 2024

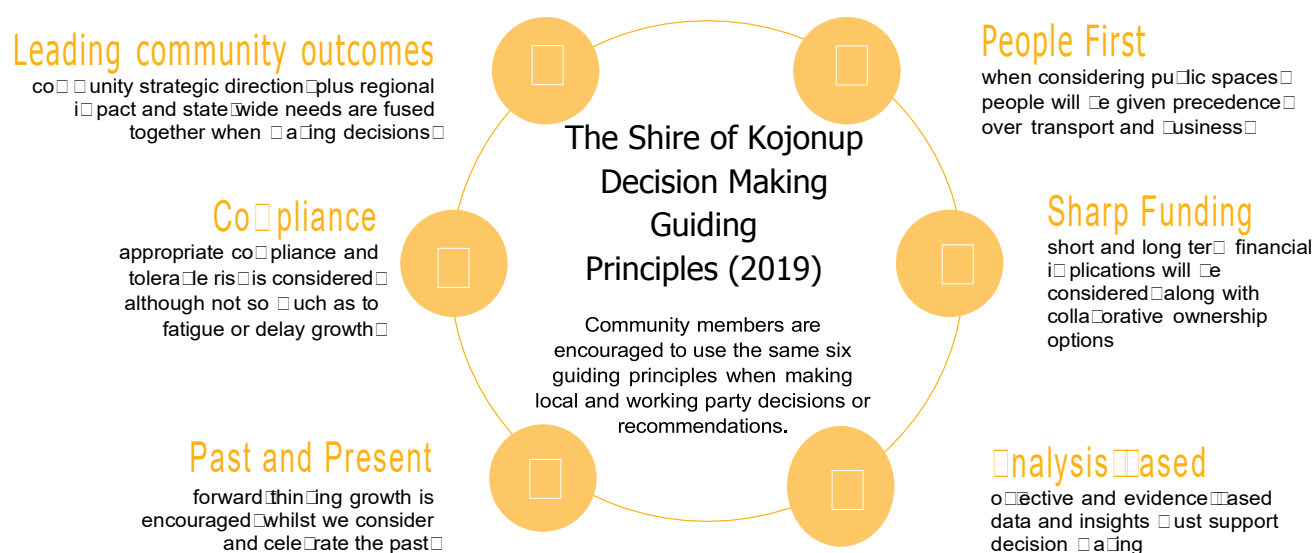
AGENDA FOR AN ORDINARY COUNCIL MEETING TO BE HELD ON 18 JUNE 2024

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The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



AGENDA

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President shall declare the meeting open at _____ and draw the meeting's attention to the disclaimer below:

Disclaimer

No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.

Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.

Acknowledgement of Country

The Shire of Kojonup acknowledges the first nations people of Australia as the Traditional custodians of this land and in particular the Keneang people of the Noongar nation upon whose land we meet.

We pay our respect to their Elders past, present and emerging.

Prayer

Almighty God, we pray for wisdom for our reigning monarch King Charles.

We ask for guidance in our decision making and pray for the welfare of all the people of Kojonup.

Grant us grace to listen and work together as a Council to nurture the bonds of one community.

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

**3 ATTENDANCE
COUNCILLORS**

Cr Bilney	Shire President
Cr Wieringa	Deputy Shire President
Cr Radford	
Cr Webb	
Cr Egerton-Warburton	
Cr Mathwin	
Cr Mickle	

STAFF

Grant Thompson	Chief Executive Officer
Jill Johnson	Manager Finance and Corporate Services
Estelle Lottering	Project Manager/Community Services
Tonya Pearce	Governance and Rates Officer

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

Nil

4 DECLARATION OF INTEREST

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Not applicable

5.2 PUBLIC QUESTION TIME

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 21 MAY 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 21 May 2024 are at [attachment 6.1.1.](#)

OFFICER RECOMMENDATION

That the Minutes of an Ordinary Council Meeting held 21 May 2024 be confirmed as a true record.

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

8 METHOD OF DEALING WITH AGENDA BUSINESS

9

REPORTS

9.1 KEY PILLAR ‘LIFESTYLE’ REPORTS

9.1.1 DEPARTMENT OF TRANSPORT GREAT SOUTHERN 2050 CYCLING STRATEGY

AUTHOR	Estelle Lottering – Projects Manager and Community Services
DATE	Tuesday, 4 June 2024
FILE NO	FM.FNR.2
ATTACHMENT	9.1.1.1 – Regional Strategy Update Feb 2024 - KOJONUP 9.1.1.2 - Great Southern 2050 Cycling Strategy - Endorsement notes for Council 9.1.1.3 – DoT Great Southern 2050 Cycling Strategy – Proof 3 Clean

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Lifestyle	2. Proactive Community Spirit 3. Regional Development	2.4 Wellbeing advancement 3.5 Sport collaboration

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider endorsing the Great Southern 2050 Cycling Strategy.

BACKGROUND

The Great Southern 2050 Cycling Strategy (GSCS) is an initiative of the Department of Transport (DoT). The need for regional cycling strategies was identified in the Department's Western Australia Bike Network (WABN) Plan, with the aim of developing long-term cycle strategies throughout metropolitan and regional areas.

The aim of the GSCS is to create a shared long-term vision for cycling in the region and to guide the delivery of safe and interconnected bicycle networks.

The GSCS was initiated in mid-2022 with Great Southern local governments and relevant stakeholders. The process was managed by DoT in collaboration with Outdoors Great Southern and included community consultation at various stages.

The Shire formed a working group comprising staff across the Planning, Works and Services, Asset Management and Community Service areas to focus on the GSCS.

The following factors were taken into consideration when proposing cycling routes:

- Routes should encourage bike riding for transport, recreation and tourism;

- Connect people to where they live, work, learn and play;
- Improve safety for bike riders on roads;
- Encourage people of all ages, abilities and backgrounds to cycle;
- Develop cycle tourism experiences; and
- Connect to existing (or proposed) trails and pathways.

A hierarchy of routes was established to clarify the types of trails that exist, and proposed trails, addressing key areas within the Shire. An Action Plan outlines trails and routes to be progressed over the next five years in order to realise the outcomes detailed in the Cycling Strategy across the region.

The Department of Transport is seeking the endorsement of the GSCS, attachment 9.4.3.2, to demonstrate region-wide collaboration on a shared vision, which will assist in leveraging and prioritising future funding.

COMMENT

The author recommends the presented strategy to the Council for approval.

CONSULTATION

Council Briefing Session

The development of the GSCS has occurred in consultation with all the local governments in the Great Southern Region.

Stakeholder input was received from the Departments of Local Government, Sport and Cultural Industries, Planning, Lands and Heritage, Biodiversity, Conservation and Attractions, Main Roads Western Australia and Water and Environmental Regulation. Other stakeholders include Tourism WA, Great Southern Development Commission, WA Local Government Association and WestCycle.

Information sheets and preliminary network maps were used to support a community consultation process. The community was encouraged to participate through an online engagement platform and by providing submissions to Shire Administration Centres.

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The GSCS will guide future WABN funding and will also support funding applications from alternate sources. There is no requirement for Local Governments to fund the routes proposed in their plans and detailed in the five year Action Plan. However, the Strategy does provide a clear guide for future investment if desired.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

The GSCS proposes the development of a range of cycle routes throughout Kojonup. All new developments will be considered in line with the Shire's Annual Budget process and the Corporate Business Plan, ensuring there is sufficient resources to fund new developments and to maintain and renew existing trails.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. endorses the proposed Great Southern 2050 Cycling Strategy; and
2. requests the CEO to advise the Government of Western Australia Department of Transport of Council's resolution.

9.2 KEY PILLAR ‘ECONOMICS’ REPORTS

9.3 KEY PILLAR ‘VISITATION’ REPORTS

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – 1 BROOMEHILL ROAD RATES WRITE-OFF

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Friday, 07 June 2024
FILE NO	A25937
ATTACHMENT(S)	9.4.1.1 - Rate Write-Off

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider a ‘write-off’ of rates that were raised against the property 1 Broomehill Road due to the purchase by the Shire of Kojonup.

BACKGROUND

The property was purchased as a part of the Apex Park development to extend the carpark eastward along the Kojonup – Broomehill Road in 2020/21.

The Shire is endeavouring to finalise the transfer of the property title.

COMMENT

As a result of the delayed timeframe interest has continued to accrue daily in the rate system.

To transfer the property and finalise the title transfer the Shire requires the property to have a zero dollar balance on any rates or debt accrued.

As a result of the inaction at the time of the settlement to finalise the property transfer to the Shire, the rates accrual is a function of the Shires actions, and therefore it is recommended that Council write the amount off.

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

Section 6.25 to 6.82 of the Local Government Act 1995 and Sections 52 to 78 of the Local Government (Financial Management) Regulations 1996 relate to property rating requirements and procedures.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the Council approve the rate amount be credited, as presented, so as to comply with the retrospective transfer of the property due to the fact the rates and interest should not have been accruing in the system.

9.4.2 KOJONUP COMMUNITY MEN'S SHED INC. FACILITY – REQUEST FOR VARIATION TO CONTRACT ACTION SHEDS

AUTHOR	Estelle Lottering – Project Manager and Community Services
DATE	Monday, 10 June 2024
FILE NO	FM.TND.15
ATTACHMENT(S)	9.4.2.1 – Original Proposal application - Action Sheds 9.4.2.2 – MGI Construction Pty Ltd T/A Action Sheds – Contract Variation 27.05.2024 9.4.2.3 - MGI Construction Pty Ltd T/A Action Sheds – Contract Variation 29.04.2024.

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting
Economics	4. Grown Existing Business	4.1 Economic support program

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for the Council to consider the variations to the original contract of Action Sheds for additional work required for the construction of the proposed Kojonup Community Men's Shed (Men's Shed).

BACKGROUND

Initial planning for the relocation of the Men's Shed to the Benn Parade site formed part of the 'Kojonup SMART Future Project' Regional Growth Fund grant application in 2018.

Discussions with the Kojonup Men's Shed Inc., regarding their existing facility no longer being fit for purpose, began in early 2021. With the announcement of Phase Three of the Local Roads and Community Infrastructure Program (LRCIP) Federal grant round in May 2021, a successful grant application saw the allocation of a portion of these funds set aside for the relocation, planning and construction of a new Men's Shed facility. Work schedules to this effect were submitted to the Department of Infrastructure, Transport, Regional Development and Communications (Department) on 19 May 2022, with the Department's advice of its acceptance of the projects being received 6 June 2022.

The facility construction project is included in the 2023/2024 Annual Budget.

COMMENT

The contract variations are a result of scope changes requested by the Shire of Kojonup after consultation with various Contractors and Members of the Kojonup Men's Shed.

To be clear these variations were instigated by the Shire as scope changes. The contract variation was changed to include the following:

Variation 1 - 29/4/2024 - Additional earthworks as required to site. New scope includes pad works (including aprons) to meet final Development Application/Building Permits drawings to noted finished floor levels, including removal of old concrete pads, sewer pipework and surface soil as part of removing demolished portion of old Men's Shed.

This additional cost does not include any drainage works, bitumen works or hardstand to yard – this to be added separately by Shire – prior to Construction Compliance and Occupancy Permits being completed.

Variation 2 – 27/05/2024 – Additional cost for concrete to match revised engineering and including changes to front and rear awnings. Also includes additional 12m x 3.6m apron at the south end of the shed and additional 12m x 2.12m apron to the north end of the shed. Also includes concrete pump charges and termite treatment of slab.

CONSULTATION

Kojonup Community Men's Shed Inc. Executive Committee Members
Chief Executive Officer
Manager Works and Services
Kojonup Light and Civil
MGI Construction Pty Ltd T/A Action Sheds

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Policy 2.1.2 Purchasing & Creditor Control outlines the processes to follow when purchasing goods. Due to the anticipated value of this project, proposals were called in line with this policy and legislative requirements for tenders – r.11 of the Local Government (Functions and General Regulations) 1996.

FINANCIAL IMPLICATIONS

The 2023/2024 Annual Budget contained an allowance of \$750,000 for this project. Funding of \$750,000 is confirmed in the LRCIP Phase Three funding. The Request For Tender proposals received create a contingency allowance of \$235,942.40 to be utilised for any unforeseen events or works that form during construction.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

The construction of a new asset increases depreciation, operating and maintenance costs impacting the profit and loss statement, asset register and balance sheet.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS
Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That Council:

1. Approves the variation to the Minor Works Contract with Action Sheds for the amount of \$71,077 for scope changes to
 - a. site preparation, earthworks and services/utility excavation,
 - b. additional plumbing requirements, and
 - c. changes to construction components of the Men's Shed at Lot 135 Albany Highway, Kojonup; and
2. Authorises the Chief Executive Officer (CEO) to approve and vary the scope and contract conditions with Action Sheds to reflect the above change.

9.4.3 KEVIN O'HALLORAN SWIMMING POOL ROBOTIC CLEANER – RESERVE EMERGENCY FUNDING

AUTHOR	Estelle Lottering – Projects Managers and Community Services
DATE	Monday, 10 June 2024
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.3.1 – Sigma – Quote 182933 9.4.3.2 – Maytronics – Quote 06.06.2024

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A high Performing Council	SoK Finances and Funding SoK Asset Management

DECLARATION OF INTEREST

Nil

SUMMARY

To consider a capital request to transfer funds from the Sports Reserve Account (which includes the Swimming Pool) for an emergency asset replacement request to upgrade equipment at the Shire of Kojonup Swimming Pool.

BACKGROUND

Council Policy 2.1.8 – ‘Financial Governance’ has a section relating to reserve accounts, which states as follows:

‘In addition to grant funding, the Shire’s reserve accounts are one of the primary funding sources for major projects and will be prioritised in the annual budget. Cash reserves are to be established and maintained to accumulate funds for the following purposes:

- 1. To smooth funding allocations over future years;*
- 2. To offset liabilities in respect of previously earned employee entitlements to the extent they require an outflow of funds not allocated in the annual budget;*
- 3. To meet statutory obligations;*
- 4. To fund renewal of existing physical/built assets;*
- 5. To fund future strategic initiatives and the provision of new services and facilities to future residents;*
- 6. To buffer against unpredictable events;*
- 7. To hold unspent grants and contributions; and*
- 8. Other purposes as determined by the Council from time to time.*

When preparing the annual budget each year, consideration will be given to establishing reserve accounts for major projects as contained within the Community Strategic Plan.

COMMENT

This request is being sought due to the current material loss of water at the Shire of Kojonup swimming pool. The current swimming pool robotic pump is old and cannot be serviced and is declining rapidly. The current valve on the system is leaking profusely, specifically when hygiene processes are undertaken there is a material loss of water.

It requires an urgent replacement.

Quotes received for replacement equipment:

1. Sigma – Quotation No: 182933 – Dolphin Commercial Expert Pro (2x2) CB W Caddy - \$13,084.50
2. Maytronics Commercial – Quote 06/006/2024 – Dolphin Wave 300XL - \$20,287.00 exc. GST

The author recommends using Sigma as it is a less expensive option, and Sigma offers maintenance and service for the new system at the Shires cost. Sigma currently supply the Shires chlorine requirements. Sigma Quote 182933 (attachment 9.4.3.1) - Dolphin Comm expert Pro (2x2) CB W Caddy.

It is recommended that funds from the Sports Complex Reserve is transferred to fund this emergency purchase.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

The Local Government Act provides for local governments, including regional local governments, to prepare an annual budget.

6.2. Local government to prepare annual budget

(1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

***Absolute Majority Required**

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There is no impact to the budget if the funds are transferred from the Sporting Complex Reserve. The Sporting Complex Reserve will decrease in value by the selected quote amount.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

The Swimming Pool will be implementing an asset to ensure the pool remains functional and to reduce further water loss, costs and provide a more efficient system for managing the pools hygiene requirements.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

That Council approves a capital request withdrawal of \$13,084.50 from the Sporting Complex Reserve to fund the urgent purchase of a water robotic cleaner for the swimming pool to replace the current redundant and failing system.

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11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 MINUTES OF A CHIEF EXECUTIVE OFFICER’S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 21 MAY 2024

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Wednesday, 12 June 2024
FILE NO	PE.HMR.116
ATTACHMENT(S)	14.1.1.1 - Unconfirmed minutes of a CEO PR Committee meeting held 21 May 2024

14.1.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER (CEO) CONTRACT RENEWAL AND KEY PERFORMANCE INDICATORS

AUTHOR	Tonya Pearce – Governance and Rates Officer
DATE	Wednesday, 12 June 2024
FILE NO	PE.HMR.116
ATTACHMENT(S)	CONFIDENTIAL 14.1.2.1 - Current Contract 14.1.2.2 – CEO Contract Variation March 2022 14.1.2.3 – CEO Contract Variation June 2023 14.1.2.4 - Collated Councillors’ CEO Performance Appraisal responses for period June 2023 to May 2024 including Committee feedback on Performance Review (PR) criteria 14.1.2.5 – Determination of the Salaries and Allowances Tribunal – 5 April 2024

STATUTORY REQUIREMENTS

Section 5.23(2) of the Local Government Act 1995 permits the Council to close a meeting, or part of a meeting, to members of the public if the meeting deals with any of the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (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; and

- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*.

Subsection (3) requires a decision to close a meeting, or part of a meeting and the reason for the decision to be recorded in the minutes.

PROCEDURAL MOTION

That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at _____ pm.

PROCEDURAL MOTION

That the meeting be reopened to the public at _____ pm.

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.1.1 MINUTES OF A CHIEF EXECUTIVE OFFICER'S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 21 MAY 2024

14.1.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER (CEO) CONTRACT RENEWAL AND KEY PERFORMANCE INDICATORS

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at _____ pm.

16 ATTACHMENTS (SEPARATE)
(USC – Under Separate Cover)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Meeting of Council held on 16 April 2024
9.1.1	9.1.1.1	Regional Strategy Update Feb 2024 – KOJONUP
	9.1.1.2	Great Southern 2050 Cycling Strategy - Endorsement notes for Council
	9.1.1.3	DoT Great Southern 2050 Cycling Strategy – Proof 3 Clean
9.4.1	9.4.1.1	Rate Write-Off
9.4.2	9.4.2.1	Original Proposal application - Action Sheds
	9.4.2.2	MGI Construction Pty Ltd T/A Action Sheds – Contract Variation 27.05.2024
	9.4.2.3	MGI Construction Pty Ltd T/A Action Sheds – Contract Variation 29.04.2024.
9.4.3	9.4.3.1	Sigma – Quote 182933
	9.4.3.2	Maytronics – Quote 06.06.2024

CONFIDENTIAL

14.1.1	14.1.1.1	Unconfirmed minutes of a CEO PR Committee meeting held 21 May 2024
14.1.2	14.1.2.1	14.1.2.1 - CEO Employment Contract – Grant Travis Thompson - FINAL 2024-29
	14.1.2.2	Current Contract
	14.1.2.3	CEO Contract Variation March 2022
	14.1.2.4	CEO Contract Variation June 2023
	14.1.2.5	Collated Councillors’ CEO Performance Appraisal responses for period June 2023 to May 2024 including Committee feedback on Performance Review (PR) criteria
	14.1.2.6	Determination of the Salaries and Allowances Tribunal – 5 April 2024



MINUTES

Ordinary Council Meeting

21 May 2024

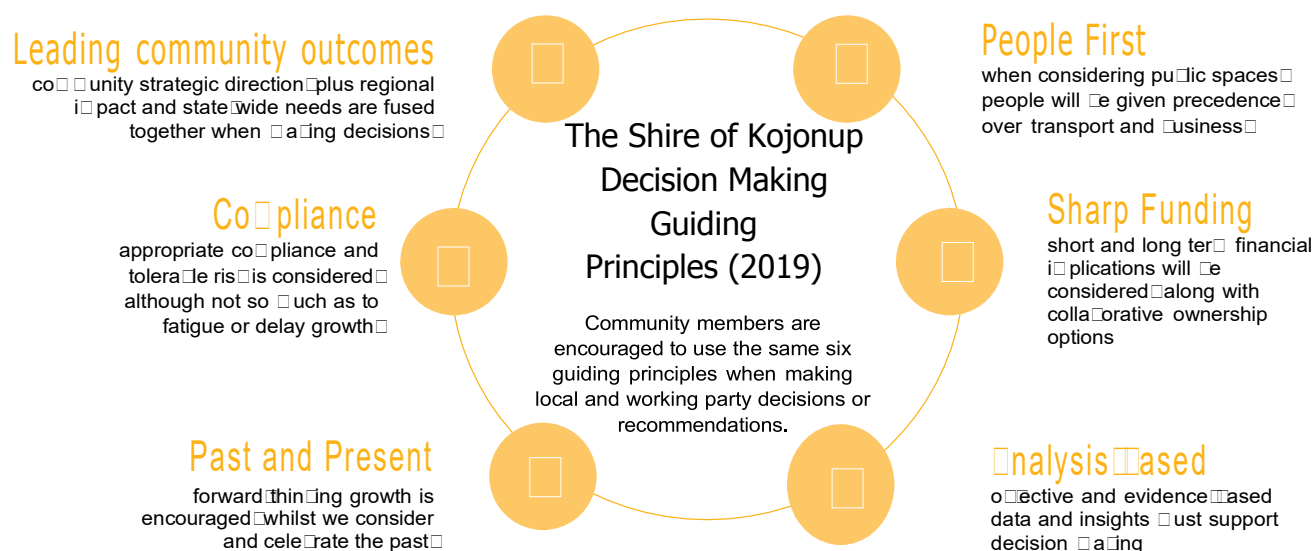
MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 21 MAY 2024

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The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Deputy Shire President declared the meeting open at 3.00pm and drew the meeting's attention to the disclaimer below:

Disclaimer

No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.

Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.

Acknowledgement of Country

The Shire of Kojonup acknowledges the first nations people of Australia as the Traditional custodians of this land and in particular the Keneang people of the Noongar nation upon whose land we meet.

We pay our respect to their Elders past, present and emerging.

Prayer

Almighty God, we pray for wisdom for our reigning monarch King Charles.

We ask for guidance in our decision making and pray for the welfare of all the people of Kojonup.

Grant us grace to listen and work together as a Council to nurture the bonds of one community.

Amen

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

This is Judy's last meeting with us, we would like to thank you for your years of service. A special thank you for helping a rookie like myself. Your generosity and unflappable demeanour will be missed. Thank you for all the information shared over your time. Good luck for the future.

**3 ATTENDANCE
COUNCILLORS**

Cr Wieringa	Deputy Shire President
Cr Radford	
Cr Webb	
Cr Egerton-Warburton	
Cr Mathwin	
Cr Mickle	

STAFF

Grant Thompson	Chief Executive Officer
Judy Stewart	Manager Governance and Administration
Tonya Pearce	Governance and Rates Officer

3.1 APOLOGIES

Cr Bilney	Shire President
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3.2 APPROVED LEAVE OF ABSENCE

Nil

4 DECLARATION OF INTEREST

14.1.1 Chief Executive Officer – Contract Review
14.1.2 Chief Executive Officer – Performance Review
Grant Thompson – Financial Interest

14.1.1 Chief Executive Officer – Contract Review
14.1.2 Chief Executive Officer – Performance Review
Tonya Pearce – Financial Interest

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Not applicable

5.2 PUBLIC QUESTION TIME

Nil

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 16 APRIL 2024

Unconfirmed Minutes of an Ordinary Council Meeting held 16 April 2024 are at [attachment 6.1.1.](#)

OFFICER RECOMMENDATION/COUNCIL DECISION

41/24 Moved Cr Radford

Seconded Cr Mickle

That the Minutes of an Ordinary Council Meeting held 16 April 2024 be confirmed as a true record.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

7.4.1 CR RADFORD - GREAT SOUTHERN REGIONAL ROAD GROUP – 26 APRIL 2024
[attachment 7.4.1](#)

8 METHOD OF DEALING WITH AGENDA BUSINESS

9 REPORTS

9.1 KEY PILLAR 'LIFESTYLE' REPORTS

9.2 KEY PILLAR 'ECONOMICS' REPORTS

9.3 KEY PILLAR 'VISITATION' REPORTS

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (MARCH AND APRIL 2024)

AUTHOR	Jill Johnson – Manager Financial & Corporate Services
DATE	Sunday, 12th April 2024
FILE NO	FM.FNR.2
ATTACHMENT(S)	9.4.1.1 Monthly Financial Statement 1 to 31 March 2024 9.4.1.2 Monthly Financial Statement 1 to 30 April 2024

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to note the Monthly Financial Statements for the months ending 31 March and 30 April 2024.

BACKGROUND

In addition to good governance, the presentation to the Council of monthly financial reports is a statutory requirement, with these to be presented at an ordinary meeting of the Council within two (2) months after the end of the period to which the statements relate.

COMMENT

The attached Statements of Financial Activity for the period 1 July 2023 to 30 April 2024 represents ten (10) months, or 83% of the year.

The following items are worthy of noting:

- Closing surplus position of \$1,200,130.
- Capital expenditure achieved 67.1% of budgeted projects.
- Cash holdings of \$8,087m of which \$4,792m is held in cash backed reserve accounts and \$3,295m is unrestricted cash.
- Rates debtors outstanding equate to 7% of total rates raised for 2023/2024.
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year to date actuals in accordance with Council Policy 2.1.6.

CONSULTATION

Darren Long, D L Consulting

STATUTORY REQUIREMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* sets out the basic information which must be included in the monthly reports to Council.

POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

FINANCIAL IMPLICATIONS

This item reports on the current financial position of the Shire of Kojonup. The recommendation does not in itself have a financial implication.

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

42/24 Moved Cr Egerton Warburton

Seconded Cr Mathwin

That the monthly financial statements for the period ending 31 March and 30 April 2024, as attached, be noted.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.2 MONTHLY PAYMENT LISTING – MARCH AND APRIL 2024

AUTHOR	Tonya Pearce – Finance and Rates Officer
DATE	Monday, 13 May 2024
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 Monthly Payment Listing 1 to 31 March 2024 9.4.2.2 Monthly Payment Listing 1 to 30 April 2024

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments covering the month of March and April 2024.

BACKGROUND

Nil

COMMENT

The attached list of payments is submitted for receipt by the Council.

Any comments or queries regarding the list of payments is to be directed to the Chief Executive Officer prior to the meeting.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

POLICY IMPLICATIONS

Council's Policy 2.1.2 provides authorisations and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

STRATEGIC/CORPORATE IMPLICATIONS

There are no strategic/corporate implications involved with presentation of the list of payments.

RISK MANAGEMENT IMPLICATIONS

A control measure to ensure transparency of financial systems and controls regarding creditor payments.

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

43/24 Moved Cr Egerton-Warburton

Seconded Cr Radford

That, in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

FROM – 1 March 2024		TO – 30 April 2024
Municipal Cheques	14378-14380	\$59,197.75
EFTs	33697 - 34020	\$1,384,820.75
Direct Debits		\$1,133,593.64
Total		\$2,577,612.14

be received.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.3 FINANCIAL MANAGEMENT – RATES WRITE-OFFS

AUTHOR	Tonya Pearce – Finance and Rates Officer
DATE	Wednesday, 08 May 2024
FILE NO	A25531, A638, A13516, A21812, A885, A10215, A5637, A1164, A2832, A23311, A24985
ATTACHMENT(S)	9.4.3.1 Rate Write-offs

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the write-off of interest rates that were raised against properties during the time the Shire of Kojonup reviewed rate issues in respect to the properties listed.

BACKGROUND

Interest continues to accrue daily in the rate system.

COMMENT

An attachment of properties has been listed, for consideration.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 6.25 to 6.82 of the Local Government Act 1995 and Sections 52 to 78 of the Local Government (Financial Management) Regulations 1996 relate to property rating requirements and procedures.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

44/24 Moved Cr Mathwin

Seconded Cr Radford

That the rate amounts, as presented, be credited due to being incorrectly charged by the Shire of Kojonup rates system.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.4 BALGARUP ROAD TREE CLEARING MAY 2024

AUTHOR	Jill Johnson – Manager Financial and Corporate Services
DATE	Friday, 4 April 2024
FILE NO	FM.FNR.2
ATTACHMENT	Nil

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To be notified of the addition of a Roads to Recovery project to the financial year. This is a tree clearing project for Balgarup Road - \$18,530.00.

BACKGROUND

Roads to Recovery funding has an available balance of \$18,530.00 which has been nominated to be used to clear trees between straight line kilometres 4.69 – 7.69.

COMMENT

This project is fully funded by Roads to Recovery with a surplus amount of \$18,530.00. This funding is required to be used by 30 June 2024. The Manager Works and Services selected tree clearing on Balgarup Road as a priority.

CONSULTATION

Manager Works and Services

STATUTORY REQUIREMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* sets out the basic information which must be included in the monthly reports to Council.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

Nil

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

45/24 Moved Cr Webb

Seconded Cr Egerton-Warbuton

That Council note the amendment to 2023/2024 Roads to Recovery road project funding for the purpose of tree clearing on Balgarup Road for the value of \$18,530.00.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.5 MINUTES OF AN ANNUAL MEETING OF ELECTORS HELD 16 APRIL 2024

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Monday, 13 May 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.5.1 - Unconfirmed minutes of an Annual Meeting of Electors held 16 April 2024

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of an Annual Meeting of Electors held 16 April 2024.

BACKGROUND

An Annual Meeting of Electors must be held within 56 days of adopting an Annual Report that includes Annual Financial Statements.

Council adopted its 2022-2023 Annual Report including Annual Financial Statements at its 19 March 2024 Ordinary Meeting.

COMMENT

This item is solely for Council to receive the minutes of its 16 April 2024 Annual Electors Meeting.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Division 4, Sections 5.26 to 5.33 of the *Local Government Act 1995* - deal with Electors’ General Meetings.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Failure to Fulfil Compliance Requirements (Statutory/Regulatory)	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework	External Audits (compliance)	Nil
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Presenting minutes of an Annual Electors Meeting at the next available meeting of Council, regardless of whether there are actions to be undertaken or otherwise, ensures Council and the public receive the minutes in a timely manner.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

46/24 Moved Cr Mathwin

Seconded Cr Mickle

That Council receives the unconfirmed minutes of its Annual Meeting of Electors held 16 April 2024.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.6 MINUTES OF A KOJONUP AGING IN PLACE COMMITTEE MEETING HELD 1 MAY 2024/
HALL AND PRIOR RELATIONSHIP – DRAFT HEADS OF AGREEMENT WITH FRESH FIELDS
AGED CARE/SPRINGHAVEN COMMUNITY UPDATE MEETING

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Tuesday, 14 May 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.6.1 - Unconfirmed minutes of a Kojonup Aging in Place Committee Meeting held 1 May 2024

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a Kojonup Aging in Place Committee meeting held 1 May 2024.

BACKGROUND

The Kojonup Aging in Place Committee replaced the Springhaven Working Group in November 2023 with an objective of recommending to Council on matters related to future proofing infrastructure and facilities for the aged and aged care in Kojonup. The Kojonup Aging in Place Committee held its first meeting on 7 February 2024.

COMMENT

This item is solely the Council receiving the minutes of its Kojonup Aging in Place Committee meeting held 1 May 2024.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Sections 7.1A to 7.1C of the *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 rd party adverse findings against Shire	Audit and Risk Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
The Kojonup Aging in Place Committee is an advisory committee that reports and makes recommendations for Council consideration; timely receipt of the minutes of this Committee and consideration of items, if any, is conducive to quality management of accommodation, infrastructure and services for the aged and aged care in Kojonup.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION EN BLOC

47/24 Moved Cr Egerton-Warburton

Seconded Cr Mickle

That Council receive the unconfirmed minutes of a Kojonup Aging in Place Committee meeting held 1 May 2024.

COMMITTEE RECOMMENDATION/COUNCIL DECISION EN BLOC

That Council acknowledges the Kojonup Aging in Place Committee's agreement, in principle, with Council moving forward with a Heads of Agreement with Hall and Prior, including clarification of discussion points, as presented.

That Council retrospectively endorses a Springhaven Community Update Meeting being held at 6.00pm, Wednesday, 15 May 2024 at the Kojonup Sporting Complex to update the Community on Springhaven's transition to Hall and Prior management and that this Meeting be advertised in the Kojonup News and on the Shire of Kojonup website and Kojonup Noticeboard and Shire of Kojonup social media.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

MIIT'S OF ODIT D RIS COMMITT M TI G H LD M Y
 NETBALL COURT PROJECT INTERNAL REVIEW
 KOJONUP PASTORAL AND AGRICULTURAL SOCIETY (P&A) INC. - SHOWGROUNDS REVIEW

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Tuesday, 14 May 2024
FILE NO	GP.CNM.9
ATTACHMENT(S)	9.4.7.1 - Unconfirmed minutes of an Audit and Risk Committee Meeting held 7 May 2024 UNDER SEPARATE COVER 9.4.7.2 – LGIS Risk Report on Showgrounds 2019

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of the Audit and Risk Committee meeting held 7 May 2024 and consider recommendations on an internal review of the Netball Court Project and investigation of a five to 10 year Master Plan for the Kojonup Showgrounds.

BACKGROUND

The Audit and Risk Committee is established under Section 71A of the *Local Government Act 1995* ensuring transparency in the Shire of Kojonup's financial management and decision making process. The Audit and Risk Committee was established with defined terms of reference and a membership consisting of six (6) committee members being four (4) Councillors and two (2) Community Members.

COMMENT

This item is the Council receiving the minutes of its Audit and Risk Committee meeting held 7 May 2024 and consideration of two actions as per the *Summary*.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Sections 7.1A to 7.1C of the *Local Government Act 1995*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3. Failure to Fulfil Compliance Requirement's	3 rd party adverse findings against Shire	Audit and Risk Committee	4 Meetings held per annum
<i>Risk rating: Low</i>			
IMPLICATIONS			
As per s.7.1A of the <i>Local Government Act 1995</i> , a local government is to establish an audit and risk committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION EN BLOC

48/24 Moved Cr Webb

Seconded Cr Mathwin

That Council receive the unconfirmed minutes of an Audit and Risk Committee meeting held 7 May 2024.

COMMITTEE RECOMMENDATION/COUNCIL DECISION EN BLOC

That Council request the Chief Executive Officer complete a post project review of the Netball Court Project, specifically reviewing the source funding for the project and the decision making governance.

That Council engages with the Kojonup Pastoral and Agricultural Society Inc. to investigate a five to ten (5 to 10) year Master Plan for the Kojonup Showgrounds.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.8 BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN – ANNUAL REVIEW

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Tuesday, 14 May 2024
FILE NO	CM.PLN.1; RM.POL.1
ATTACHMENT(S)	9.4.8.1 – Business Continuity and Disaster Recovery Plan (BCDRP) May 2024 (showing changes) UNDER SEPARATE COVER 9.4.8.2 - BCDRP Addendum - Pandemic Response Plan 2024 (showing changes)

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

To consider and recommend to Council the reviewed and updated Business Continuity and Disaster Recovery Plan including a Pandemic Response Plan.

BACKGROUND

The Council last reviewed its Business Continuity and Disaster Recovery Plan (Plan) in May 2023.

This item has been considered at Council’s Audit and Risk Committee meeting held 7 May 2024 and recommended to Council.

COMMENT

A Business Continuity and Disaster Recovery Plan, including a Pandemic Response Plan, provides guidance at a time when an organisation may be under considerable duress following a disaster that has affected, or in the event of a pandemic continues for some time to affect, the ability to provide essential or required services. Such a Plan identifies priorities and the resources required to return services in as quick and efficient manner as possible or to guide the organisation through a sustained event, aiming to minimise negative impact. Due to the upheaval that may be caused by such events, including dealing with the confusion that may accompany them, a well thought out Plan containing current, up to date information is a vital resource.

Changes to the current Plan are tracked and shown in red font in the attachments and relate to changes in personnel roles and contact details.

CONSULTATION

Chief Executive Officer

All Managers

Admin/Domestic Coordinator, Springhaven

STATUTORY REQUIREMENTS

Local Government Act (1995): s 5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

POLICY IMPLICATIONS

The Plan is completed in accordance with Council's Risk Management Policy 2.3.5 and Business Continuity Policy 2.3.6.

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

The Plan represents part of the Shire's Risk Management documentation. It is vital, from a business continuity and disaster recovery perspective, that details within such a Plan are as current as possible and regular reviews are undertaken.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION/COUNCIL DECISION

49/24 Moved Cr Radford

Seconded Cr Mickle

That the updated Business Continuity and Disaster Recovery Plan May 2024, including the Pandemic Response Plan 2024, as presented, be adopted.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.9 BUSH FIRE ADVISORY COMMITTEE (BFAC) MEETING MINUTES – 8 MAY 2024

AUTHOR	Shane Harris – Community Emergency Services Manager
DATE	Wednesday, 8 May 2024
FILE NO	ES.CIR.2
ATTACHMENT(S)	<p>9.4.9.1 – Unconfirmed BFAC Meeting Minutes – 8 May 2024</p> <p>9.4.9.2 – Unconfirmed Bush Fire Association Annual General Meeting Minutes – 15 April 2024</p> <p>9.4.9.3 – Kojonup BFAC 8 May 2024 – Department of Fire and Emergency Services (DFES) Report</p> <p>9.4.9.4 – Local Government Package – Kojonup – April 2024</p> <p>9.4.9.5 – Bush Fire Risk Management (BFRM) Plan</p> <p>9.4.9.6 – DFES – correspondence endorsing the BFRM Plan</p>

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to receive the unconfirmed minutes of a BFAC meeting held 8 May 2024.

BACKGROUND

The BFAC is established under Section 67 of the *Bush Fires Act 1954* and plays an important role in the Council's decision-making process.

COMMENT

Unconfirmed minutes of a BFAC meeting held 8 May 2024 are attached. A recommendation to appoint bush fire control officers is addressed separately.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Lack of (or inadequate) emergency response/business continuity plans. Lack of training for specific individuals or availability of appropriate emergency response.	Regular LEMC, DEMC Meetings	Nil
Risk Rating - <i>Adequate</i>			
IMPLICATIONS			
Under legislation, the Shire of Kojonup (Shire) may establish and maintain a BFAC. The risk of not having a BFAC is that Staff and Councillors do not necessarily possess the relevant knowledge or experience regarding bush fires. The Shire is reliant on the BFAC to be able to provide this knowledge and to support volunteer bush fire efforts, training and resourcing requirements in protecting community safety and assets.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

50/24 Moved Cr Radford

Seconded Cr Mathwin

That Council:

1. receives the unconfirmed minutes of a Bush Fire Advisory Committee meeting held 8 May 2024; and
2. receives the Bush Fire Risk Management Plan, as presented.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.10 APPOINTMENT OF BUSH FIRE CONTROL OFFICERS

AUTHOR	Shane Harris – Community Emergency Services Manager
DATE	Wednesday, 8 May 2024
FILE NO	ES.CIR.2
ATTACHMENT(S)	9.4.10.1- Unconfirmed Bush Fire Advisory Committee (BFAC) Minutes - 8 May 2024 9.4.10.2 – Unconfirmed Kojonup Bush Fire Association (Association) Annual General Meeting (AGM) Minutes – 15 April 2024

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the recommendations of the BFAC for the appointment of Bush Fire Control Officers for the 2024/2025 bush fire season.

BACKGROUND

The AGM of the Association was held on 15 April 2024. The BFAC endorsed the Association's recommendations at its meeting held 8 May 2024.

COMMENT

The BFAC made the following recommendations for 2024/2025, at its 8 May 2024 meeting:

- Tony Fisher be recommended for the Chief Bush Fire Control Officer (CBFCO);*
- Ross Fryer-Smith be recommended for the Deputy Chief Bush Fire Control Officer (DCBFCO);*
- Nick Trethowan and Ben Blewett be recommended for the Senior Bush Fire Control Officers (SBFCO);*
- The CBFCO and the DCBFCO are recommended for the Fire Weather Officer and Deputy Fire Weather Officer respectively;*
- The CBFCO and the DCBFCO are recommended to be appointed as authorised officers to issue permits to burn for the collection of clover seed in the Shire; and*
- The CBFCO, DCBFCO and the two Senior SBFCO's be authorised to advise the Chief Executive Officer of the Shire of Kojonup on the imposition of harvesting and movement of vehicles bans in the Shire of Kojonup for the 2023/2024 year.*

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 38 of the *Bush Fires Act 1954*

Section 67 of the *Bush Fires Act 1954*

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan

Policy 2.3.5 Risk Management

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Continuity	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities.	Community fire and emergency education Maintain regular communications with agencies and support services	Nil
3 - Compliance	Failure to correctly communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.	External Audits (compliance)	Nil

	Ineffective policies & processes		
Risk Rating - <i>Adequate</i>			
IMPLICATIONS			
Appointment of these positions is legislated by the <i>Bushfires Act 1954 (Act)</i> ; compliance with this <i>Act</i> demonstrates processes are followed at management and governance levels that will assist in minimising the risks of bush fire upon the greater community.			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

51/24 Moved Cr Webb

Seconded Cr Egerton-Warburton

- A) That the Council appoints to the following positions for the 2024/2025 year:
1. Tony Fisher - Chief Bush Fire Control Officer and Bush Fire Weather Officer;
 2. Ross Fryer-Smith - Deputy Chief Bush Fire Control Officer and Deputy Fire Weather Officer;
 3. Nick Trethowan and Ben Blewett - Senior Bush Fire Control Officers;
 4. The Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer be appointed as authorised officers to issue permits to burn for the collection of clover seed in the Shire;
 5. The Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and the two Senior Bush Fire Control Officers be authorised to recommend to the Chief Executive Officer of the Shire of Kojonup on the imposition of Harvest and Vehicle Movement Bans.

The nominees listed below be appointed to their respective Bush Fire Brigades subject to each person having successfully completed the Fire Control Officer's (FCO) course as conducted by the Department of Fire and Emergency Services:

Ben Johnston	Captain/FCO, Boilup Brigade
Craig Ivey	Captain/FCO, Boscabel Brigade
Paul Norrish	Captain/FCO, Changerup Brigade
Owen Bignell	Captain/FCO, Cherry Tree Pool Brigade
Tom Mathwin	Captain/FCO, Jingalup Brigade
James Eyres	Captain/FCO, Kojonup Brigade
Justin Brown	Captain/FCO, Lumeah Brigade
Rob Warburton	Captain/FCO, Moberup Brigade
Nathan Leitch	Captain/FCO, Muradup Brigade
Griff Chomley	Captain/FCO, Orchid Valley Brigade

Shannon Binns

Captain/FCO, Qualeup Brigade

Stuart Tohl

Captain/FCO, Ryan's Brook Brigade

Bevan Brown

FCO, Kojonup Town

B) That the Council expresses its sincere appreciation to the Kojonup Bushfire Association and Bush Fire Advisory Committee members and Zulus for continuing to provide essential bush fire services to our community.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.11 SHIRE OF KOJONUP FIRE BREAK ORDER 2024/2025

AUTHOR	Shane Harris – Community Emergency Services Manager
DATE	Wednesday, 8 May 2024
FILE NO	LE.NOT.2
ATTACHMENT(S)	<p>9.4.11.1 Shire of Kojonup Fire Break Order 2024-2025</p> <p>9.4.11.2 Shire of Kojonup Public Notice – Amended Prohibited and Restricted Burning Times</p> <p>9.4.11.3 - Email correspondence from Derek Jones – District Officer, Department of Fire and Emergency Services – Prohibited and Restricted Burning Times for Shire of Kojonup</p> <p>9.4.11.4 - Western Australian Government Gazette - Friday, 3 February 2012 No. 16 – (Pages 611-619)</p>

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>"The Cultural Experience Centre of the Great Southern"</i> STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Performance	12. A High Performing Council	12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider adopting the Shire of Kojonup Fire Break Order for the year 2024/2025.

BACKGROUND

Council issues a Fire Break Order each year, under section 33 of the *Bush Fires Act 1954 (Act)*. The order requires certain things to be done with respect to fire hazard reduction/fire prevention on land within the District. The order is distributed with the rates notice and any other publication conducted as required by the *Act*.

COMMENT

The format of the Fire Break Order will be similar to previous years, with some changes being made as outlined below:

Change to Prohibited and Restricted burning period times – Shire of Kojonup

On Monday, 11 December 2023, correspondence was received from Derek Jones, District Officer, Department of Fire and Emergency Services (DFES) (attachment 9.4.11.3) in relation to the Shire of Kojonup Prohibited and Restricted Burning Times advertised in the 2023/2024 Fire Break Order. This correspondence outlined that the dates advertised in the 2023/2024 Fire Break Order were incorrect and not in alignment with the gazetted Shire of Kojonup

Prohibited and Restricted Burning Times issued by the Fire and Emergency Services (FES) Commissioner (gazetted Prohibited and Restricted Burning Times attached at 9.4.11.4).

The dates advertised in the 2023/2024 booklet were as follows:

Prohibited Burning Times - 5 November, 2023 – 14 February 2024.

Restricted burning time is 1 October 2023 – 4 November 2023 & 15 February 2024 – 13 April 2024.

The dates implemented by the FES Commissioner for the Shire of Kojonup as gazetted are as follows:

Prohibited Burning Times - 1 November, 2024 – 28 February 2025.

Restricted burning time - 1 October 2024 – 30 April 2025.

Since this correspondence, public notice has been issued by the Shire of Kojonup to rectify the date error in the Fire Break Order Booklet.

The proposed 2024/2025 Fire Break Order reflects this amendment and is in alignment with the current gazetted Prohibited and Restricted Burning Times issued by the Fire and Emergency Services (FES) Commissioner.

Under Sections 17(7) and 18(5) of the *Bush Fires Act 1954*, Local Governments do have the power to amend these gazetted Prohibited and Restricted Burning Times; however, should this occur, Local Government must provide notification to adjoining Local Governments, the FES Commissioner and the general public.

Under recommendation from the FES Commissioner, the Minister for Emergency Services may rescind or vary the Local Government's amended Prohibited and Restricted Burning Times.

Should the Shire of Kojonup wish to vary these times, it will be undertaken in accordance to these legislative requirements. The variation of these dates will be advertised separately to the Fire Break Order as they will be seasonal changes generally made after the Fire Break Order's publication.

Change to Rural land (land outside a gazetted townsite) firebreak requirements

A review of the 2023/2024 fire break order requirements for Rural land has resulted in the change of wording in order to simplify the requirements and ensure that it can be easily interpreted.

The wording for the 2023/2024 rural requirements was as follows:

'Homesteads, Buildings, Haystacks, Bulk Fuel, Drums and Liquid Petroleum.

During the period from 14th December to the 31st May inclusive you shall have firebreaks at least 20 metres wide, if provided by burning, cultivating or spraying, or 60 metres wide if provided by being closely grazed or mowed to the satisfaction of the Shire. The firebreaks are

to be in such positions as are necessary to completely surround the perimeter of any homestead building (excluding isolated non-flammable buildings), fuel installation (including drums), haystacks (but only haystacks within 60 metres of any building) or group of such structures or installations. In each case, the outer 3 metres of the firebreak area must be totally free of any inflammable material and where mowing is the method used; all residue of the mowing process must be removed from the area.'

The above excerpt has been recorded to the following for the 2024/2025 Fire Break Order:

'During the period from 15th December to the 31st May inclusive you shall have an Asset Protection Zone (APZ) of 20 metres surrounding all Homesteads, Buildings, Sheds, Haystacks, Bulk Fuel, Drums and Liquid Petroleum established. An APZ is a reduced fuel load zone. Living standing trees, remnant vegetation, maintained gardens and lawns are exempt from an APZ.'

Other changes such as updated Brigade contact information has been confirmed with Denise Berryman (Secretary) and implemented into the proposed 2024/2025 Fire Break Order.

The attached document will only show content; the final format will be a folded, flip chart type document approximately 10cm X 20cm with a double magnet on the back page so that it can be placed on the refrigerator for easy reference as required.

Adoption of the proposed 2024/2025 Fire Break Order at this meeting will allow time for printing of the notices for inclusion with the Council annual Rate Notice mail out scheduled for July 2024.

CONSULTATION

On Wednesday, 8 May 2024 at the Bush Fire Advisory Committee (BFAC) meeting, the proposed Fire Break Order was presented. The BFAC endorsed the 2024/2025 Fire Break Order inclusive of the above and other changes as detailed in the minutes at attachment 9.4.11.1, and agreed to have it proposed to Council.

STATUTORY REQUIREMENTS

Section 17(1) of the Bush Fires Act 1954 – Prohibited Burning Periods

17. Prohibited burning times may be declared by Minister

(1) The Minister may, by declaration published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the declaration and may, by subsequent declaration so published, vary that declaration or revoke that declaration either absolutely or for the purpose of substituting another declaration for the declaration so revoked.

18. Restricted burning times may be declared by FES Commissioner

(1) Nothing contained in this section authorises the burning of bush during the prohibited burning times.

(2) The FES Commissioner may, by notice published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the notice except in accordance with a permit obtained under this section and with the

conditions prescribed for the purposes of this section, and may, by subsequent notice so published, vary that declaration or revoke that declaration either wholly or for the purpose of substituting another declaration for the declaration so revoked.

Section 33 of the *Bush Fires Act 1954* – Local government may require occupier of land to plough or clear fire-break.

(1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —

(a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter;

(b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire, and the notice may require the owner or occupier to do so

(c) as a separate operation, or in co-ordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and

(d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.

(2) A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the Local Government Act 1995, as his address for the service of rate notices

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan

Policy 2.3.5 Risk Management

FINANCIAL IMPLICATIONS

The production of these notices is budgeted for each financial year.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
2 - Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities	Community fire and emergency education	Nil
3 - Compliance	Failure to correctly communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation. Ineffective policies & processes	External Audits (compliance)	Nil
<i>Risk rating - Adequate</i>			
IMPLICATIONS			
<p>Maximising compliance with legislation mitigates risk of damage to image and reputation as well as penalties associated with non-compliance; compliance demonstrates that best practice methodology is in place.</p> <p>Advertising of the dates of the burning period is required as per the <i>Bush Fires Act 1954</i>; compliance with this <i>Act</i> demonstrates processes are being followed at a governance level that will assist in minimising the risks of bushfire upon the greater community.</p>			

ASSET MANAGEMENT IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION/COUNCIL DECISION

52/24 Moved Cr Mathwin

Seconded Cr Webb

That Council adopt the 2024/2025 Fire Break Order, as presented.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.12 BUSHFIRE RISK MITIGATION COORDINATOR ROLE AND GRANT FUNDING

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 17 May 2024
FILE NO	ES.CIR.2
ATTACHMENT(S)	9.4.12.1 - BRMC Business Plan Template 20220419 v1.0 9.4.12.2 - BRMC Overview 9.4.12.3 - Bushfire Risk Profile 9.4.12.4 - LG Grant Agreement - BRMC Template 20240501 v5.0 9.4.12.5 - MAFGP2425 - Guidelines for Applicants - V6.0

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
Key Pillar	Community Outcomes	Corporate Actions
Performance	10. Contributed Socially	10.1 Environment Action

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider an opportunity, presented to the Shire of Kojonup (Shire) by Department Fire and Emergency Services (DFES), of a partially funded role, Bushfire Risk Mitigation Coordinator (BRMC).

The purpose of the role is to manage the mitigation programs shared with the Shires of Katanning, Broomehill-Tambellup and Kojonup. The role is partially funded by DFES (50% in first year, 30% subsequent years) and the local government's (LG) fund the majority of the costs (50% in first year and 70% in the subsequent years).

BACKGROUND

The Bushfire Risk Management Program is the identification and classification of bushfire risk within the participating local governments' (Shire of Kojonup, Shire of Katanning and Shire of Broomehill-Tambellup) respective areas.

The three LG's have recently completed the Bushfire Risk Management Planning process. The Bushfire Risk Management Plan (BRM plan) documents the risk to communities from bushfire and outlines the required treatments to reduce these risks.

The extension of the program involves the development of ongoing yearly treatment plans through the utilisation of shared resources and the cooperation between local governments, state agencies and private landowners and occupiers to implement mitigations to reduce and control the identified risks.

COMMENT

The BRMC will be responsible for developing and implementing the LG's bushfire mitigation programs. The BRMC works closely with relevant stakeholders to identify and prioritise mitigation activities within designated areas and ensures treatment plans are effectively planned, delivered and evaluated.

Responsibilities of the BRMC include:

- Prepare and complete annual and long-term mitigation program of works;
- Manage grant applications to secure funding for LG mitigation works;
- Coordinate the completion of treatments with contractors and brigades;
- Report to LGs on the status and success of their mitigation program;
- Provide BRM training to LG staff and volunteers on mitigation work; and
- Provide support at bushfires (where approved).

It is proposed that the BRMC will work with the Shire of Kojonup, Shire of Katanning and Shire of Broomehill-Tambellup.

LGs must have an endorsed BRM Plan to be eligible for a BRMC. The BRMC is employed on a three (3) year contract.

The BRMC is a LG employee and will be hosted by one (1) LG. BRMCs report to the LG on the progress of each LG's mitigation program.

Coordinating a LG mitigation program requires continuous, extensive consultation with landowners, local stakeholders and government departments.

Funding is available through the Mitigation Activity Fund (MAF) to implement the planned mitigations; however, the Shire has limited resources to source the funds or manage the implementation. This role will create more capacity to manage the risk associated with bushfire and general emergency management.

Kojonup has 514 assets under its mandate with an extreme risk rating of 183; whereas, Katanning has 264 assets with an extreme risk rating of 78 and Broomehill-Tambellup has 363 assets with an extreme risk rating of 115 (attachment 9.4.12.3- Bushfire Risk Profile).

The Shire does not currently have capacity to undertake this work within its current Workforce Plan. As a comparison, the Shire of Cranbrook does not participate in the grant program but employs its own mitigation coordinator in house and is self-funded.

Furthermore, BRMCs are required to attend and present at various forums to ensure the successful delivery of the program. These include, but are not limited to:

- Present and update the BFAC on status reporting of each LG's implementation and three (3) year Indicative Treatment Plan.
- Assist with the facilitation of District Operations Advisory Committee/Regional Operations Advisory Committee meetings to increase the awareness and progression of LG mitigation programs.
- Present at LG Council meetings to ensure Councillors have an appropriate understanding of their LG's mitigation program and are supportive of the approach and progress of priority treatments.

- Where a LG Mitigation Working Group (MWG) is deemed necessary, the BRMC resource will establish and chair the MWG (refer to MWG Terms of Reference) driving the desired outcomes for the LG.
- Liaise with other shires bordering the LG and manage interdependencies to mitigate bushfire risk.

Mitigation Activity Fund (MAF)

The Mitigation Activity Fund Grant Program objective is to reduce the hazard or exposure to identified assets that are at risk from the occurrence of bushfire on local government managed Crown land.

The LG's can now access funding from the MAF. However, like any grant funding, it has strict guidelines to applying, executing and acquitting the agreement.

When applying for funding, LG's need to anticipate the additional burden of accountability, record keeping and transparency in decision making that accompanies the spending of public monies. The BRMC will manage this on behalf of the LGs.

LGs must be able to maintain BRMS records, acquit funds in accordance with the procedures and provide a progress report during the funding round.

The combination of these funding and an additional emergency services resource will ensure the Shire of Kojonup can commence reducing the extreme risk rating identified in the Bushfire Risk Management Plan through ensuring the community bushfire risks are systematically assessed, prioritised and mitigated.

CONSULTATION

Bush Fire Advisory Committee – 8 May 2024

STATUTORY REQUIREMENTS

Bush Fires Act 1954

Emergency Management Act 2005

POLICY IMPLICATIONS

Policy 6.1 Fire Management Plan will need to reflect the BRMC Agreement and position objectives.

FINANCIAL IMPLICATIONS

Partially funded by the State of Western Australia through the Department of Fire and Emergency Services the participating LG's are responsible for 50% of the Total Employment Cost in the first year, and 70% in the subsequent years of the Agreement. Approximate cost of \$38,000 per annum per shire for the life of the agreement (3 years).

Year 1 – DFES pay 50% of BRMC costs.

Years 2 & 3 – DFES pay 30% of BRMC costs.

Recommended BRMC total budget is \$164,000 (2024-25).

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
2 Business Disruption	Failure to adequately prepare and respond to events that cause disruption to the local community and/or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage/terrorism).	Community fire and emergency education Current internal Emergency Management Plan and Mitigation Plan Emergency resources and support budget	Create and Implement a Bushfire Risk Management Plan - Ongoing
<i>Risk rating - Adequate</i>			
IMPLICATIONS			
<p>The Bushfire Risk Mitigation Plan needs to be resourced to implement the mitigation strategies ensuring risk to the Community is reduced.</p> <p>Partial funding from DFES can help support the participating Shires to fund a resource to do achieve the BRMP outcomes.</p>			

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

53/24 Moved Cr Egerton-Warburton

Seconded Cr Mathwin

That Council:

1. directs the Chief Executive Officer (CEO) to analyse the availability of funding in the budget to fund this role over a period of 3 years;
2. directs the CEO in the circumstance where the budget can sustain the additional resource, then recommend the funding of the role in the upcoming budget; and
3. dependent on Council approving the budget and subsequent commitments, delegates authority to the CEO to execute a Grant Agreement with Department Fire and Emergency Services to appoint a Bushfire Risk Mitigation Coordinator for a period of 3 years.

CARRIED 5/1

For: Cr Wieringa, Cr Radford, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

Against: Cr Webb

9.4.13 REQUEST FOR REDUCTION OF LEASE COST FROM SALE PRICE - PORTION OF LOT 9999 THORNBURY CLOSE, KOJONUP

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 17 May 2024
FILE NO	A22323; LP.PLN.2
ATTACHMENT(S)	<p>9.4.13.1 – Portion A, Lot 9999 Thornbury Close, Kojonup</p> <p>9.4.13.2 – Sworn Valuation, Portion A Lot 9999 Thornbury Close, Kojonup</p> <p>9.4.13.3- OK88-103-001-01A - Accepted</p> <p>9.4.13.4 - D323181 – C – 02</p> <p>9.4.13.5 - D323181-C-03</p> <p>9.4.13.6 - DecisionLetter_163364_20230519</p> <p>UNDER SEPARATE COVER</p> <p>9.4.13.7 – Email Correspondence from Syd Matthews & Co Pty Ltd – 30 April 2024</p>

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be “The Cultural Experience Centre of the Great Southern” STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Economics	5. Assisted New Business	5.1 Industrial Land Release

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider a request from Neville Matthews for any current lease payments made to the Shire of Kojonup (Shire) be subtracted from any future sale valuation as a result of the process for subdivision not being finalised and the timeframe for the lease being extended.

BACKGROUND

The current lease on Portion A of Lot 9999 Thornbury Close, Kojonup, expired at the end of February 2024 following the exercising of an option to extend by a further two years on the original two year lease commencing in 2020.

The original lease was granted as a result of the subdivision requirements to be actioned prior to sale. The lease had an option to purchase Portion A, at market value, when subdivision of the land had occurred.

At its February 2024 Ordinary Meeting Council resolved the following:

That Council advertises its intention to lease Portion A of Lot 9999 Thornbury Close, Kojonup, as shown on the presented map and in accordance with s. 3.58 of the Local Government Act 1995, to Syd Matthews & Co Pty Ltd for \$12,000 inc GST per year or pro rata thereof until such time as the subdivision of Lot 9999, Thornbury Close is finalised and:

1. *if nil public submissions are received, authorises the Chief Executive Officer to proceed with a new lease to commence on 15 March 2024 as above inclusive of a first option to buy the land upon finalisation of subdivision occurring; or*
2. *if a public submission/s are received in response to the aforementioned advertising, this matter be returned to Council for further deliberation.*

The permitted use for the property is *transport depot and grain cleaning/storage facility purposes*.

COMMENT

Subdivision of Lot 9999 Thornbury Close, Kojonup has taken longer than anticipated and, therefore, the lease expired prior to a first option to buy being exercisable. The subdivision was expected to be completed within the lease extension period but is not yet finalised.

There are a number of actions currently underway to finalise the subdivision:

1. The Shire has recently received final approval for the water extension design – John Kinnear to arrange with plumber to install (Plan attached OK88-103-001-01A - Accepted)
2. Road extension was marked out with the boundaries (Plans attached D323181 – C – 02 and D323181-C-03)
3. The Shire is currently looking at contracting the road development
4. The Shire is currently working with western power on the need of a transformer or if the Shire can defer this based on the estimated electricity usage by the users (DecisionLetter_163364_20230519 attached)

Once these actions are completed it is expected the application for titles can be finalised in the next 6 months (for stage 1).

Neville Matthews, Managing Director of Syd Matthews & Co Pty Ltd, has indicated that he wishes to continue leasing the property until such time as the subdivision has been finalised and he can exercise the first option to buy but has requested consideration be given to recouping any lease payments made on the current new lease period off the sale price due to the subdivision taking longer through no fault of the lessee (attachment 9.4.13.7 USC).

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 3.58 of the *Local Government Act 1995* – Disposing of Property^{3.58}.

Disposing of property

(1) *In this section —*

dispose *includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

property *includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) *the highest bidder at public auction; or*

- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
- (a) it gives local public notice of the proposed disposition —
- (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
- and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The current lease is valued at \$12,000 + GST (previous sworn valuation) per year.

The financial implication of this request will be a reduction in the lease value of approximately \$6,000 to the Shire, based on a six month finalisation period of the subdivision.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
10 – Management of Facilities, Venues and Events	Lack of Lease/Contract/Agreement/MOU/Licence documentation	Lease agreements for Shire facilities	Develop Lease agreements register for all Shire facilities

Risk rating - Adequate

IMPLICATIONS

The formation of leases for Shire owned or managed land defines the terms that apply to all parties and lessens the ambiguity if an issue arises during the term of the lease.

Risk management also applies in relation to the use/maintenance and fire hazard risk reduction.

ASSET MANAGEMENT IMPLICATIONS

Disposing of this portion of Lot 9999, Thornbury Close, Kojonup transfers asset management implications from the Shire to the Lessee.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS
Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

54/24 Moved Cr Mathwin

Seconded Cr Egerton-Warburton

That Council approves a reduction of the future sale valuation on Portion A, Lot 9999 Thornbury Close, Kojonup equal to any pro-rated actual lease payments paid by Syd Matthews & Co Pty Ltd within the current lease period, due to the subdivision not being finalised in a timely manner.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

9.4.14 GEORGE CHURCH COMMUNITY MEDICAL CENTRE INC. (GCCMC) – OFFER FOR THE SHIRE TO PURCHASE PROPERTY 14 NEWSTEAD ROAD, KOJONUP

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 17 May 2024
FILE NO	PH.SVP.1
ATTACHMENT(S)	9.4.14.1 – GCCMC offer of Land Sale Correspondence

'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be "The Cultural Experience Centre of the Great Southern" STRATEGIC/CORPORATE IMPLICATIONS		
Key Strategic Pillar/s	Community Goal/s	Corporate Objective/s
Lifestyle	1 Diverse Accommodation Options	1.2 House, Land development stimulus

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider an offer by the George Church Community Medical Centre Inc. (GCCMC) for the Shire of Kojonup (Shire) to purchase property 14 Newstead Road, Kojonup, at a value of \$20,000.

BACKGROUND

Mr Bruce Ivers donated a block of land at 14 Newstead Road to GCCMC.

It is Mr Ivers intention for the GCCMC to use the block to build a doctor's residence; however, it is unlikely that the GCCMC will have the financial resources to proceed with a building project.

COMMENT

The GCCMC has advised the Shire that Mr Ivers would like the land to provide a benefit to the Community of Kojonup.

In the absence of resources to build a dwelling on the property, the GCCMC has resolved that the block will be offered for sale and that the Shire of Kojonup has the first refusal before advertising for sale commences (attachment 19.4.14.1). The GCCMC have noted that funds from a sale will be used to subsidise the renovations at 39 Vanzuilecom Street, Kojonup.

The view of the GCCMC is because the block is contiguous with the existing park and public space on Newstead Road, the Council may wish to acquire the block. It is stated this would also satisfy the intention of Mr Ivers that the disposal of the asset would benefit the Kojonup Community.

The Shire does not have the resources or financial capacity to utilise this land parcel in any other way but as an extension to the public space on Newstead Road. This is the only advantage to the Shire of purchasing this parcel of land.

The block is initially offered to the Shire of Kojonup at a price of \$20,000.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Local Government Act 1995

POLICY IMPLICATIONS

2.1.2 Purchasing Policy

FINANCIAL IMPLICATIONS

No funds have been allocated in the current year's budget for land purchase. The financial implication is \$20,000 would need to be found in the current budget. Additional expense would need to be budgeted for maintaining the property.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risks Description/Cause	Key Controls	Current Action
Asset Sustainability	Failure or reduction in service of infrastructure assets, plant, equipment or machinery.	Routine maintenance schedule: Other infrastructure (Parks, reserves & play equipment)	Regularly scheduled Park & Property Inspections
<i>Risk rating - Adequate</i>			
IMPLICATIONS			
Additional grounds maintenance activities and costs, and annual outgoings required by the Shire.			

ASSET MANAGEMENT IMPLICATIONS

Additional land on the asset register and additional costs associated with maintaining the property moving forward.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COUNCIL DECISION

55/24 Moved Cr Mickle

Seconded Cr Egerton-Warburton

That Council write to the George Church Community Medical Centre Inc. and respectfully decline the offer of purchase of 14 Newstead Road, Kojonup.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

- 10 APPLICATIONS FOR LEAVE OF ABSENCE
Nil

- 11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
Nil

- 12 QUESTIONS FROM MEMBERS WITHOUT NOTICE
Nil

- 13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING
Nil

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

- 14.1.1 MINUTES OF A CHIEF EXECUTIVE OFFICER'S (CEO) PERFORMANCE REVIEW (PR) COMMITTEE MEETING HELD 7 MAY 2024

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Monday, 13 May 2024
FILE NO	PE.HMR.116
ATTACHMENT(S)	14.1.1.1 - Unconfirmed minutes of a CEO PR Committee meeting held 7 May 2024

- 14.1.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER (CEO) ANNUAL PERFORMANCE REVIEW

AUTHOR	Judy Stewart – Manager Governance and Administration
DATE	Monday, 15 May 2024
FILE NO	PE.EFG.542
ATTACHMENT(S)	CONFIDENTIAL 14.1.2.1 - Collated Councillors' CEO Performance Appraisal responses including Committee feedback on Performance Review criteria 14.1.2.2 - CEO Performance Self-Appraisal June 2023 to May 2024

- 14.1.3 HALL & PRIOR HEADS OF AGREEMENT – SPRINGHAVEN AGED CARE FACILITY

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Friday, 17 May 2024
FILE NO	CP.LEA.1
ATTACHMENT(S)	14.1.3.1 – Hall and Prior Heads of Agreement

STATUTORY REQUIREMENTS

Section 5.23(2) of the Local Government Act 1995 permits the Council to close a meeting, or part of a meeting, to members of the public if the meeting deals with any of the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (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; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
 - (i) a trade secret; or
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*.

Subsection (3) requires a decision to close a meeting, or part of a meeting and the reason for the decision to be recorded in the minutes.

The Chief Executive Officer declared a Financial Interest and left the meeting at 3.49pm.

PROCEDURAL MOTION

56/24 Moved Cr Radford

Seconded Cr Mickle

That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at 3.49pm.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

The Chief Executive Officer re-entered the meeting at 3.53pm.

PROCEDURAL MOTION

60/24 Moved Cr Radford

Seconded Cr Mathwin

That the meeting be reopened to the public at 3.54pm.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

14.1.1 MINUTES OF A CHIEF EXECUTIVE OFFICER'S (CEO) PERFORMANCE REVIEW (PR)
COMMITTEE MEETING HELD 7 MAY 2024

OFFICER RECOMMENDATION/COUNCIL DECISION

57/24 Moved Cr Mathwin

Seconded Cr Radford

That Council receives the unconfirmed minutes of its Chief Executive Officer Performance Review Committee meeting held 7 May 2024.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

14.1.2 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER (CEO) ANNUAL PERFORMANCE REVIEW

OFFICER RECOMMENDATION/COMMITTEE RECOMMENDATION/COUNCIL DECISION

58/24 Moved Cr Mathwin

Seconded Cr Mickle

That Council accepts the Chief Executive Officer's (CEO) Performance Review undertaken by all Elected Members and endorses the findings of the collated CEO Review document, as attached, and acknowledges the current CEO met all Performance Criteria during the review year June 2023 to May 2024 at a Competent and Effective level.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

14.1.3 HALL & PRIOR HEADS OF AGREEMENT – SPRINGHAVEN AGED CARE FACILITY

OFFICER RECOMMENDATION/COUNCIL DECISION

59/24 Moved Cr Egerton-Warburton

Seconded Cr Webb

That Council ratifies the Execution of Heads of Agreement with Hall and Prior (Fresh Fields Management (NSW) No. 2 Pty Ltd (ABN 35 624 674 380)) and retrospectively authorises the Chief Executive Officer to execute the agreement, as presented.

CARRIED 6/0

For: Cr Wieringa, Cr Radford, Cr Webb, Cr Egerton-Warburton, Cr Mathwin, Cr Mickle

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3.55pm.

16 ATTACHMENTS (SEPARATE)
(USC – Under Separate Cover)

6.1	6.1.1	Unconfirmed Minutes of an Ordinary Meeting of Council held on 16 April 2024
7.4.1	7.4.1	Cr Radford – Great Southern Regional Road Group – 26 April 2024
9.4.1	9.4.1.1	Monthly Financial Statements – 1 to 31 March 2024
	9.4.1.2	Monthly Financial Statements – 1 to 30 April 2024
9.4.2	9.4.2.1	Monthly Payment Listing 1 to 31 March 2024
	9.4.2.2	Monthly Payment Listing 1 to 31 March 2024
9.4.3	9.4.3.1	Rate Write-offs
9.4.5	9.4.5.1	Unconfirmed minutes of an Annual Meeting of Electors held 16 April 2024
9.4.6	9.4.6.1	Unconfirmed minutes of a Kojonup Aging in Place Committee Meeting held 1 May 2024
9.4.7	9.4.7.1	Unconfirmed Minutes of an Audit and Risk Committee Meeting held 7 May 2024
	9.4.7.2 (USC)	LGIS Risk Report on Showgrounds 2019
9.4.8	9.4.8.1	Business Continuity and Disaster Recovery Plan (BCDRP) May 2024 (showing changes)
	9.4.8.2 (USC)	BCDRP Addendum - Pandemic Response Plan 2024 (showing changes)
9.4.9	9.4.9.1	Unconfirmed BFAC Minutes – 8 May 2024
	9.4.9.2	Unconfirmed BFA AGM Minutes - 15 April 2024
	9.4.9.3	Kojonup BFAC 8 May 2024 - DFES Report
	9.4.9.4	LG Package - Kojonup - April 2024
	9.4.9.5	Bush Fire Risk Management (BFRM) Plan

	9.4.9.6	Department of Fire and Emergency Services – correspondence endorsing the BFRM Plan
9.4.10	9.4.10.1	Unconfirmed BFAC Minutes – 8 May 2024
	9.4.10.2	Unconfirmed BFA AGM Minutes - 15 April 2024
9.4.11	9.4.11.1	Firebreak Order - Shire of Kojonup - 2024 - 2025
	9.4.11.2	Shire of Kojonup Public Notice – Amended Prohibited and Restricted Burning Times
	9.4.11.3	Email Correspondence - Derek Jones – DFES - Prohibited and Restricted Burning Times for the Shire of Kojonup
	9.4.11.4	Western Australian Government Gazette - Friday, 3 February 2012 No. 16 – (Pages 611-619)
9.4.12	9.4.12.1	BRMC Business Plan Template 20220419 v1.0
	9.4.12.2	BRMC Overview
	9.4.12.3	Bushfire Risk Profile
	9.4.12.4	LG Grant Agreement - BRMC Template 20240501 v5.0
	9.4.12.5	MAFGP2425 - Guidelines for Applicants - V6.0
9.4.13	9.4.13.1	Portion A, Lot 9999 Thornbury Close, Kojonup
	9.4.13.2	Sworn Valuation, Portion A Lot 9999 Thornbury Close, Kojonup
	9.4.13.3	OK88-103-001-01A - Accepted
	9.4.13.4	D323181 – C – 02
	9.4.13.5	D323181-C-03
	9.4.13.6	DecisionLetter_163364_20230519
	9.4.13.7 (USC)	Email Correspondence from Syd Matthews & Co Pty Ltd – 30 April 2024
9.4.14	9.4.14.1	GCCMC offer of Land Sale Correspondence

CONFIDENTIAL

14.1.1	14.1.1.1	Unconfirmed minutes of a CEO PR Committee meeting held 7 May 2024
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- | | | |
|--------|--------|--|
| 14.2.1 | 14.2.1 | Collated Councillors' CEO Performance Appraisal responses for period June 2023 to May 2024 including Committee feedback on Performance Review criteria |
| | 14.2.2 | CEO Performance Self-Appraisal June 2023 to May 2024 |
| 14.3.1 | 14.3.1 | Hall and Prior Heads of Agreement |

Confirmed on 18 June 2024 as a true record –

Presiding Member

Date



Long Term Cycle Network – Regional Strategies

Update on the Great Southern Cycle strategy





Acknowledgement of Country


The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community.

We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

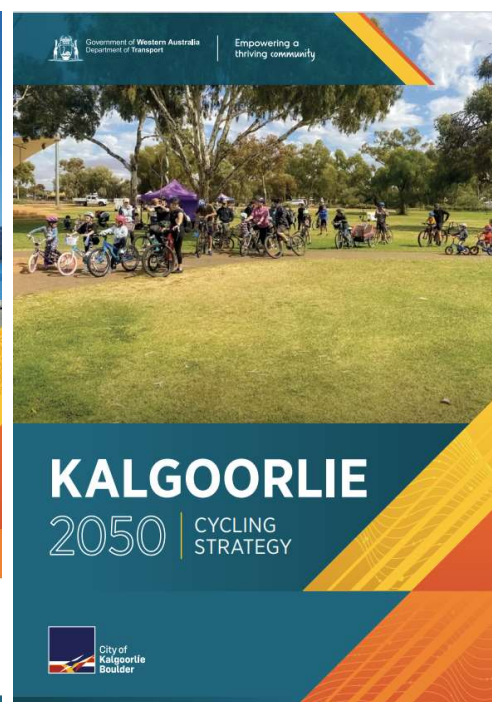
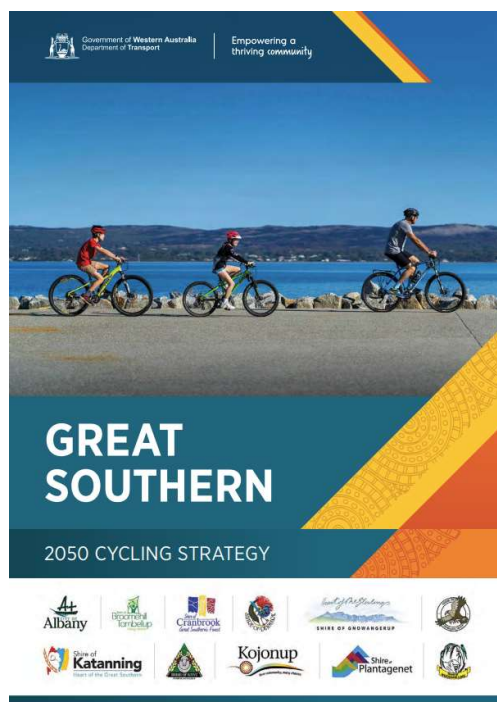
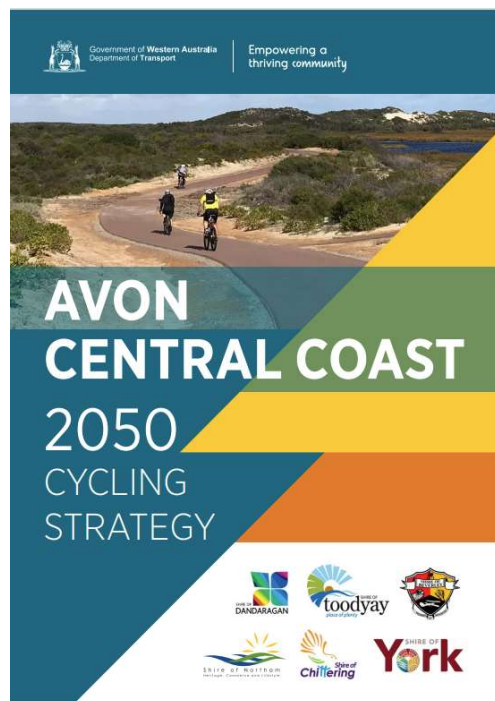
Image: extract of Travelling through Country (Boodja)
The artwork is the result of Cultural Awareness Training workshops delivered by Sister Kate's.



Status

- WABN plan – key action – develop regional strategies to develop an overall integrated network, albeit to major and local attractions, tourist destinations and trails.
 - 12 in total
 - Perth and Peel (in conjunction with 32 LGAs)
 - 6 published – inc Bunbury-Wellington, Leeuwin-Naturaliste, Warren-Blackwood, Geraldton, Esperance, Pilbara;
 - 4 in final endorsement process – inc Great Southern, Avon and Central Coast, Kalgoorlie and Gascoyne
 - 1 just begun – Kimberley.
- 

Four strategies pending endorsement



Five main themes

1. Connecting people to where they live, work, learn and play
2. Improving safety for bike riders on roads
3. Encouraging cycling for people of all ages, abilities and backgrounds
4. Improving planning for cycling
5. Develop cycle tourism experiences

Partners and key learnings

Great Southern

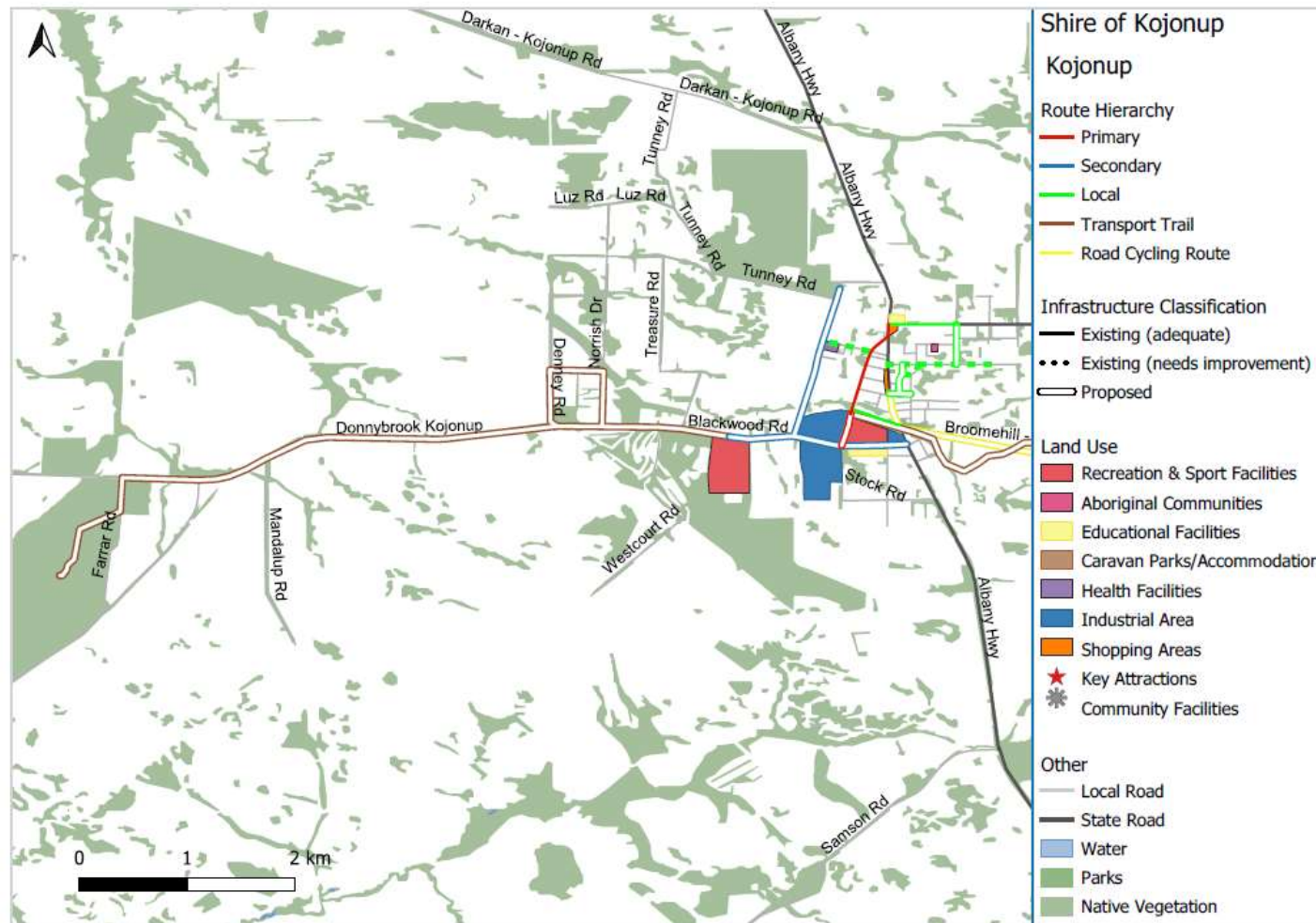
Partners: City of Albany and the shires of Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet and Woodanilling

- Local routes – connecting to primary schools, and key destinations such as caravan parks, town centres and sport and rec centres
- Safe crossing points – often the highway divides town and they are also haulage routes
- Transport trails – using closed railway and in some cases, active lines
- Epic tourist trails – create new tourist offerings that link into the region's food and wine offerings and of course the Mundabiddi and Bibbulmun Tracks
- Planning for future growth - link in early to major road improvement programs be it major highways or shoulder widening programs
- Bolster behaviour change programs to support the very young through to the very old to be comfortable riding – Your Move programs but also broader general education

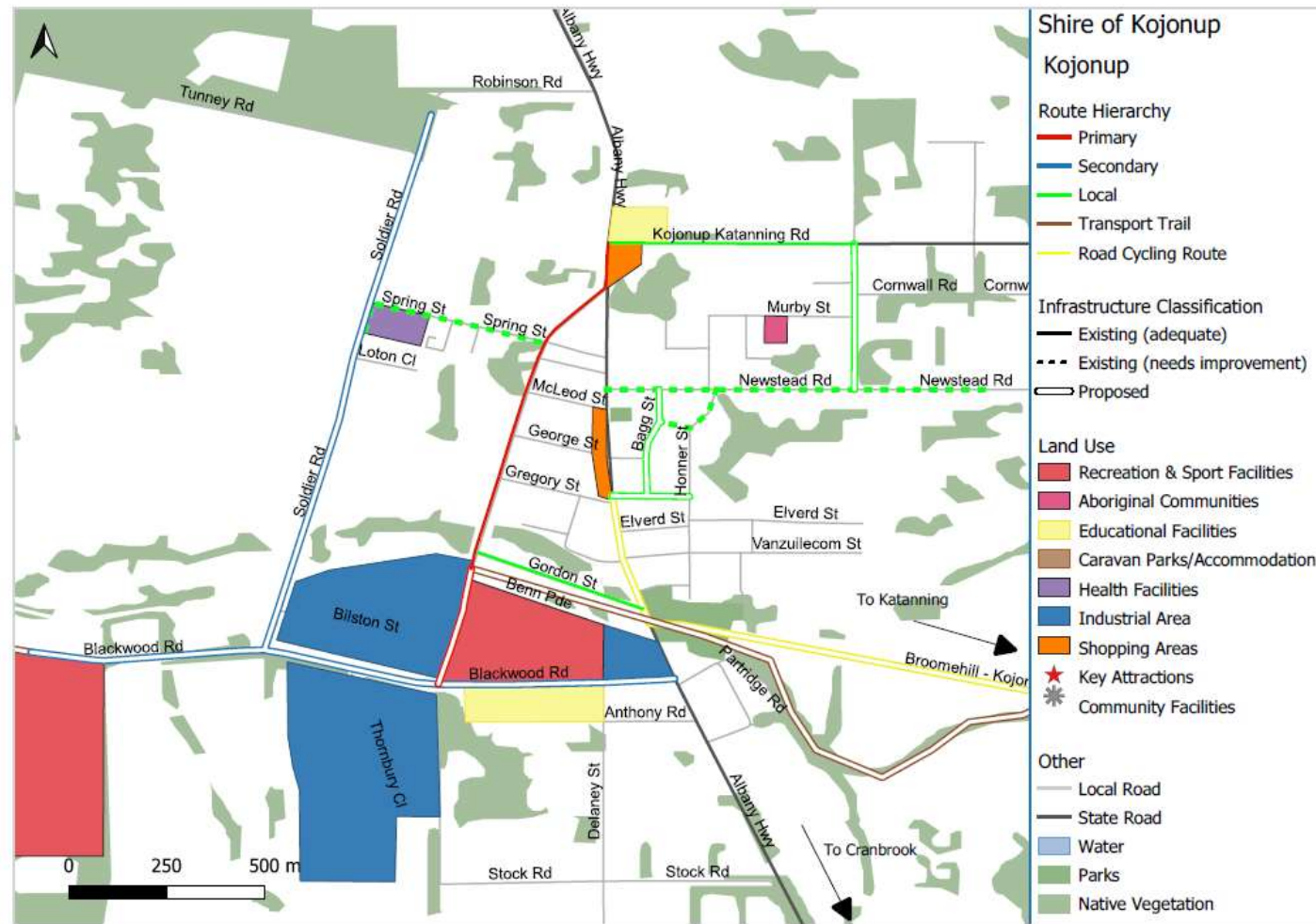
Key items / learnings from all regions

- Transport trails – key interest in each region – also reflected in Trails Blueprint and Rail Trails WA agendas
- Concerns include:
 - heavy vehicle/bike interaction (education campaigns needed; road shoulder widening program)
 - Need to ensure large scale projects (eg Albany Ring Rd) incorporate AT provision properly
 - who would pay for and maintain signage (DoT – Wayfinding strategy?)
 - safety of users – access to water (Work with DBCA/DWER to consider options)
 - Main highways and / or private rail dividing small towns and no provision to cross them for school kids/visitors (continue to lobby PTA/ARC for flexibility)
 - Lack of supporting businesses – eg bike shops/bike educators etc in regions (nfp providers?)

Map 6.25 Shire of Kojonup – Region



Map 6.26 Shire of Kojonup – Townsite



6.2.9 Shire of Kojonup

Ref	Action	Project type	Objective/justification	Hierarchy
Short-term				
KO1	Kojonup Katanning Road shared use path	Construction	As per Shire of Kojonup Footpath plan. To provide a safe connection to St Bernard's Primary School.	Local
KO2	Bagg Street shared use path	Design and construct	As per Shire of Kojonup Footpath plan. To provide a local connection to the main street without having to use the Albany Highway.	Local
KO3	Solider Road shared use path	Design and construct	As per Shire of Kojonup Footpath plan. To provide a link from the District High School to Myrtle Benn Reserve, incorporating aged care facility.	Secondary
KO4	Donnybrook Kojonup Road shared use path	Planning	To provide safe road access to the District High School.	Secondary
Medium-term				
KO5	Forsythe Road shared use path	Design and construct	As per Shire of Kojonup Footpath plan. To provide a safe access to Kojonup-Katanning shared use path.	Local
KO6	Jones Road shared use path	Feasibility and design	To provide a local connection to the main street without having to use the Albany Highway.	Local

Range of Regional priority projects

- Regional Cycle Tourism Routes (Planning)
- Activation Program Development (Planning)
- Kojonup to Katanning to Pingrup Rail trail (Feasibility and Planning)
- Regional Cycling Working Group (establish with all LGAs)
- Professional development (All LGAs and state bodies)

Final steps

- Currently with LGAs for final Council endorsement
- They can endorse as is or with recommended changes
- Once endorsed by the LGAs/with confirmed Council minutes, returns to DoT for Executive endorsement and publication on DoT website
 - Will then be promoted via socials and digital media
- Endorsement allows for access to funding stream through current RBN grants or its future iteration

Other DoT projects impacting the Regions

- Rail Trails in WA Opportunities paper
- 5 yearly review of first Regional Strategies
- LTCN Mapping
- RBN Funding
- Walk Wheel Ride Thrive!



Thank you!



Visit www.transport.wa.gov.au to learn more.





Great Southern 2050 Cycling Strategy

Notes for Council Endorsement

Background to the Regional 2050 Cycling Strategies:

- The Western Australia Bike Network (WABN) Plan 2014-2031 includes a key action to develop long term cycle strategies for Perth and Regional WA.
- The Department of Transport (DoT) have identified the need for twelve long-term cycling strategies across WA, including eleven Regional 2050 Cycling Strategies (Attachment One).
- These strategies create a shared long-term vision for cycling in the regions and guide delivery of safe and interconnected bicycle networks, along with associated facilities and travel behaviour change initiatives.
- Each strategy is developed in partnership with local government and is informed by multiple phases of stakeholder and community consultation. Positioned as aspirational strategies to 2050, each strategy highlights opportunities to encourage bike riding for transport, recreation and tourism across the region and proposes networks for regional centres and their surrounding areas. Five-year action plans prioritise the delivery of strategic infrastructure and initiatives and guide funding through DoT's current Regional Bike Network (RBN) Grants Program (nb – the program has been suspended for 2024-25 financial year, with the future funding program to be determined) or its future iteration.
- As aspirational plans, it is recognised that regional local governments with constrained funding may not have the capacity to deliver the complete final networks. Beyond guiding available RBN funding, these strategies are also demonstrably effective in driving additional investment by opening additional funding sources and enabling local government(s) to build more of the network and deliver more local travel behaviour change initiatives.
- Development of these strategies is wholly funded by DoT but undertaken in partnership with relevant local governments.
- Six regional strategies have been completed, with the remaining strategies due for completion in 2023-24.

Development of the Great Southern 2050 Cycling Strategy:

- Development of the Great Southern 2050 Cycling Strategy began in mid 2022, with the City of Albany and the shires of Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet and Woodanilling, working in partnership with DoT.
- Internal working groups for each local government provided input and guided the development of the document. These working groups included diverse representatives across engineering, works, planning, community development, community safety, communications, sustainability, tourism, and economic development.
- A scope of works was agreed, and DoT procured Outdoors Great Southern as the delivery contractor to assist on the project.
- Stakeholder input was sought and received from government and non-government organisations, including (but not limited to) the Departments of Local Government, Sport and Cultural Industries (DLGSC), Planning, Lands and Heritage (DPLH), Biodiversity, Conservation and Attractions (DBCA), Main Roads Western Australia (MRWA), Department of Water and Environmental Regulation (DWER) and Tourism WA, as well as the WA Local Government Association (WALGA), Great Southern Development Commission and

WestCycle. Meetings were also held with the Great Southern Trails Master Plan, Noongar Advisory Group. Details of stakeholder consultation can be found in Section 1.4.6 of the Strategy.

- Outdoors Great Southern visited all key centres across the region to undertake initial scoping in mid to late 2022. A comprehensive review of relevant government and non-government policies and strategies was undertaken, alongside reviews of existing cycling networks, data analysis, and stakeholder meetings to discuss and identify opportunities for cycling across the region.
- Outputs from the scoping work culminated in the production of information sheets and preliminary 2050 network maps for the project, which were used in community consultation. Information on the project was provided via the online My Say Transport engagement platform and in hard copy at drop-in sessions and Shire Administration Centres.
- Feedback was gathered via direct comments, a survey, and interactive maps. Over 600 visits (including information downloaded) were made to the My Say Transport project page, with 140 people engaged online and completing the survey between late October and early December 2022. In addition, approximately 60 people attended a 'Community Bike Chat' as part of the 'Green Fair on the Square' in Albany in October 2022. See Appendix C of the Strategy for details.
- The final strategy includes five central themes for cycling across the region, with key opportunities identified for each that highlight the potential for bike riding in and around the Great Southern region. Case studies are used to illustrate where similar outcomes have been achieved elsewhere. The themes include:
 - Connecting people to where they live, work, learn and play;
 - Improving safety for bike riders on roads;
 - Encouraging cycling for people of all ages, abilities and backgrounds;
 - Improving planning for cycling; and
 - Developing cycle tourism experiences.
- The document is a shared aspirational vision for cycling across the region, with the action plan providing a guide for delivery, not an enforced set of actions. This long-term planning approach has now been endorsed by 32 metro LGAs (through the Perth and Peel Long-Term Strategy) and all LGAs with published regional strategies (including those in Warren-Blackwood, Leeuwin-Naturaliste, Bunbury-Wellington, Esperance, Geraldton and Pilbara). This endorsement has been given on the basis that DoT will continue to work with LGAs over time to maintain and where necessary modify the strategy.

Conclusion:

- Local government members of the project working group across the region have been critical in the development of the Strategy, especially during consultation.
- The Strategy is now being submitted to Council and DoT Executive for endorsement. Councils are invited to endorse the strategy as-is or provide in-principle support pending any requests for modifications.
- A copy of Ordinary Council Minutes is requested by DoT for records.
- Once endorsed the Strategy will be published on the DoT website. The document is maintained by DoT in partnership with all included local governments.
- DoT seek this endorsement to demonstrate region-wide collaboration on a shared vision, which will assist in leveraging and prioritising future funding. Once a long-term strategy is in place, all current WABN grants, and its future iteration, will be linked to them. Furthermore, these strategies have already been successful in gaining funding from Federal and commercial sources.

(Suggested) IN BRIEF

The Council is requested to endorse the principles of the Great Southern 2050 Cycling Strategy and receive the proposed action plan for future budget and planning consideration.

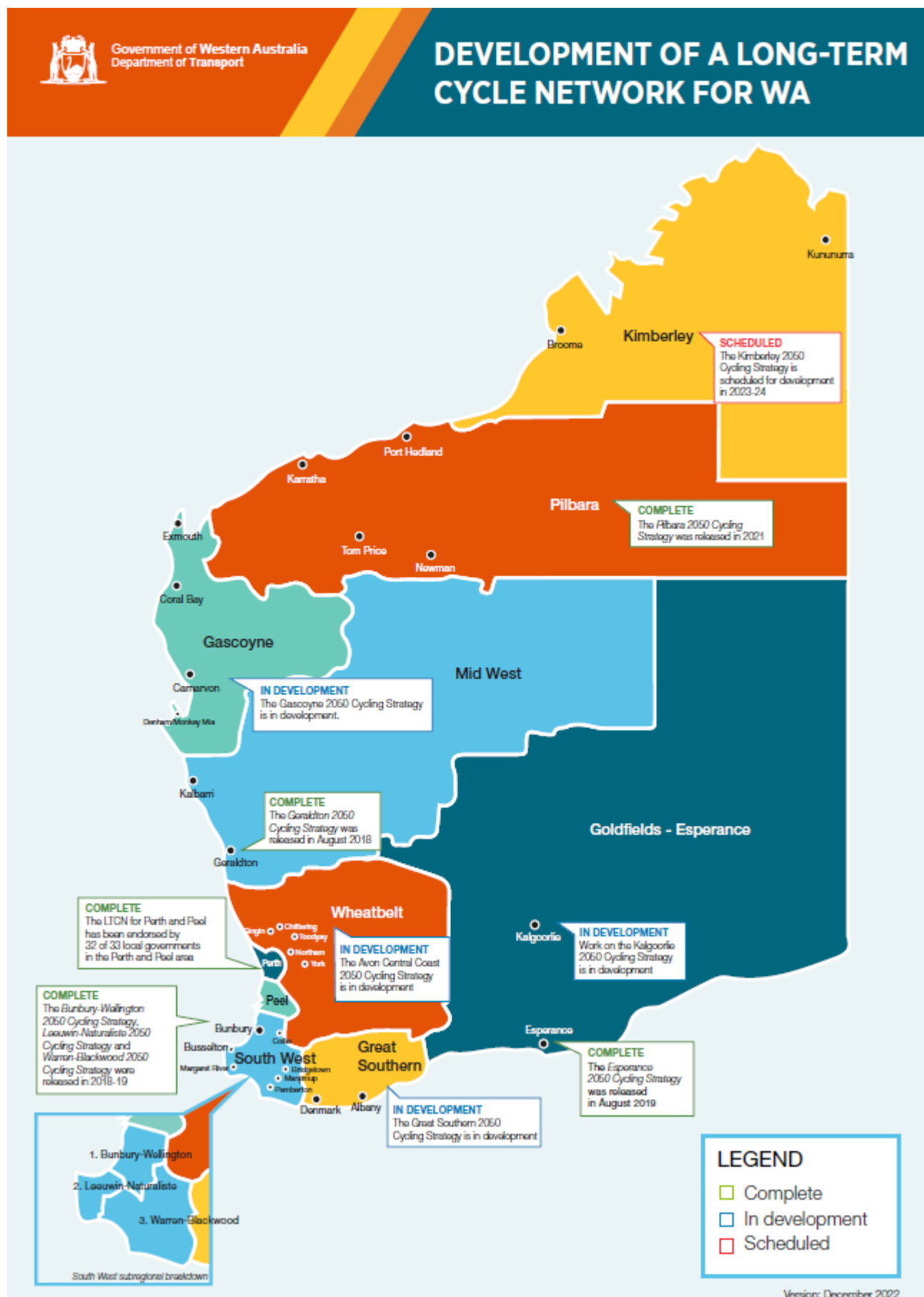
Endorsement of the Great Southern Cycling Strategy does not commit Council nor State Government agencies to deliver all, or any part, of the Great Southern Cycling Strategy within a particular timeframe – nor does endorsement commit any party(s) to fund any specific route or initiative within the Strategy. Council endorsement confirms support for local and State Government agencies to work together in delivering the aspirational Great Southern 2050 Cycling Strategy over the longer term.

(Suggested) RECOMMENDATION

That Council:

1. Endorses the principles of the Great Southern 2050 Cycling Strategy; and
2. Receives the proposed Action Plan for future budget and planning consideration.

Attachment 1: Long-term cycling strategies under development in WA





Government of Western Australia
Department of Transport

Empowering a
thriving community



GREAT SOUTHERN

2050 CYCLING STRATEGY





Acknowledgement of Country

The authors of the *Great Southern 2050 Cycling Strategy* acknowledge the Traditional Custodians of the land on which we work and live, and recognise their continuing connection to land, water and community. We pay respect to Elders past and present.

Specific acknowledgements have been made throughout the document to name the country and the Traditional Custodians.

In the first instance this has been informed by Native Title Determination Areas, as per the Native Title Tribunal Native Title Claimant Applications and Determination Areas Map, available from the National Native Title Tribunal.

Where no formal Native Title claim has been determined, reference has been made to the AIATSIS Map of Indigenous Australia. We note that some of the information shown on that map is contested and may not be agreed to by some traditional custodians. We additionally recognise there are alternative spellings for some of these names.

Please contact cycling@transport.wa.gov.au if Traditional Custodians have not been accurately recognised.

Aboriginal and Torres Strait Islander people are respectfully advised that this publication may contain images or names of people who are deceased.



About this Report

The information contained in this publication is provided in good faith and believed to be accurate at time of publication.

The State shall in no way be liable for any loss sustained or incurred by anyone relying on the information.

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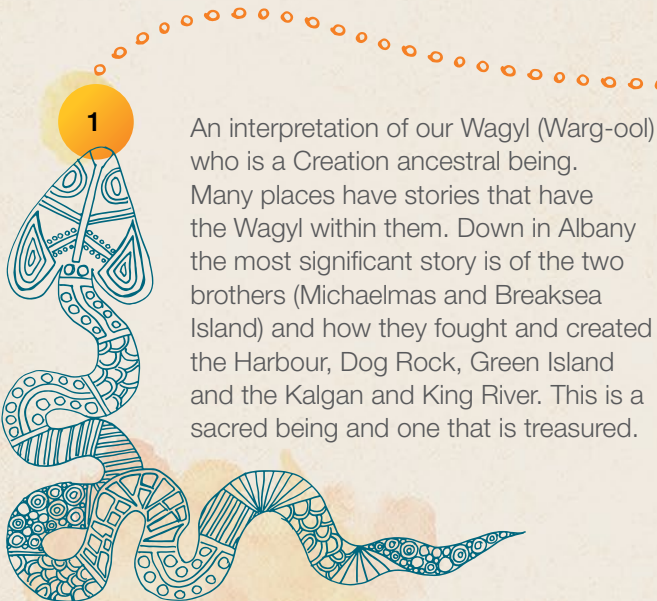
Contact Us

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Website: www.transport.wa.gov.au

Images of the Great Southern

The Great Southern region is steeped in ancient Aboriginal stories and customs, which still resonate today. This strategy features a number of images created by Great Southern Noongar based First Nations artist Shandell Cummings, that reflect upon themes which flow through the strategy and have particular meaning to the Great Southern.

1



An interpretation of our Wagyl (Warg-ool) who is a Creation ancestral being. Many places have stories that have the Wagyl within them. Down in Albany the most significant story is of the two brothers (Michaelmas and Breaksea Island) and how they fought and created the Harbour, Dog Rock, Green Island and the Kalgan and King River. This is a sacred being and one that is treasured.

2



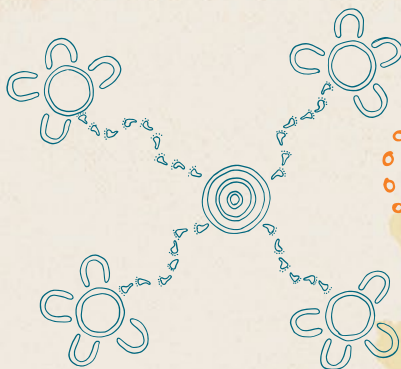
Symbolises camp grounds and the travel paths between them.

3



People sitting – sitting places.

4



The four tribal groups that surround the Stirlings.

5

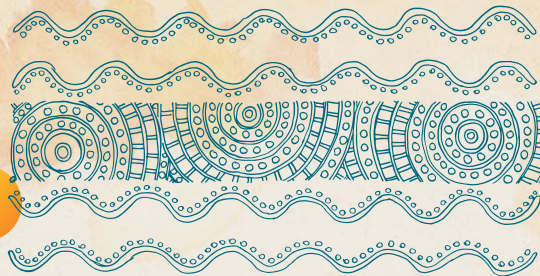


Representative of the Stirling Ranges and all the other mountain ranges within our region. Hills for us are called Kaat (same word we use for our head) and these are sacred for our people. We believe they are watching us and making sure we do the right thing on country. The Stirlings in particular, is a bit of a boundary for the tribal groups that surround it.



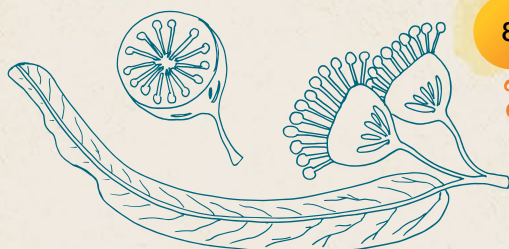
Symbolises all the places that people travel and how they travel to and from them. Most places for Aboriginal people connect in one way or another.

6



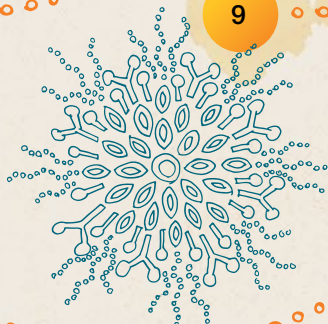
7

The wavy lines talk about our great ocean and the paths we travel along. The inner image is based on round circles (like a bike tyre) that also travel our paths in the region.



8

Representative of all our eucalypts that you see when you travel throughout the region. These species have a lot of uses for Aboriginal people and act as a boundary for some family groups. It also demonstrates the ancient sea beds on Country.



9

Reflects the coral in the ocean, but also the inner workings of a flower.

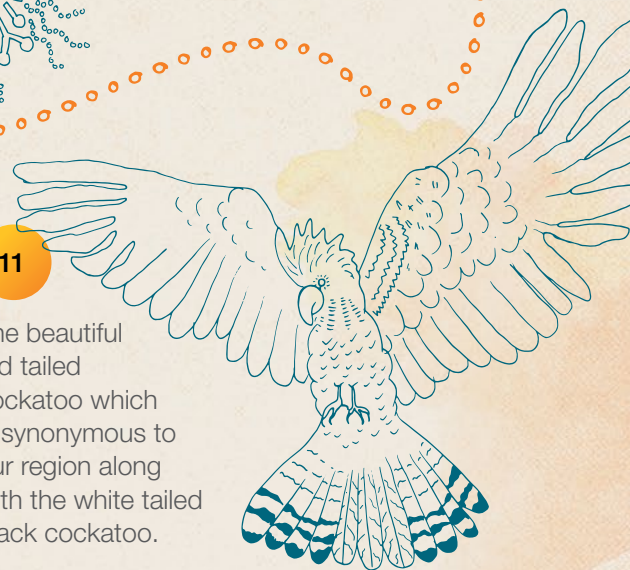


10

The whale is a species well known for their travel paths within our region from Albany all the way to Esperance. Our language Menang (Merningar) calls them Mirnong.

11

The beautiful red tailed cockatoo which is synonymous to our region along with the white tailed black cockatoo.



Artist statement

"We value these opportunities to share our knowledge and provide communities with stories of our past, along with our present and we look forward to a shared future. These images depict many things that are significant to my people. Our art reiterates the belief for Aboriginal people, that all things are inextricably linked."

Shandell Cummings – First Nations Artist

Executive Summary

Cities and towns with high levels of bike riding enjoy a range of economic, environmental and social benefits. Not only is bike riding proven to reduce traffic congestion and improve air quality, it also helps to create more vibrant and welcoming communities. Cycling can facilitate new industries (such as cycle-tourism) and more generally, it enables people to live happier, healthier and more active lives. Fundamentally, increasing bike riding, and other forms of active transport, is about improving quality of life – something that is critical for attracting and retaining people in regional areas.

The Western Australian Bicycle Network (WABN) plan recognises the importance of bike riding to Western Australia. It enables partnerships between local and state governments to improve cycle infrastructure throughout the State. The State Government has developed a Long-Term Cycle Network (LTCN) in collaboration with local governments that recognises the important integration of connections to major and local attractions, tourist destinations and trails. This network is recognised in the 12 regional cycle strategies that have been, or are being, developed.

The key to increasing walking and riding in the Great Southern is providing infrastructure which is safe, convenient and appealing when compared to other modes of transport. To achieve this, the cycling network needs to be of high-quality, safe, continuous, and fully integrated with adjoining land uses.

If we are serious about reducing car dependency and helping people prioritise active transport choices for short trips, such as those to schools, shops and workplaces, these priorities need to be reflected in the way our communities are planned and developed.

This long-term, aspirational strategy has been developed by the Department of Transport (DoT) in collaboration with the City of Albany and the shires of Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet, and Woodanilling. It is accompanied by a short-term action plan that reflects the priorities shared by local and State Government. The plan will help to inform future investment through the Regional Bike Network (RBN) Grants Program, local government capital works programs, as well as other funding sources.



To develop this strategy, extensive consultation has been undertaken with key stakeholders including local government, the local community, cycling groups and peak bodies, and State Government agencies. Community consultation has helped to inform the overarching aims and objectives of the strategy, as well as clarify expectations about where key routes are most needed, the requirements of different user groups, and what types of programs and initiatives would help to encourage more people of all ages, backgrounds, and abilities to ride a bike.

In progressing the cycling infrastructure projects identified in this strategy, it is important to note that the long-term vision is highly aspirational and will require further work to determine the feasibility and form of various routes. Ongoing consideration must also be given to potential environmental impacts, ensuring that the unique characteristics of the area are respected and maintained, and to respecting the Traditional Owners. Some locations may be limited by legislation and policy which could result in alignments changing as further feasibility and planning is undertaken.

This strategy provides a blueprint for improving and extending the region's cycle networks through the development of new shared paths, upgrades to existing path networks, and completing key links between town centres and previously disconnected residential areas. Its overarching aim is to connect residents and visitors to the places that they live, work, learn, and play. The proposed network reflects the diverse needs, priorities, and resourcing capabilities of the region's local governments.

A primary consideration in this strategy is ensuring that the cycle network is safe for all users, particularly children and vulnerable adults. This will be achieved through the development of safe school routes and safe crossing points in all Great Southern towns, thereby encouraging and enabling more people to reap the health and wellbeing benefits of bike riding and active transport.

Many of the recommendations in this strategy focus on programs and initiatives to support behaviour change, activation and participation, and improved planning. These programs aim to address the barriers and motivators to bike riding, targeting the specific needs of the region's diverse populations. It also supports the development of soft facilities such as bike parking, rest stops, wayfinding, and improved mapping.

The strategy also acknowledges that bike riding infrastructure has many different users, including bike riders, walkers, e-mobility users, skateboarders and gopher users.

There is an exciting opportunity to develop new transport trails that link regional towns and key attractions. Harnessing railway corridors and road systems, the proposed regional cycle tourism network aims to attract more visitors to the region, encouraging them to stay longer and explore the region's unique biodiversity, culture, and heritage.

This strategy brings all this together and outlines how the Great Southern can realise its full cycling potential, leading to a healthier, happier, and more engaged community.



This strategy sets out a blueprint for connecting, enhancing, and extending the Great Southern's cycling network. It also outlines opportunities to improve safety for riders using road systems, build the confidence and skills of all riders, improve long-term planning for cycling, and create unique cycle-tourism experiences.

Why we want more people walking and riding



More vibrant, friendly and safe communities

Increasing active transport improves community cohesion and can enhance local security.¹



More than 1 in 4

Regional Western Australians bike ride in a typical week – the highest proportion of any Australian state and territory.²



A more sustainable health system

Consistent walking or riding can help reduce cardiovascular disease, type 2 diabetes and the mortality rate.³



More than 4 in 10

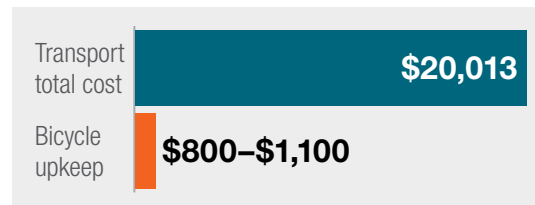
Western Australian adults don't get enough physical activity.

Improving access to walking and riding infrastructure in regional areas is a key focus to better sustain outer metro health systems.^{4, 5}



A stronger economy

Cost per year (Australian average)⁶



Bike tourism is a growing niche, encouraging more repeat travel to regional WA areas.⁷

At a glance

The bike riding industry in 2020

\$6.3bn

Contributed to the Australian economy.

34,295

Full-time jobs supported.⁸



Healthier and happier people

Bike riding can improve mental, physical and social health and wellbeing, as well as reduce sickness absence to work.⁹



A fairer and more equitable society

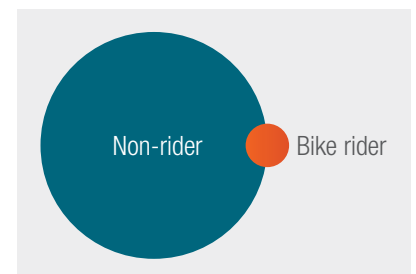
Many people living in outer urban, rural and remote regions have very limited transport options.¹⁰

The improvement of walking and bike riding conditions can reduce motorised travel and enables people of all ages and abilities to use healthier, more cost-effective active travel modes.¹¹

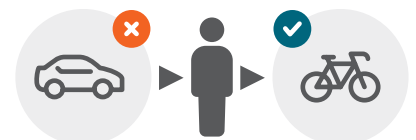


Greener and cleaner places

CO2 emissions from daily travel



Bike riders had 84% lower CO2 emissions than non-riders.¹²



People who shifted from car to bike were found to decrease life cycle CO2 emissions by 3.2kg CO2/day.¹³

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1. Introduction

The eleven Great Southern local governments and their communities have expressed a common vision of creating liveable, welcoming communities that embrace their unique living landscapes and culture, and support economic prosperity and vitality.

1.1 Guiding principles

The *Great Southern 2050 Cycling Strategy* aims to deliver a safe, integrated and comfortable cycle network to help achieve this vision. By connecting people from where they live and stay to where they learn, work and play, comprehensive cycle networks can support social inclusion, lead to more active communities, and help to showcase natural landscapes and local attractions to residents and visitors alike.

The long-term cycle network proposed in this strategy has been developed based on the following principles:

- **Safe:** The 2050 cycling network should be built to a standard which reflects an all ages and abilities design philosophy. People of all ages and abilities should be able to cycle safely and confidently to the places they need and want to go. Unprotected cycling facilities located on busy roads are not considered suitable for vulnerable road users, and will not encourage more people to cycle, more often;
- **Connected:** Like a road network, all bike riding routes should connect to something along the way and at each end (whether that is a destination or another bike riding route);

- **Widespread:** In suburbs and towns, the network should be extensive enough for people to safely assume they can get to their destination without encountering hostile traffic conditions. When bike riding networks reach a certain level of density it enables more people to conveniently and enjoyably make many more of their trips by bike;
- **Legible:** The bike riding network needs to be both intuitive and direct. To achieve this, it makes sense to locate major bike riding routes parallel to natural land forms, such as rivers and coastlines, or within existing road and rail corridors. The development of coherent wayfinding initiatives is also important in supporting legibility;
- **Aspirational:** Given the long-term nature of this strategy, several ambitious ideas have been put forward to help enable residents to adopt bike riding as a viable and priority transport mode, as well as encourage visitors to stay longer and explore areas across the Great Southern comfortably by bicycle. This includes linking town sites and national parks via rail corridors and road systems, and implementing climate and terrain specific mid and end-of-trip facilities; and
- **Achievable:** For the most part, the proposals put forward in this strategy adopt tried-and-tested planning principles. The case studies chosen provide regional, interstate and international examples of similar projects undertaken in recent years.

Bike riding disciplines that are dependent on purpose-built facilities (such as BMX parks, downhill and cross-country mountain bike (MTB) trails, pump tracks and jump lines, and velodromes for track cycling) typically perform non-transport related functions and as such are not considered part of the core remit of this strategy. Strategies to support these cycling facilities are outlined in the *Great Southern Regional Trails Master Plan 2020–2029*; and the *Great Southern Regional Sport and Recreation Facilities Plan 2018*.

The existing and planned locations of these facilities have been considered as part of planning the overall network outlined in the *Great Southern 2050 Cycling Strategy* with a focus on providing transport connections to recreational facilities and trail heads.



An all ages and abilities design philosophy is about creating places and facilities that are safe, comfortable and convenient for as many people as possible. By designing walking and bike riding facilities that cater for the youngest and most vulnerable users, we create a network that everyone can use. At the heart of this approach is fairness and enabling all people to use the network regardless of age, physical ability or the wheels they use.



1.2 The Great Southern in context

The Great Southern region encompasses eleven local government areas and covers an expanse of 39,909 square kilometres on the south coast of Western Australia, bordering 250km of the Southern Ocean and extending 200km inland.

The region is host to an estimated residential population of 61,890 – centred mainly on the south coastal area. The City of Albany is the largest urban centre, with a population of approximately 38,000 people.

It is the region's administrative, commercial, retail, and health and medical services centre.

Other larger population centres are located in the Shire of Denmark which has an estimated population of 6,422, of which 2,944 live in the town of Denmark; the Shire of Plantagenet which has an estimated population of 5,354, of which 2,855 live in the town of Mount Barker; and the Shire of Katanning which has a population of 4,512.

Other, smaller towns and villages are scattered throughout the region (see Figure 1 below).

Figure 1: Local Government Areas (LGAs) of the Great Southern



The region's median age is 45 years. Over thirty per cent of the resident population are aged over 60 years, with the 70–79 years cohort recording the largest change in the region between 2016 and 2021 (26.2% increase over five years). This reflects the region's aging population.

The Great Southern has been home to a significant population of Noongar people for tens of thousands of years, with the Great Southern borders now encompassing the ancestral lands of the Menang, Kaneang and Goreng Noongar peoples, and parts of the Wudjari and Wilman land. The Great Southern falls within the Wagyl Kaip and Southern Noongar portion of the Southern Native Title settlements.

Land types range from mallee scrub in the north-east to karri forests in the south-west of the region. Two ancient ranges of hills, the Stirling Range and the Porongurup Range, rise in the central Great Southern flanking the Kalgan River valley. The Stirling Range includes Bluff Knoll, at 1095m the highest peak in the southern half of Western Australia. The region also includes part of the 1.5million hectare Biosphere Reserve of the Fitzgerald River National Park and is recognised as a place of environmental significance by the United Nations Education, Scientific and Cultural Organisation (UNESCO).

Major industries in the region include agriculture, forestry, viticulture, aquaculture, manufacturing, and tourism. The Port of Albany provides infrastructure for the whole region, being the entry and exit point for produce from the agriculture, pastoral, and forestry sectors. It also supports a growing cruise industry. The Great Southern has one of the more dynamic small business sectors in the state.

1.3 The need for a long-term regional cycling strategy

There are a number of strategic plans throughout the region which encompass bike riding, including cycle plans, footpath strategies, and trails strategies. Previous cycle planning across the region has occurred at individual local government level and typically within a very localised context. To support the development of a strong culture of bike riding across the region, a systematic approach to developing a cycling network for the region is required.

Further reasons for preparing this strategy include:

- To address key opportunities which may have previously been overlooked, particularly in relation to future land use and transport developments;
- To help guide investment between local government and State Government;
- To facilitate the planning and development of long-distance bike riding routes that serve a regionally significant need but may be outside the typical funding capability of local government;
- To ensure that the standard of future bike riding facilities meets best practice; and
- To adopt a consistent approach with other 2050 cycling strategies being developed across regional WA.

Going forward, it is important that this strategy is reviewed on a regular basis to ensure it keeps up with the changing face of the Great Southern region and reflects future changes to bike riding as a mode of transport. A framework outlining how this strategy will be maintained is provided in [Section 6](#).



1.3.1 Expected changes in population

The population of the Great Southern remained relatively static between 2011 and 2021, with a compound annual growth rate of 1.1 per cent.¹⁴

The *Western Australia Tomorrow* population forecasts predict that between 2016 and 2031, the regional population will grow to approximately 66,415 people, reflecting a low growth rate of 0.64 per cent, which is lower than the annual average population growth rate for the entire State over the same period (1.5%).¹⁵

The majority of population growth is anticipated to occur in the City of Albany, which is predicted to grow by approximately 5,000 people between 2021 and 2031 (or 1.12%). The lower growth rate for the entire region reflects an anticipated decline in population numbers for some towns and villages.

Urban development, including residential development, parks and recreation, schools, and local shopping centres, is expected to be concentrated in the City of Albany, with additional growth in new settlements in the Shires of Denmark and Plantagenet. The City of Albany and the Shire of Denmark have recently updated their Local Planning Strategy to guide future development, including residential and industrial areas, rural villages, farmland and natural areas.

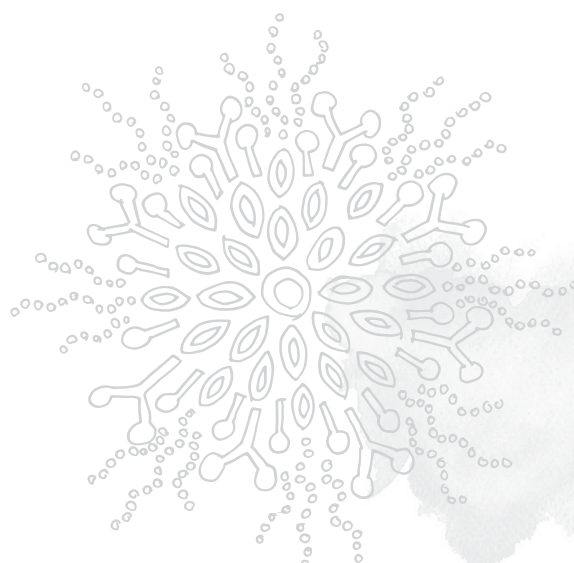
Across the Great Southern region, each local government's Local Planning Strategy reflects the community's vision for the future, as expressed in their respective Strategic Community Plans. This *Great Southern 2050 Cycling Strategy* reflects and supports the vision contained in each community's strategic plan.

1.3.2 Expected changes in land use

As outlined in the *Albany Local Planning Strategy 2019*, the City's overarching strategic direction is to contain urban development and rural living within the existing supply of land zoned and planned for settlement growth. It aims to promote urban consolidation by making better use of existing zoned land and infrastructure through urban renewal and infill residential and rural living development; and facilitate accessibility to services and facilities through integrated public transport linkages and cycle and pedestrian-friendly environments.

Land designated as 'Urban Growth' – identified in the Yakamia-Lange Structure Plan and Bayonet Head – will accommodate predicated population growth beyond the 10–15 years lifetime of the Local Planning Strategy. In the context of the *Great Southern 2050 Cycling Strategy*, the City of Albany is committed to the provision of cycling infrastructure, sufficient active and passive public open space, and a diversification and intensification of land uses to support existing and proposed activity centres.

Limited residential or industrial growth is envisaged in the other townsites across the Great Southern, with local service centres for surrounding agricultural land planned to remain for the foreseeable future.



1.3.3 Expected changes to transport

Road Network

The Great Southern region is highly car-dependent and public transport services are limited.

The regional road networks are mostly certified to accommodate RAV 7 (36.4m long, 107.5 tonne maximum) vehicles (excluding the South Coast Highway travelling to the west, which is RAV 4 only), but there is an ever-increasing trend towards larger vehicles to increase freight cost efficiency.

The region's major roads intersect in Albany, carrying freight, as well as local and tourist traffic. The Albany Ring Road is the most significant major transport project in the region. The Ring Road will function as a heavy haulage route around Albany and aims to provide more efficient heavy vehicle access to the Port of Albany and improve traffic safety within the city centre by reducing road use conflicts.

With the anticipated completion of the Ring Road in 2024, changes will be required at the dual-lane roundabout at the intersection of Albany Highway, Chester Pass Road, and Hanrahan Road, to provide safer pedestrian and cyclist crossing points. Proposed construction and/or extensions to key local distributor roads, including Newby Street, Barnesby Drive, Range Road and Greatrex Road, will also require consideration of the needs of walkers and cyclists.

Throughout the region, several major roads have been flagged by local government for upgrades, including road sealing and sealing of shoulders. Main Roads has also undertaken a series of progressive upgrades to the Albany Highway including widening and installing safety barriers.

The Shire of Kojonup has endorsed a proposed Freight Route that bypasses the town centre, significantly improving safety and amenity by separating heavy vehicles from local and tourist traffic. It will also facilitate the Shire's development plans for Kojonup, ensuring the continued growth of the town as a tourist destination.

Upgrades to roads in the region are seen as a vital opportunity to support safe riding outcomes for riders as well as the efficient movement of freight.

Albany Port

The *Port of Albany Master Plan 2020* sets out a vision for the development of the port of a 30-year planning timeframe. It takes into consideration expected trade scenarios and the required infrastructure solutions to meet this forecast trade. It also considers development opportunities to accommodate a growth in cruise tourism; and develop the port waterfront precinct to improve pedestrian and cyclist connectivity within the precinct.

Albany Rail Network

The Albany rail network provides access to the Port of Albany for grain and woodchip operators, and connects with Tier 1, 2 and 3 systems in the State. The network connecting to Albany is currently benefitting from a regional investment programme in track and signalling infrastructure that will help relieve some existing limitations on rail network capacity (train length, grain load out facilities and numbers of trains able to operate).

Changing technology

The growth in electric vehicle (EV) technology is significantly changing the nature of transport. It is anticipated that by 2050, almost all land-based vehicles will be powered by electricity rather than fossil fuels.¹⁶ The increasing prevalence of e-vehicles on all roads will improve air quality, particularly in urban centres, but will also pose new challenges for pedestrians and cyclists.

EV technology is also contributing to the growth in eRideables such as e-skateboards, e-scooters and hoverboards. eRideables, with certain restrictions, are permitted on footpaths, bicycle paths, shared paths, and local roads without centre lines and a speed limit of 50km/h or less.

Electric bike use is also growing. A recent National Cycling Participation Survey revealed that Western Australia has the highest rate of ebike ownership across Australia.¹⁷

In 2016, the Department of Transport led a change in WA enabling all bikes (including ebikes) to be ridden on footpaths, vastly expanding the available network for bike riders.

Planning standards for footpaths, shared-use paths, and cycle-only paths will need to keep pace with changes to technology, ensuring the safety of pedestrians and other path users.

1.4 Background research and analysis

1.4.1 Document review

In preparing this strategy, a comprehensive review of regional planning documents and strategies was completed. Combined with extensive stakeholder engagement, these documents were critical to understanding previous and current approaches to planning and designing for bike riding and where planning and feasibility for certain routes has already been undertaken. A list of these documents is contained in [Appendix B](#).

1.4.2 Mapping of current and future trip generators

Before commencing the development of the network, all existing and known future trip attractors were mapped. Trip attractors are defined as any place that someone could reasonably be expected to need or want to ride to and include places like schools, shopping centres, industrial areas, tourist destinations, health campuses and sporting precincts. The trip attractors are shown together with the proposed 2050 cycling network in the figures contained in [Section 4](#).

1.4.3 Analysis of crash data

The most recent five-year crash statistics (2017–2021) were obtained from Main Roads' Crash Analysis Reporting System (CARS). Both pedestrian and cyclist crash data was obtained, noting that areas which are dangerous for pedestrians are often also dangerous for cyclists. An analysis of this data is provided in [Appendix B](#).

1.4.4 Analysis of GPS travel data

The GPS mapping tool, Strava Labs, was used to better understand which parts of the region's road and path networks are most heavily used by cyclists. Strava is a website and mobile app which is used to track athletic activity via GPS. Despite the usefulness of this information, it should be noted that GPS travel data is typically representative of people who cycle for training or high-intensity recreational purposes. An analysis of this data is contained in [Appendix B](#).

1.4.5 Community consultation

Consultation with the local community was central to the development of the *Great Southern 2050 Cycling Strategy*.

The objectives of the consultation were to:

- Help refine the overarching aims and objectives of the strategy;
- Gain an understanding of the community's expectations when it comes to bike riding infrastructure, as well as the needs of different user groups;
- Reveal the major issues and missing links associated with the existing cycle network;
- Provide the community with the opportunity to share their ideas; and
- Seek local buy in and ongoing community support for the strategy.

The consultation was carried out in two distinct phases. Phase 1 was undertaken shortly after the project commenced and involved briefings and workshops with local government officers, Councillors, and targeted community members. Phase 2 consisted of a formal community comment period, including an online community survey. A detailed analysis of the community consultation is contained in [Appendix C](#).

1.4.6 Stakeholder consultation

This strategy has been developed by DoT in partnership with the City of Albany and the shires of Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet, and Woodanilling. An internal working group consisting of representatives from across the shire's directorates was established to provide input and guide the development of the document. Further input was provided via the Great Southern Regional Trails Master Plan Noongar Advisory Group (NAG) which has representation from Elders representing Aboriginal corporations and communities across the entire region.

A number of other government and non-government stakeholders were consulted, including:

- Great Southern Development Commission (GSDC)
- Department of Local Government, Sport and Cultural Industries (DLGSC)
- Department of Biodiversity, Conservation and Attractions (DBCA)
- Department of Planning, Lands and Heritage (DPLH)
- Department of Health
- Department of Education
- WA Police
- Public Transport Authority
- Main Roads
- WALGA
- Tourism WA
- Australia's South West
- WestCycle, Munda Biddi Trail Foundation and local cycle groups.

1.4.7 Review of existing cycling network

Alongside community and stakeholder consultation, a technical review of the existing cycling network was undertaken to identify strengths, weaknesses and opportunities.

The quality of bike riding infrastructure across the region varies. Albany benefits from existing high-quality bike riding infrastructure within the CBD and along the foreshore from Middleton Beach to Emu Point. The City has also developed a comprehensive network of wide footpaths and dedicated bicycle paths in recent years which help facilitate local bike riding trips through suburban areas. However, several opportunities remain to enhance the existing network and better cater for bike riding trips.

Many of the smaller towns across the region benefit from existing networks of suitable infrastructure, including footpaths which facilitate local access to many destinations. However, there are significant opportunities to enhance and supplement the existing networks and better cater for bike riding trips, particularly to schools and recreation precincts.

Along with the development of new bicycle routes, these opportunities include:

- Improving connectivity by constructing missing links;
- Providing new or upgrading existing major road crossings to improve levels of safety and comfort;
- Widening older sections of shared paths to provide more comfortable walking and bike riding experiences;
- Providing separated infrastructure to improve cyclist safety on heavy vehicle routes; and
- Introducing wayfinding to assist with network legibility.

The maps contained in the Action Plan ([Section 6](#)) classify the existing cycle network in the context of the proposed network hierarchy.



2. Encouraging Bike Riding

The health and wellbeing benefits of bike riding are well understood. Bike riding for recreation, leisure, sport and/or transport is positively related to overall physical activity which in turn has positive benefits for physical and mental health outcomes. And yet, bike riding participation rates remain low. Several factors support or inhibit the uptake of bike riding, including the nature and quality of built infrastructure as well as social norms and attitudes.

2.1 Activation, consultation and evaluation

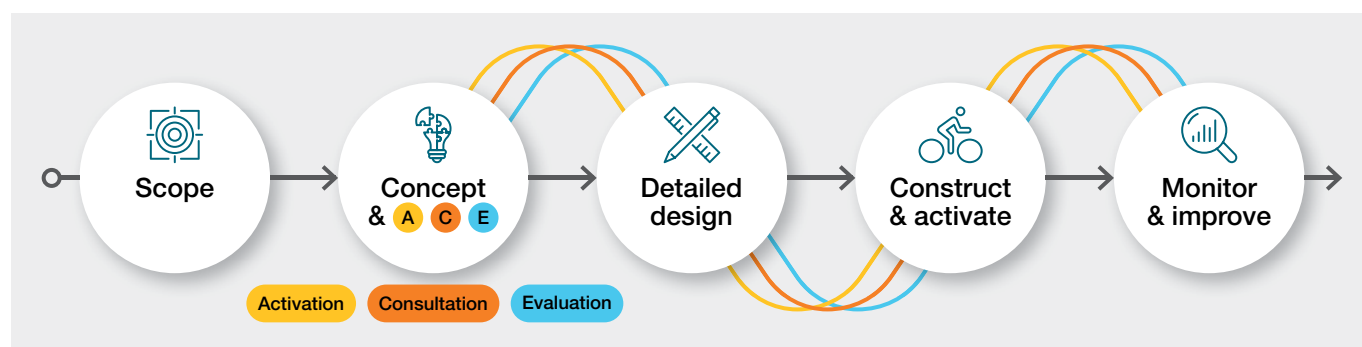
This strategy outlines how new bike riding infrastructure can support greater participation in bike riding in the Great Southern region. However, planning and building infrastructure in isolation will not necessarily lead to significantly more people riding.

There needs to be an emphasis on creating inclusive infrastructure projects so that the product delivered serves the needs of the local community as well as people visiting the region.

This can be achieved through a range of engagement and monitoring activities as projects are planned, designed and constructed, and as the infrastructure continues to be used after construction.

Effective engagement incorporates three essential elements throughout all project phases – activation, consultation and evaluation (ACE). ACE is an infrastructure delivery model, so the approach will vary with the type of project. One approach, for WABN grant projects, is outlined in the following framework, in [Figure 2](#).

Figure 2: Activation, Consultation and Evaluation Model



Activation

Activation includes promotions and programs designed to encourage people onto the infrastructure by raising awareness and appeal. This can range from highlighting the new facilities in media releases and creating local maps, to making bike riding trips more pleasant through added amenities such as end-of-trip facilities, bike parking, natural landscaping, art works and other initiatives. Activation can take place throughout all phases of an infrastructure project – starting well before a project is built – and can be temporary (one-off activities), intermittent (such as a monthly group ride) or permanent (such as wayfinding signage).

Consultation

Consultation is a crucial part of the delivery of inclusive bike riding infrastructure to ensure that the facilities meet the needs of users, stakeholders and the local community. Consultation can be undertaken in a variety of formats and is typically led by local government.

Evaluation

Evaluation of the infrastructure is essential to measuring the impact it is having, both for people using the infrastructure and for the wider community experiencing the outcomes of increased transport mobility. These outcomes may include better local liveability, improved congestion and parking management, growth in cycle tourism and increased spending at local businesses. Ongoing monitoring will ensure facilities are well maintained and that the planning and delivery of bike riding initiatives undergo continuous improvement.

All three of these elements are inherently linked and some activities will deliver outputs for more than one, such as a community workshop where people are asked to review existing facilities (evaluation), help prioritise new ones (consultation), and participate in the delivery and promotion of new facilities and amenities (activation).



At its core, this approach acknowledges that cycle networks are part of a richer local landscape and should be delivered in an inclusive way that invites participation and supports a range of community outcomes.

2.2 Cross agency synergies

An integrated approach to transport planning is a positive way to influence the planning and provision of transport systems towards more sustainable patterns. Integrated transport planning considers key transport issues such as transport system interdependencies, interactions between transport and land use, transport safety, traffic congestion, parking, travel demand management and accessibility. Integrated transport plans will help identify and prioritise transport infrastructure and service improvements and meet community and government objectives.

Developing and leveraging the benefits of bike riding and other forms of active transport throughout the Great Southern region will rely on the cooperation of several government agencies. The diversity of opportunity allows for key agencies to work together with local governments, communities and businesses to promote active transport.

A key consideration for transport trails and paths in the Great Southern region (particularly those connecting towns) are public drinking water source areas. Prior to development, it is critical that consultation is undertaken with the Department of Water and Environmental Regulation (DWER). Similarly, transport trails through reserve areas should be referred to the DBCA at an early stage of the design process. Early consideration should also be given to Aboriginal heritage and recognition of local sensitivities.

Working together provides greater scope in integrating communities and allows a more effective use of resources to achieve outcomes to benefit more communities.

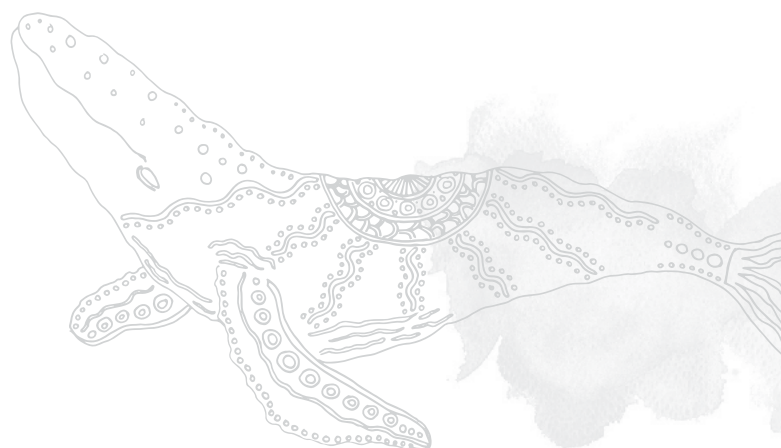
2.3 Factors that influence cycling rates

2.3.1 Built environment

The built environment refers to the human-made surroundings where people live, work and recreate. It includes buildings and parks as well as supporting infrastructure such as transport networks.

Built environmental factors that influence the uptake of bike riding include:

- **Land use mix:** A mix of land use types in close proximity can encourage bike riding by reducing the time required to ride from one activity centre to another;
- **Green space:** Many cyclists are motivated by the opportunity to spend time in natural surroundings;
- **Cycling infrastructure:** Includes the type of path or route (e.g. on-road bike lane, off-road shared use path) as well as the presence of mid and end-of-trip facilities;
- **Safety:** Factors that can discourage bike riding include dangerous traffic conditions, on-street parking, and poor lighting at night;
- **Accessibility:** The ease with which bike routes can be accessed from homes, places of education, workplaces and other activity centres; and
- **Continuity:** Refers to how easy it is to plan a route that is continuously connected.



2.3.2 Other environmental factors

A range of other environmental factors can also influence the cyclability of a location:

- **Weather:** Extreme heat or cold; or prolonged periods of rain can inhibit bike riding;
- **Topography:** Hills and steep gradients can make bike riding difficult for many riders, although the increasing use of electric bikes has helped to overcome this challenge for some riders; and
- **Distances:** The time required to travel from one destination to another can influence the decision to ride for transport purposes.

2.3.3 Socio-cultural factors

Attitudes, beliefs, and social norms can all influence the decision to ride a bike. While some belief systems are shared across communities, others are influenced by socio-demographic background, age, gender, and ability.

The socio-cultural factors that can influence bike riding include:

- **Positive bike riding culture:** People who reside in cycle friendly environments demonstrate higher rates of bike use. Bike riding culture can be influenced by the positive experience of seeing a diverse range of people riding;

- **Peer and family support:** The views and attitudes of family, friends and other community members can impact on the decision to ride. For example, parents play a critical role in deciding whether children and young people ride to school;
- **Access to a bike:** The ease with which a person can access a bike that suits their needs. Cost and lack of bike shops can be barriers, particularly for people living in rural and remote areas or from lower socio-economic backgrounds;
- **Physical ability:** Differences in the physical activity of individuals in terms of their fitness and ability can influence riding behaviour;
- **Risk perception:** Fears about personal safety can be a significant barrier to the uptake of bike riding, particularly among women and the elderly. Risk perception can be influenced by traffic volumes, the type of cycling infrastructure (e.g. on-road vs off-road), the location of bike paths (e.g. heavily vegetated areas may be perceived as risky for commuting at night); and previous negative experiences;
- **Perceptions of convenience:** While bike riding is a cost-effective form of transport, it is often considered less convenient than driving because it takes longer and involves more planning (particularly when travelling with mixed age groups); and
- **Type of bike rider:** Different types of bike riders have different perceptions and choices with regards to riding. For example, recreational bike riders prefer more scenic locations, low rates of traffic and mid-and-end-of-trip facilities such as picnic areas and toilets; whereas commuting riders prefer direct routes with suitable end-of-trip facilities such as secure bike parking, showers and lockers.



2.4 Strategies to encourage cycling

Insufficient, unsafe, or unfriendly infrastructure is the most frequently cited reason for low rates of bike riding amongst people of all ages, abilities and backgrounds. For this reason, many of the initiatives outlined in this strategy focus on improving the cycling network.

At the same time, this strategy recognises that people don't simply switch from being non-bike riders to frequent bike riders as a result of new or upgraded cycling infrastructure. Research shows that social support and behaviour change programs play an essential role in encouraging bike riding. Studies also show that the more people ride, the more enjoyment they derive from riding, and the more likely they are to continue to ride for a range of purposes.

In developing this strategy, consideration has been given to the range of factors that can support bike riding by focusing on the specific needs of three different types of bike riders:

2.4.1 Recreational bike riders

This group makes up most current and potential bike riders in the Great Southern. They come from a wide variety of ages and levels of experience. They require scenic routes, generally off-road, with access to facilities such as playgrounds, taps and toilets. They ride a bike for fun, fitness and leisure, sometimes alone, but often as part of mixed groups of family and friends.

This group includes visitors to the region who are interested in cycle-tourism experiences that provide opportunities to interact with locals, experience outstanding natural vistas, and learn more about the region's unique biodiversity, history and culture.

2.4.2 Bike riders undertaking local errands

People who ride to undertake a range of local errands, including dropping children to school, come from a wide range of ages and levels of experience. They generally ride at lower speeds and travel shorter distances. This group requires safe and convenient access to shops, schools, and other local destinations. This includes specific provision for vulnerable riders such as inexperienced adults, elderly and children.

While this group is currently small in size there is significant opportunity to increase local community cycling by improving routes and networks.

Of particular focus is addressing missing links to improve the connectivity and legibility of bike routes, with emphasis placed on off-road shared paths, safe road crossings suitable for walkers and riders, and improved wayfinding.

This group would also benefit from a range of activation and participation programs that build skills, confidence and enjoyment from riding; as well as community-based campaigns that focus on promoting the health, wellbeing and sustainability benefits of riding.

2.4.3 Commuter and road cyclists

Commuter and road cyclists are small in number but highly visible on the roads. While the purpose of their trips is different, they share many features in common. They are primarily adults who are confident in traffic and require direct routes, predominantly on-road. For road cyclists, circuit routes are preferred.

Initiatives to support these groups include improved on-road safety through infrastructure upgrades such as separated bike lanes or sealing of road shoulders, and road safety education programs. Growing the numbers of commuter cyclists also requires dedicated end-of-trip facilities in workplaces and town centres.



3. Regional Route Hierarchy

A hierarchy comprising five types of bike riding routes has been used to plan and illustrate the Great Southern's 2050 cycling network. This hierarchy has been adopted for all bike riding strategies in WA as a key action of the WABN Plan. An important aspect of the hierarchy is that unlike many traditional cycling network plans, routes are defined primarily by function, rather than built form. The key differences between the five types of routes are explained in Sections 3.1 to 3.5, with additional detail provided in [Appendix A](#).

3.1 Primary routes



Credit: Department of Transport

Primary routes form the backbone of the Great Southern 2050 cycling network. They define high demand corridors connecting major destinations of regional importance. Primary routes afford people riding and walking with safe and generally uninterrupted journeys.

Primary routes should be completely separated from motorised traffic. Due to this, major road and rail corridors, as well as river and ocean foreshores, tend to be the most practical locations for these types of routes.

In terms of built form, primary routes predominantly consist of high-quality shared paths at least three metres in width. To ensure high levels of rideability and legibility, red asphalt is usually the preferred surface treatment however this may vary depending on the localised climate and terrain.

An important consideration for shared paths is managing safety and ensuring etiquette between different users. In areas of high pedestrian activity, it may be necessary to provide separate facilities for people walking and riding.

In regional areas, which often include long distance connections, consideration should be given to convenience and emergency facilities such as water fountains, rest points and toilets.

3.2 Secondary routes



Credit: Department of Transport

Secondary routes are typically located within built-up environments. The aim of these routes is to provide connectivity for users between primary routes and important trip attractors such as shopping centres and industrial areas, as well as education, health and sporting and civic precincts.

In most cases, secondary routes are located adjacent to busy streets and take the form of protected on-road bike lanes or separated shared paths. It is important that the design of all new bike riding infrastructure (including secondary routes) incorporates an 'all ages and abilities' approach (see [Section 1.1](#)).

To ensure that on-road bike riding infrastructure is safe and attractive to such a wide range of users, separation in the form of kerbed medians is desirable to minimise the interaction between those riding bikes and those driving cars – particularly on busier roads. Where this is not possible, softer measures such as painted hatching, mountable plastic kerbing or flexible bollards can be considered, however these treatments are normally only acceptable in low speed environments. In some cases, off-road shared paths are the best option for secondary routes.

Unlike primary routes, secondary routes do not necessarily provide users with uninterrupted journeys. Consequently, it is important that appropriate consideration is given to the design of secondary routes at all intersecting roads, but particularly those controlled by either traffic signals or roundabouts. Where possible, priority should be given to the bike riding route at intersecting minor roads and driveways.



3.3 Local routes



Credit: Shire of Kondinin

The objective of local routes is to collect bike riding traffic from local residential areas and distribute it to the secondary and primary bike riding networks. Local routes are also used by bike riders to access a range of lower-order destinations such as local shops and parks. The look and feel of local routes are distinctively different from primary and secondary routes.

Examples of local route treatments include:

- 30km/h safe active streets which adopt 'self-explaining street' and 'filtered permeability' urban design principles;
- Very quiet suburban streets, communicated using sharrows* and other signage or way finding;
- Sections of shared path (normally linking two or more quiet streets together); and
- On-road bike lanes (but only on quiet roads with low traffic volumes and where posted speed limits are less than or equal to 50km/h).

In many cases, a local route may consist of a combination of two or more types of treatment. Where this is the case, the transition from one type of facility to another needs to be carefully considered.

* Sharrows are a wayfinding tool that assist cyclists in road positioning and alert motorists to the presence of people on bikes.

3.4 Transport trails



Credit: K. Stevens

Transport trails are long-distance, predominantly unsealed trails which are typically used to connect towns. Unlike downhill mountain biking trails, transport trails are non-technical in design. While there will be some level of crossover, transport trails provide users with a more passive bike riding experience.

In some cases, transport trails cater for other types of users including bushwalkers, trail runners and horse-riders. On such trails, it is essential that paths are managed appropriately to ensure the safety and satisfaction of all user groups.

In terms of their built form, transport trails should ideally be wide enough to allow two people to ride comfortably side-by-side. As they are often located in remote locations, it is important that extensive wayfinding signage is used to direct users to, from and along the route.

Transport trails are often constructed along the alignments of disused or closed railways, watercourses (such as rivers, drains and irrigation channels), utility corridors (such as electricity, gas or water supply), as well as fire breaks and other tracks through forested areas including nature reserves and national parks.

Depending on land ownership, the planning, design, construction and maintenance of transport trails is typically led by local government or the DBCA. Funding is usually sought through the DLGSCI or Lotterywest. Other government agencies such as DoT and Tourism WA can assist in the planning, design and promotion of these facilities.

3.5 Road cycling routes



Credit: Department of Transport

Road cycling routes cater for people cycling long distances for training, sport or recreational purposes. For this user group, distances of 100 kilometres or more are achievable.

This type of bike riding, which is often undertaken by groups or clubs, is commonly carried out on rural and semi-rural roads which tend to feature nice scenery, challenging terrain and low traffic volumes, but are also selected in order to minimise the likelihood of interactions with pedestrians and lower speed cyclists.

Around WA there is a growing need to review the key routes being used by road cyclists in order to improve safety and user experience. The introduction of safe passing legislation has gone some way to protect those riding on the road*. However, other initiatives may include shoulder widening, pull-off bays, advisory signage, and electronic flashing warning signs which detect when groups of cyclists are using certain sections of road. Detailed assessment is required in partnership with cycling bodies and groups to determine appropriate locations and preferred safety measures, which will likely differ on each route.

* *Road Traffic Code 2000 Part 11 Division 3 r124A*
A driver of a motor vehicle must pass a bicycle travelling in the same direction at a safe distance (1m on roads with a posted speed limit of ≤ 60 km/h and 1.5m on roads > 60 km/h.) While legislation for passing safely has always existed in WA, these amendments to the *Road Traffic Code 2000* clarify the minimum distance a driver must keep between their vehicle and a bicycle when overtaking.



Around WA there is a growing need to review the key routes being used by road cyclists in order to improve safety and user experience.





4. Proposed Network

The Strategy covers the City of Albany and all townsites across the region. It includes regional connections between towns, including relatively short distances as well as consideration for longer distance connections for recreational and touring bike riders. The classification and alignments of routes may change following further feasibility assessment and consideration of local environmental, heritage, engineering constraints and impacts on other road users.

4.1 Overall network

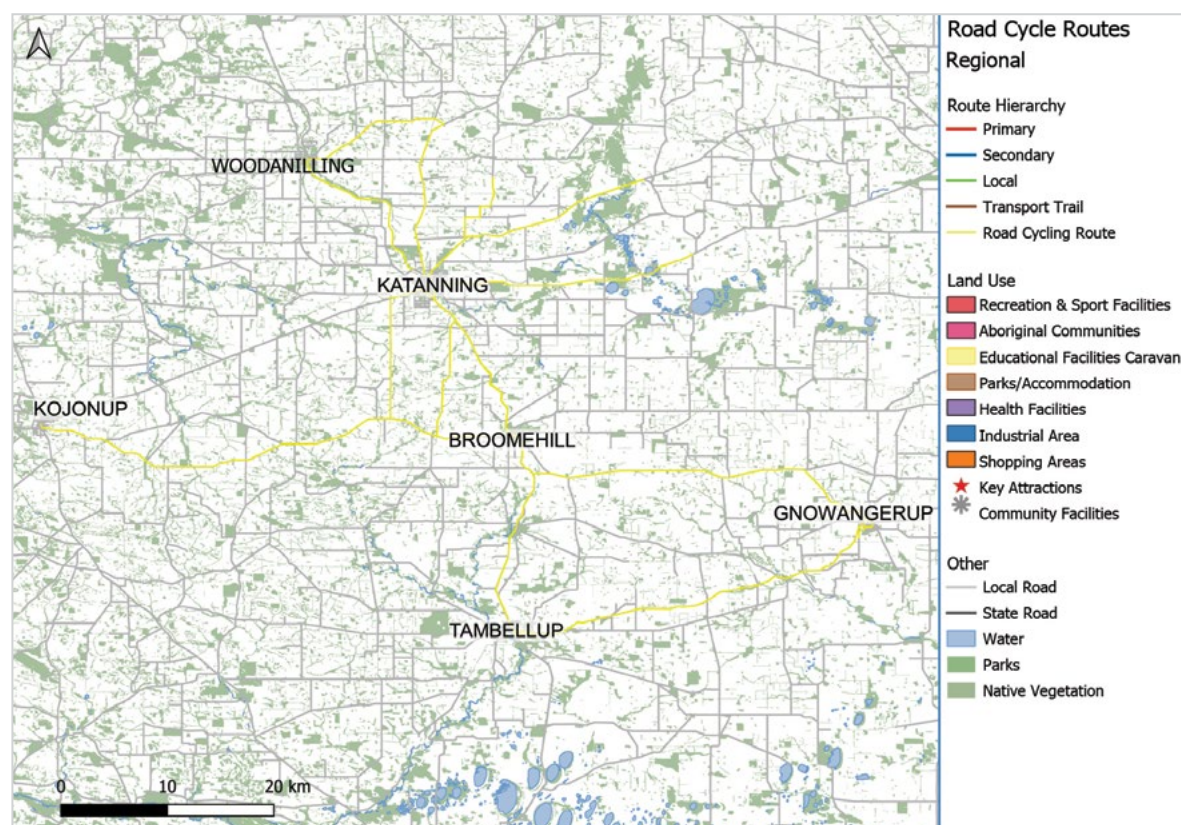
Maps 4.01 and 4.02 provide an overview of the proposed road cycling network and transport trails for the region, with maps 4.03 to 4.28 also including the primary, secondary and local routes. Key features include:

- A series of primary routes providing connectivity within the City of Albany, and the larger regional towns of Denmark, Mount Barker and Katanning;
- Secondary route spines within Albany, Denmark, Mount Barker, Katanning and Kojonup;
- A network of local routes linking residential areas to schools, shops, workplaces and recreational facilities in all regional towns;
- A network of transport trails connecting towns to national parks, nature reserves and other attractions using rail corridors and major roads. This includes new rail trail opportunities:
 - Albany to Woodanilling rail trail;
 - Kojonup-Katanning-Pingrup rail trail;
 - Tambellup-Gnowangerup rail trail; and
- A series of road cycling routes to better accommodate local and visiting road cyclists based in Albany, Denmark, Mount Barker, Katanning and Kojonup.

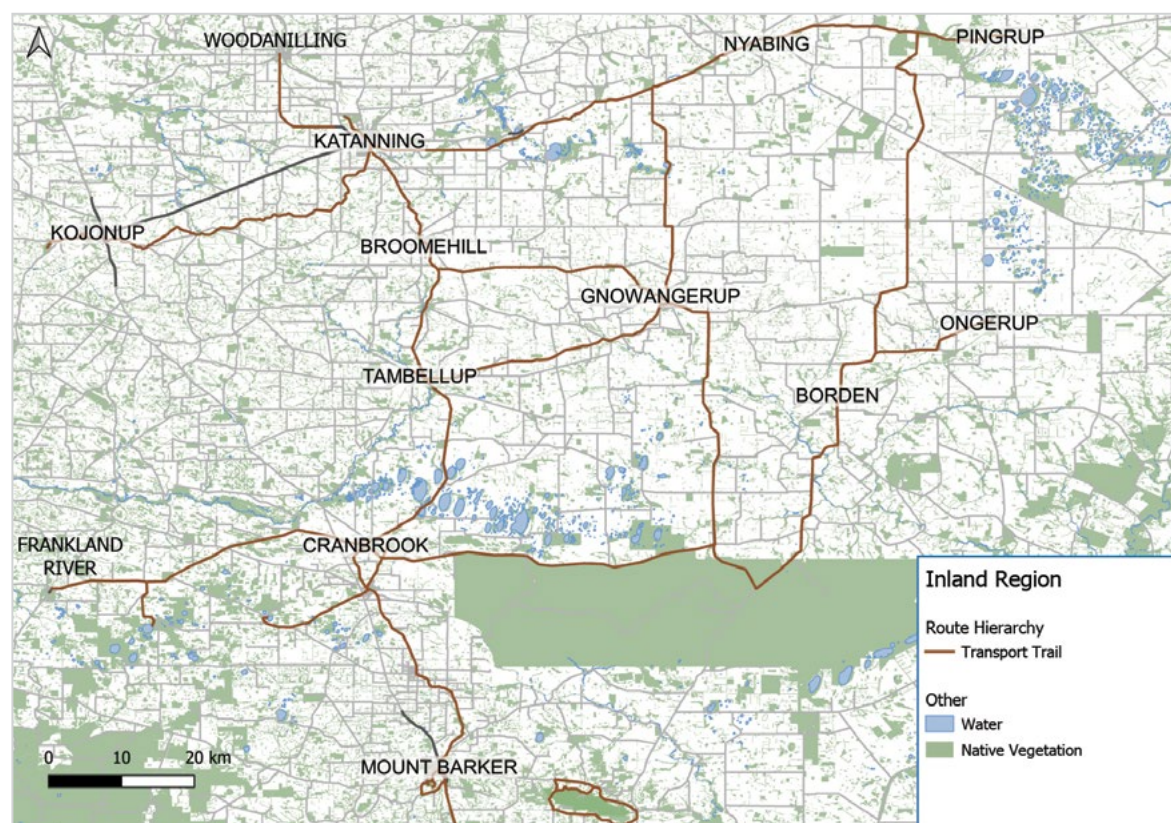
The exact alignments of some routes may change following further feasibility assessment and consideration of local environmental, heritage and engineering constraints.

A key consideration for transport trails and paths in the region is the existing lease held by Arc Infrastructure on the closed railway lines. Prior to the development of paths and trails in these corridors it will be necessary to negotiate access with the lease holder.

Map 4.01 Regional Road Cycle Routes



Map 4.02 Inland Region Transport Trails

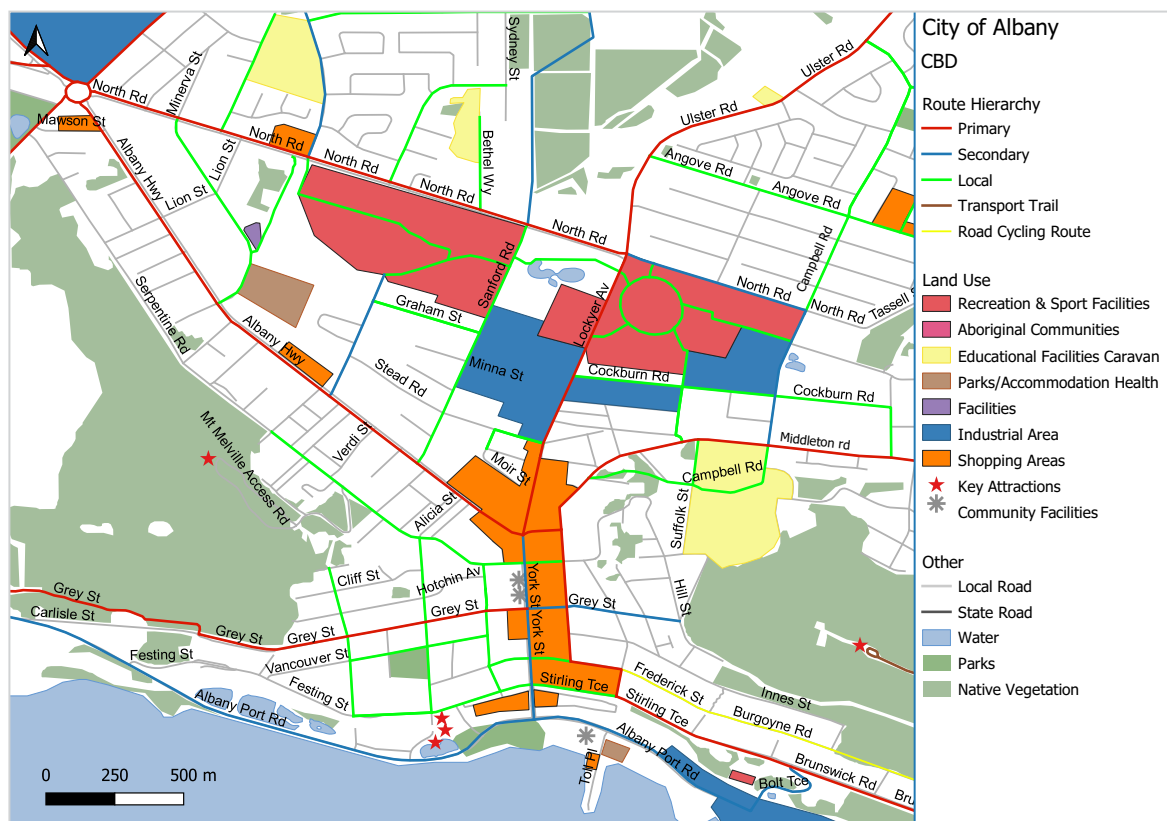


4.2 City of Albany

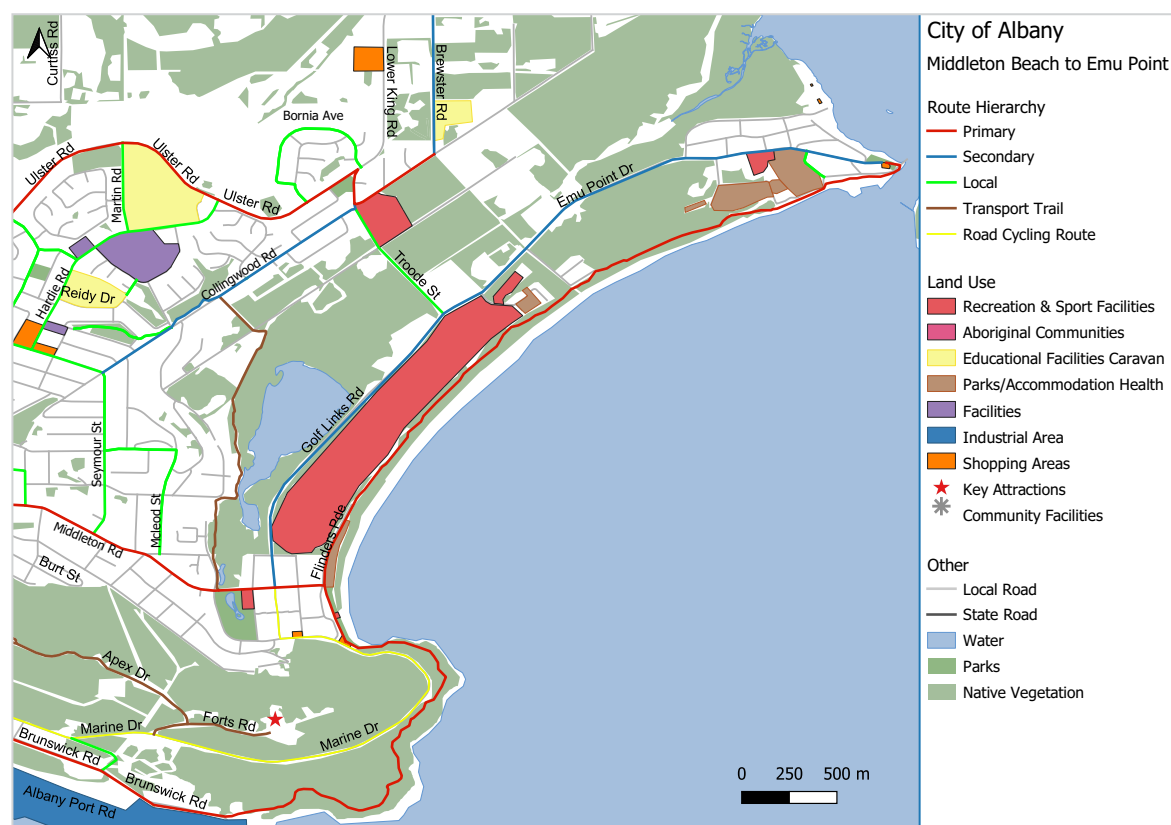
The proposed routes for the City of Albany are shown in maps 4.03 to 4.09 and include:

- Primary connections between the Central Business District and residential suburbs;
- Primary routes connecting coastal recreation precincts at Middleton Beach, Emu Point and Goode Beach;
- Primary route connecting Marine Drive to the Mounts;
- Secondary routes through residential areas to support a fine-grain network of safe local routes between places where people live, work, learn and play;
- Secondary route along Chester Pass Road, within the Mounts precinct, and along Nanarup Road;
- Addressing missing connections in primary, secondary and local routes;
- Safe local routes to schools, other education precincts and the Albany Health Campus;
- Developing transport trails that provide unique recreational and tourism cycling opportunities at Lake Sepping and Oyster Harbour Fish Traps;
- Identifying and supporting road cycling routes through signage and improved wayfinding; and
- Developing and implementing a range of programs and initiatives to encourage cycling for people of all ages, abilities and backgrounds.

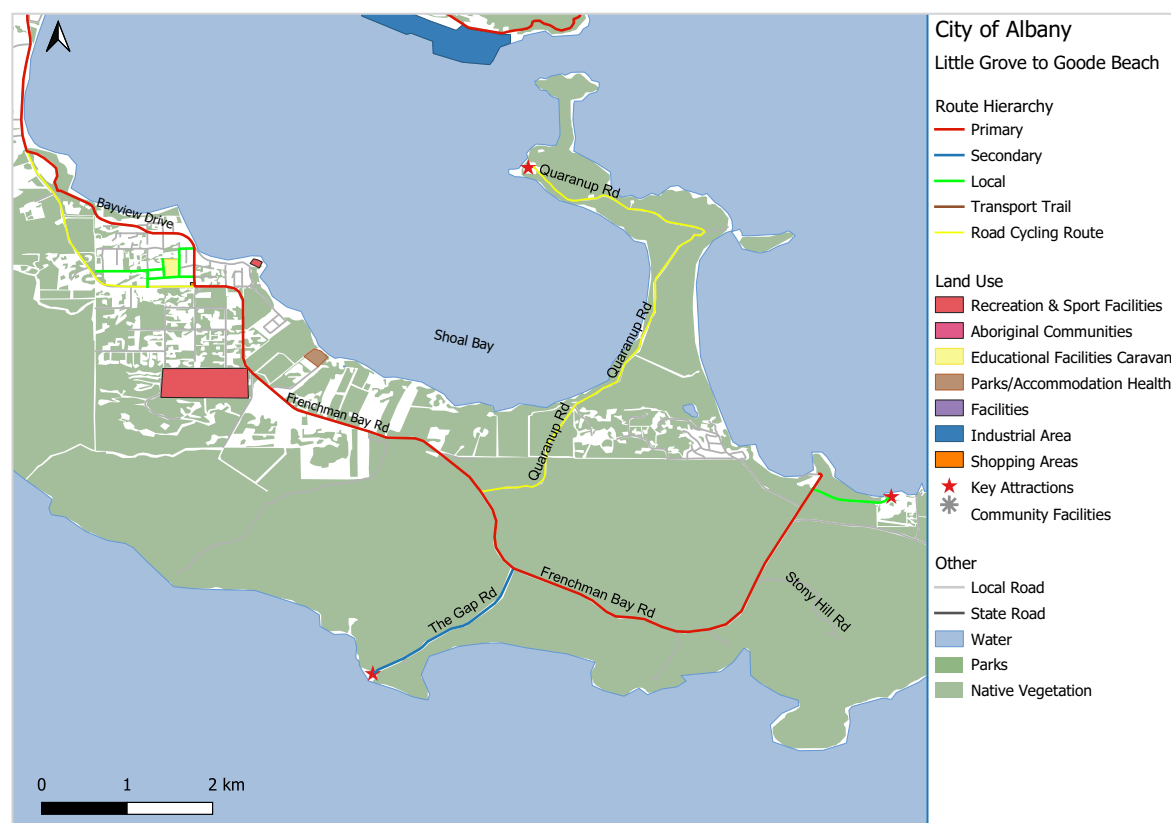
Map 4.03 City of Albany – CBD



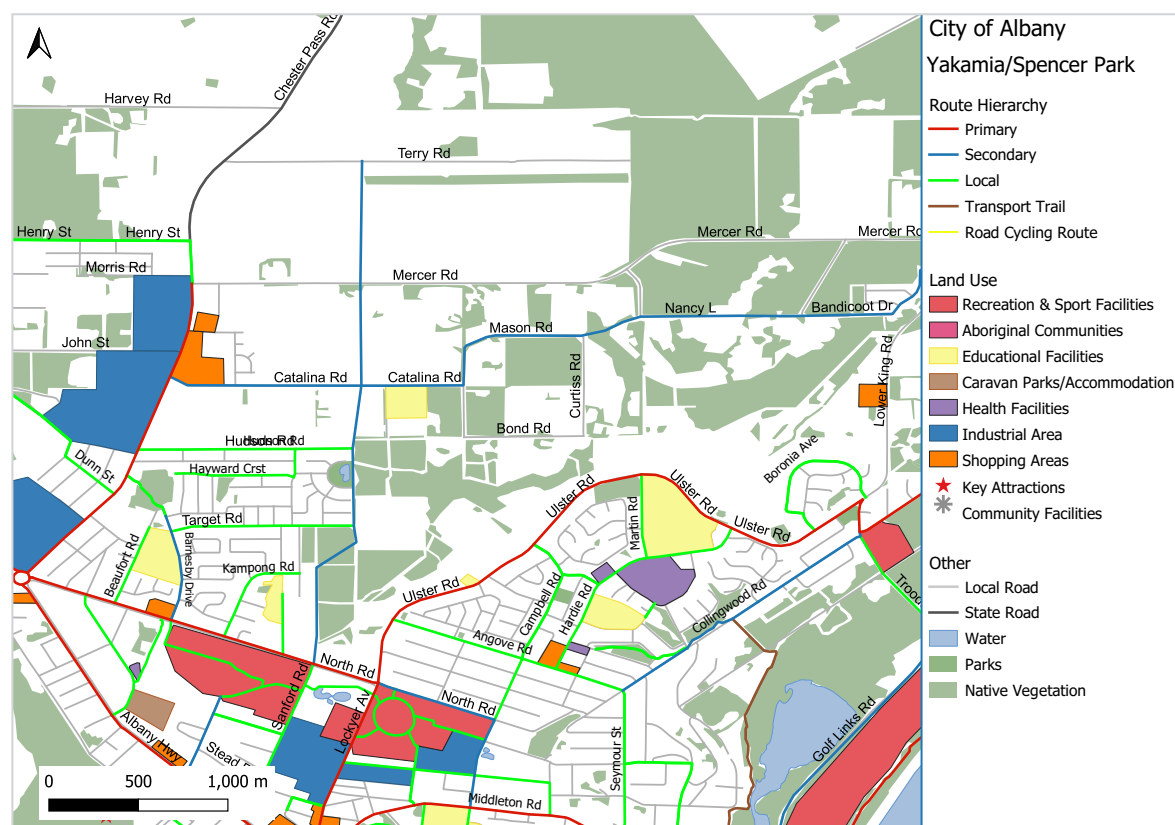
Map 4.04 City of Albany – Middleton Beach to Emu Point



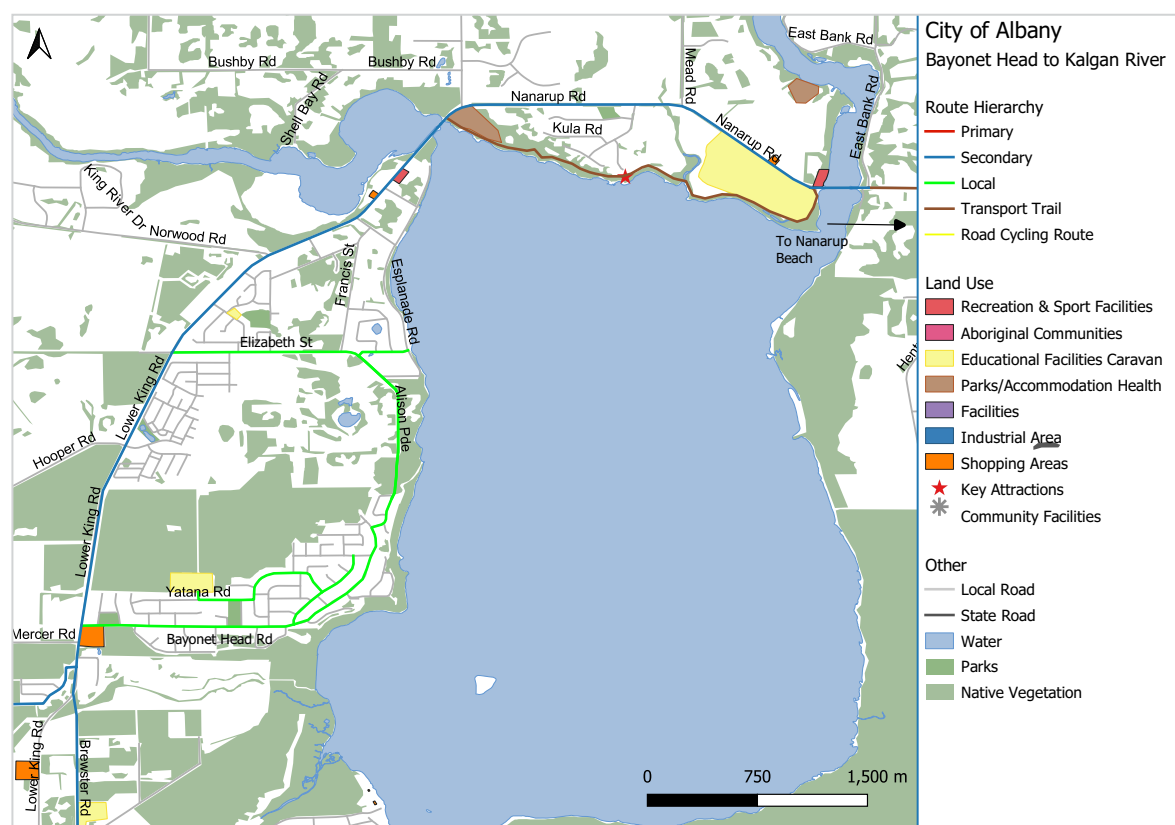
Map 4.05 City of Albany – Little Grove to Goode Beach



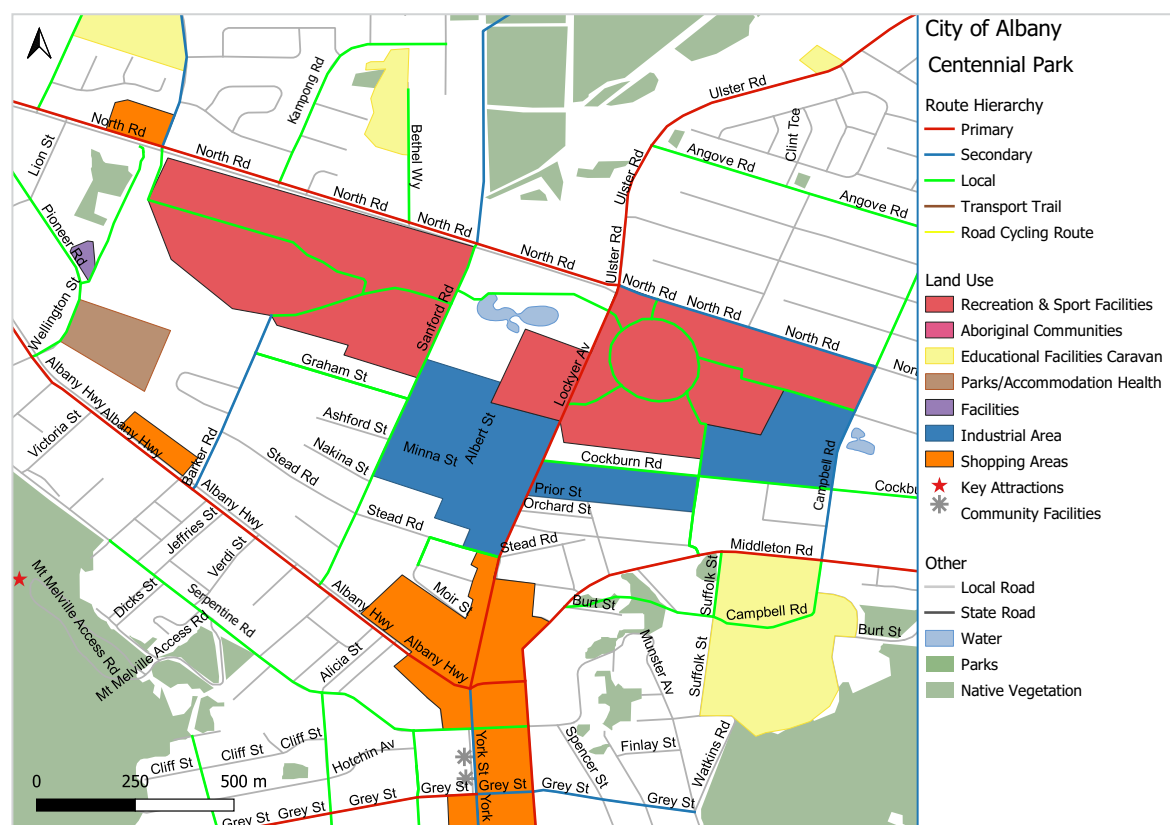
Map 4.06 City of Albany – Yakamia/Spencer Park



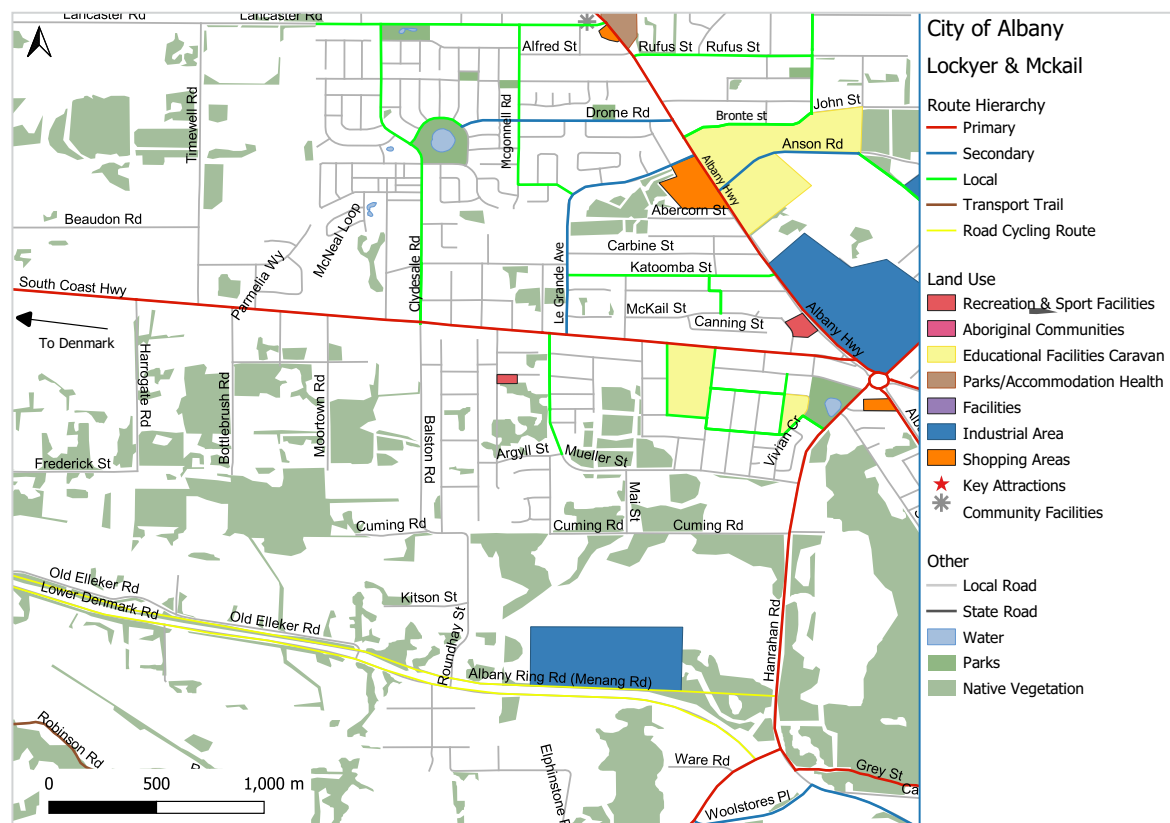
Map 4.07 City of Albany – Bayonet Head to Kalgan River



Map 4.08 City of Albany – Centennial Park



Map 4.09 City of Albany – Lockyer and McKail



4.3 Shire of Broomehill-Tambellup

The routes proposed for the Shire of Broomehill-Tambellup are shown in maps 4.10 to 4.11.

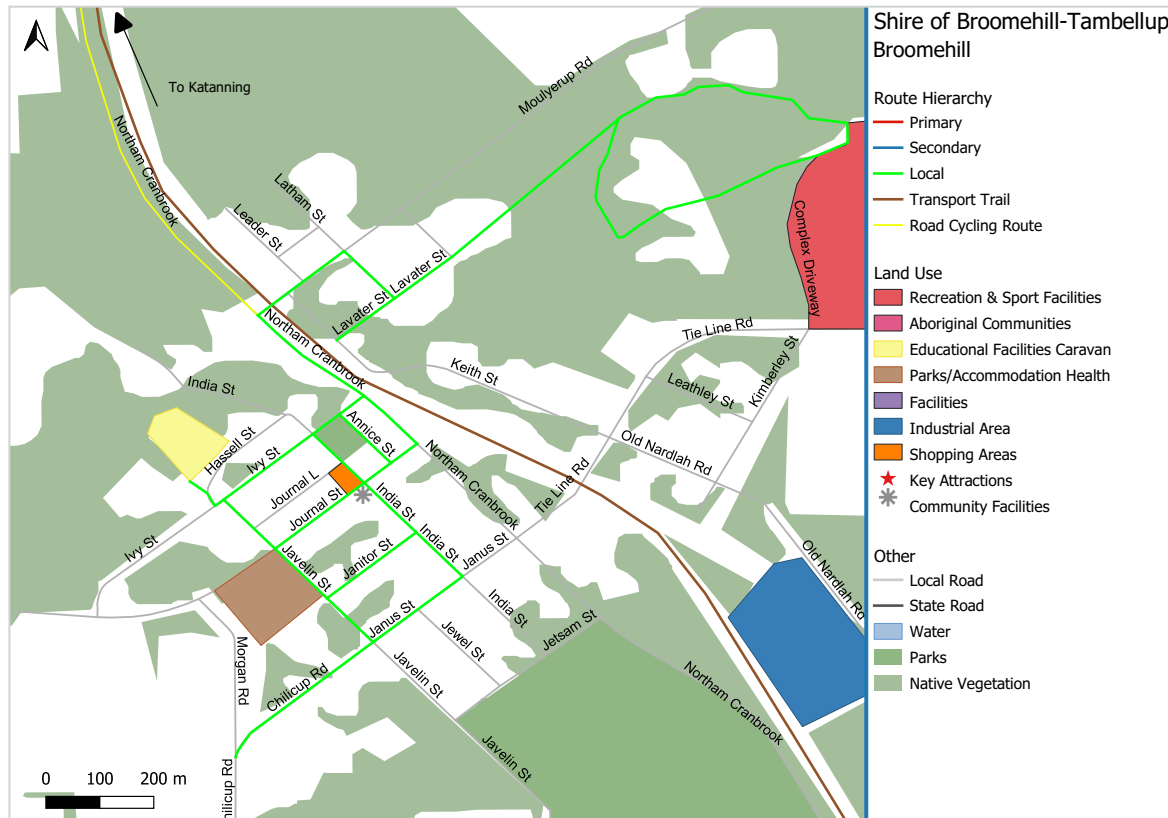
4.3.1 Broomehill

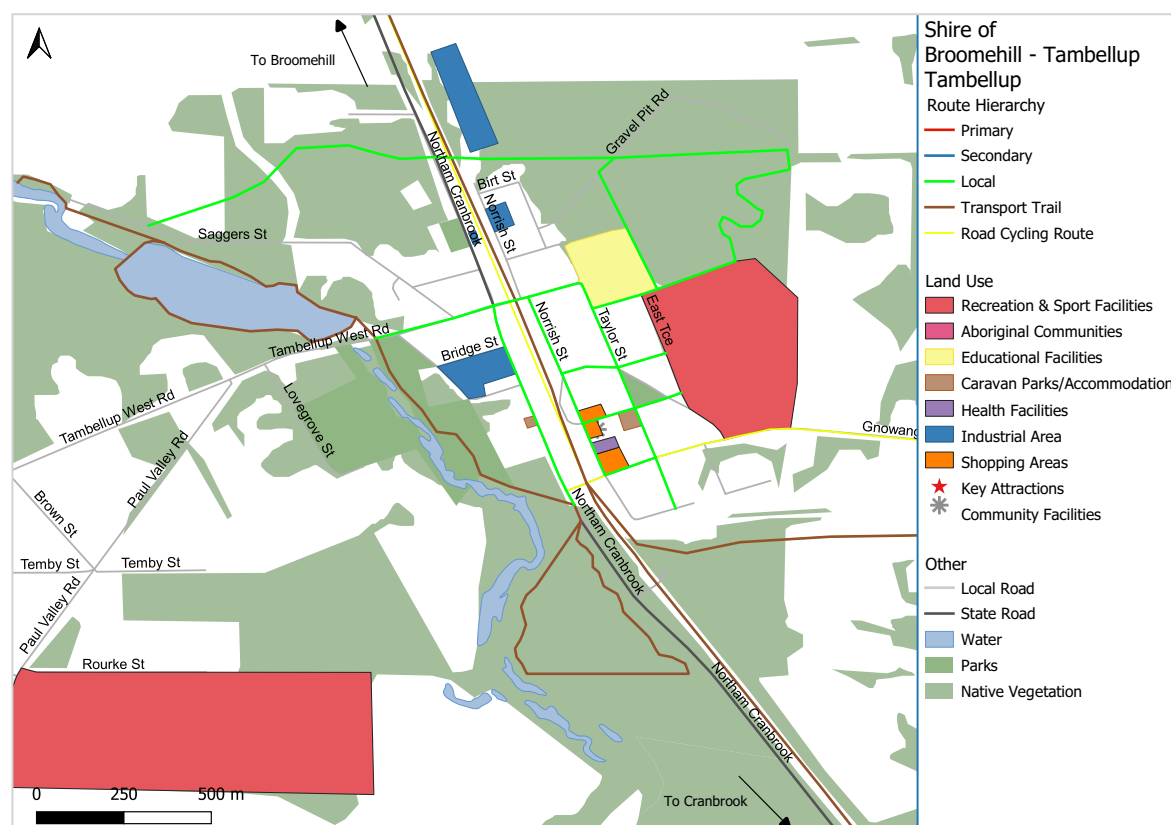
- A network of local routes connecting residents with the town centre and school;
- Developing a safe local route from the Primary School to the Recreational Centre;
- A long-distance transport trail connecting Broomehill to Katanning and Tambellup (part of the proposed Albany to Woodanilling Rail Trail); and
- A road cycling route connecting Broomehill to Katanning and Kojonup.

4.3.2 Tambellup

- Developing a safe local route from the Primary School and Sports Complex to the trails near the Gordon River;
- A short transport trail connecting existing recreational trails along the Gordon River;
- A long-distance transport trail connecting Broomehill to Katanning and Tambellup (part of the proposed Albany to Woodanilling Rail Trail);
- A long-distance transport trail connecting Tambellup to Gnowangerup via the closed rail corridor;
- A road cycling route connecting Tambellup to Gnowangerup; and
- A safe crossing point near Birt Road (to cross the Great Southern Highway and railway line).

Map 4.10 Shire of Broomehill-Tambellup – Broomehill



Map 4.11 Broomehill-Tambellup – Tambellup

4.4 Shire of Cranbrook

The routes proposed for the Shire of Cranbrook are shown in maps 4.12 to 4.14.

4.4.1 Cranbrook

- Developing a safe local route from the Primary School and Sports Ground to the town centre;
- A transport trail connecting Cranbrook town centre to Sukey Hill;
- A long-distance transport trail connecting Cranbrook to Broomehill and Kendenup (part of the proposed Albany to Woodanilling Rail Trail); and
- A transport trail connecting Cranbrook to the Stirling Range via Salt River Road.

4.4.2 Tenterden

- A transport trail connecting Tenterden to Cranbrook via Ronaldshaw Road.

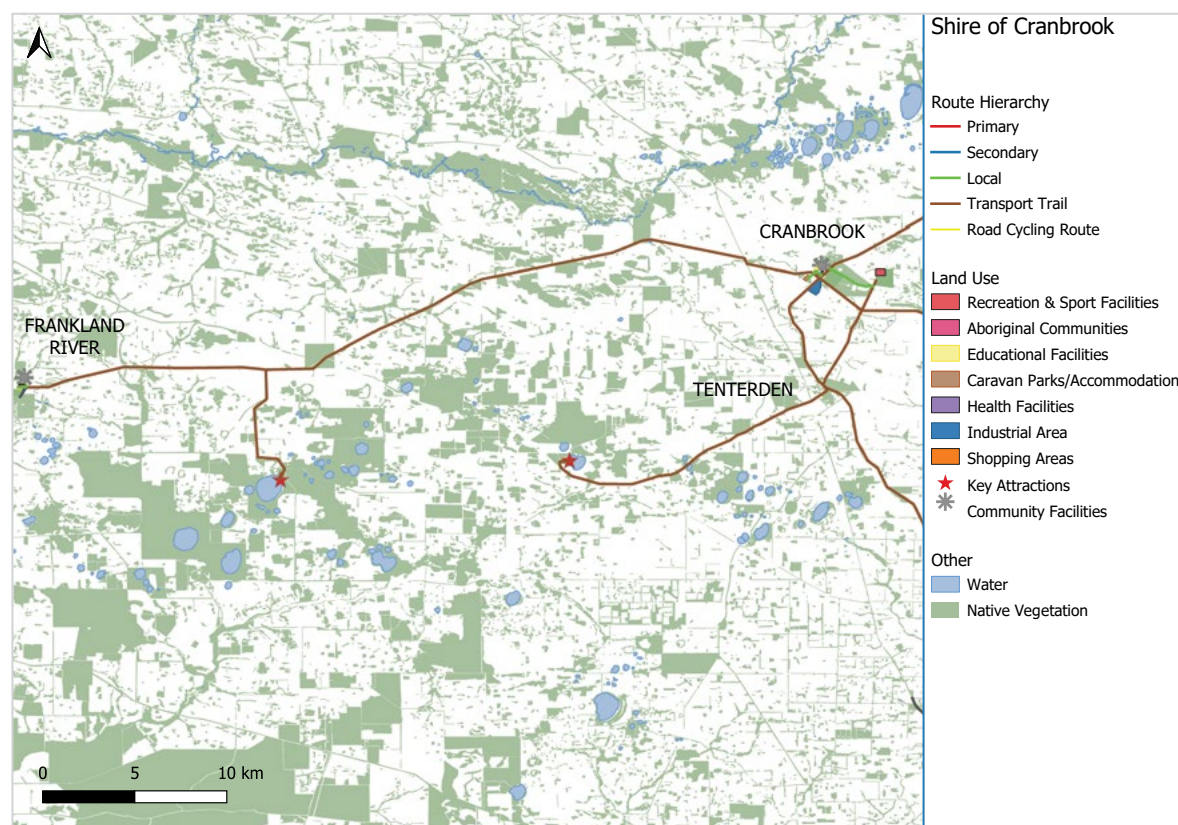
4.4.3 Frankland River

- Developing a safe local route from the Primary School and Marlock Street; and
- A safe crossing point on Wingebellup Road.

Map 4.12 Shire of Cranbrook – Townsite



Map 4.13 Shire of Cranbrook – Regional including Tenterden



Map 4.14 Shire of Cranbrook – Frankland River

4.5 Shire of Denmark

The routes proposed for the Shire of Denmark are shown in maps 4.15 to 4.17.

4.5.1 Denmark

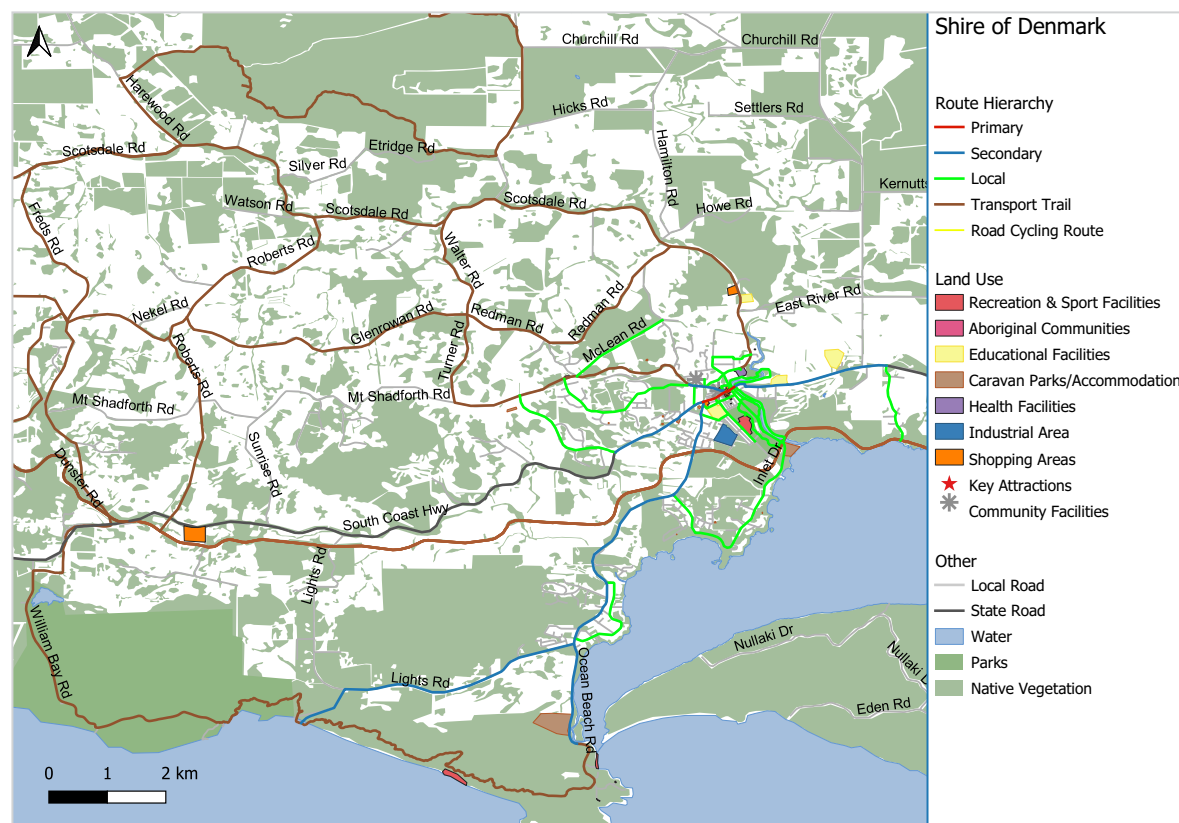
A primary route along the South Coast Highway from Hollings Road to Ocean Beach Road;

- A network of secondary routes complementing and connecting the local route networks, including:
 - Mount Shadforth Road to Peace Street;
 - South Coast Highway to Cussons Road;
 - Ocean Beach Road;
- South Coast Highway to Springdale Beach;
- A network of local routes connecting residents with town centre destinations, including primary schools, the pump track, and Recreation Centre;
- Local routes connecting residents living in Peace Street and Cussons Road to the town centre;
- A network of transport trails linking tourism attractions on Scotsdale Road and surrounding areas;
- A transport trail along Mount Shadforth connecting to the proposed MTB trails on Turner Road;
- A transport trail along Lights Road connecting to Lights Beach, creating a loop trail with the WOW trail; and
- A road cycle route on the South Coast Highway and Scotsdale Road.

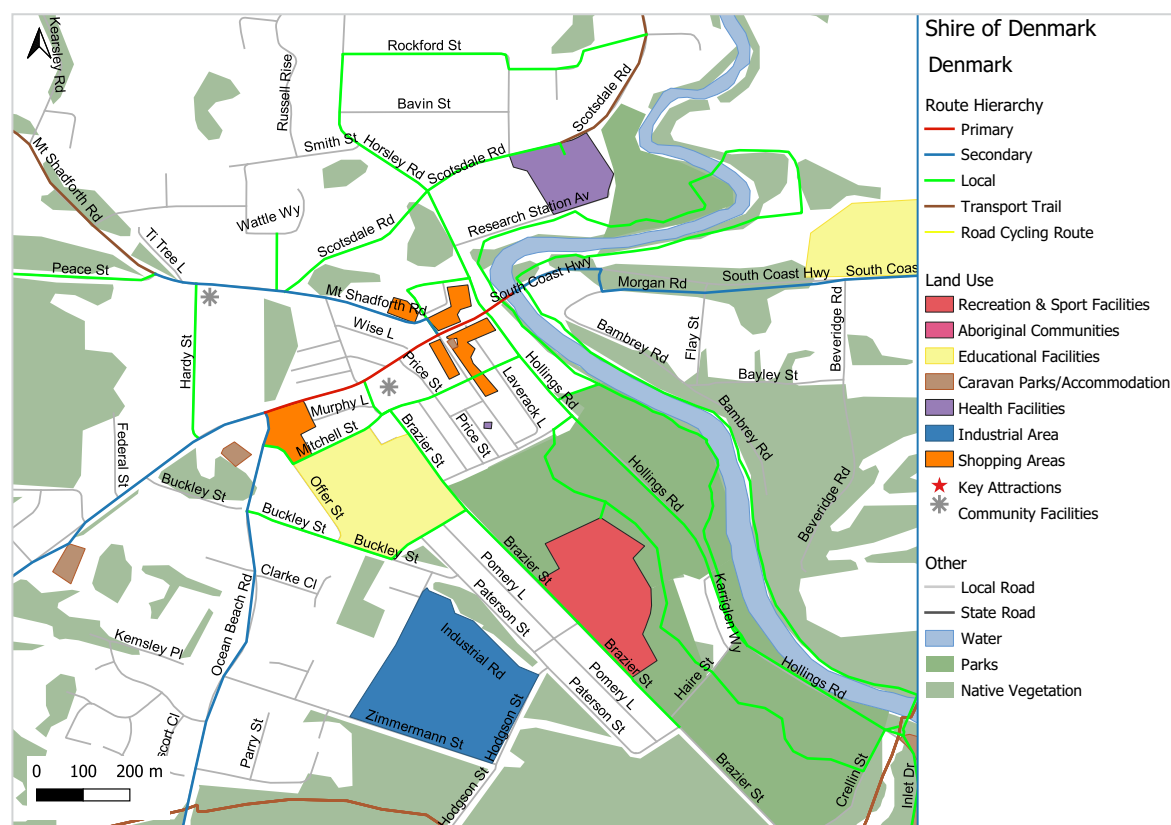
4.5.2 Peaceful Bay and Nornalup

- A transport trail along the Valley of the Giants Road;
- A transport trail from Station Road to Nornalup, completing the Denmark-Nornalup Heritage Rail Trail;
- A safe pedestrian and cyclist bridge over the Frankland River, connecting the village of Nornalup to the Valley of the Giants trail head; and
- A transport trail from the Denmark-Nornalup Heritage Rail Trail to Peaceful Bay.

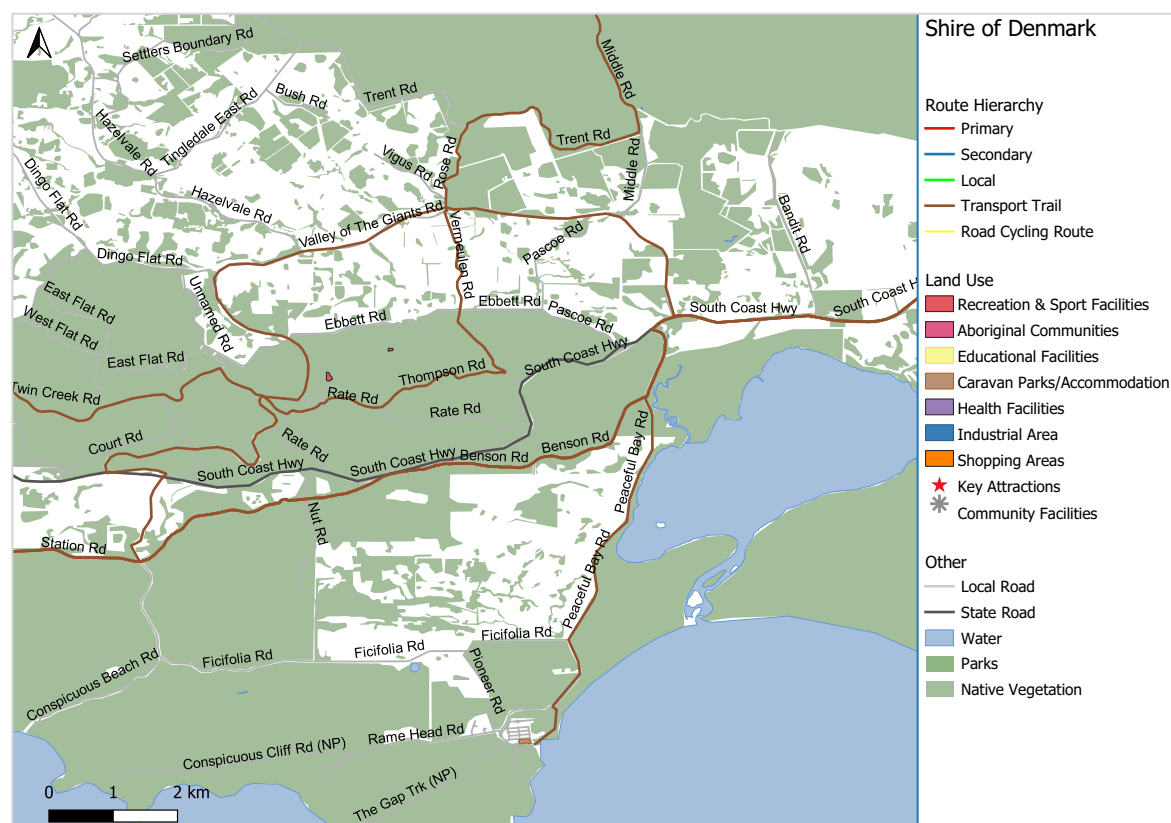
Map 4.15 Shire of Denmark – Regional



Map 4.16 Shire of Denmark – CBD



Map 4.17 Shire of Denmark – West



4.6 Shire of Gnowangerup

The routes proposed for the Shire of Gnowangerup are shown in maps 4.18 to 4.20.

4.6.1 Gnowangerup

- Local route connecting the Sports and Recreational Complex, the Caravan Park and the District Highschool to the Hospital;
- A safe crossing on Yougenup Road near Cecil Street;
- A transport trail connecting Gnowangerup to Tambellup using the closed rail corridor;
- A transport trail linking Gnowangerup to the proposed Kojonup-Katanning-Pingrup rail trail west of Nyabing;
- A transport trail linking Gnowangerup to the Stirling Range National Park via Formby South Road; and
- A road cycle route to Tambellup.

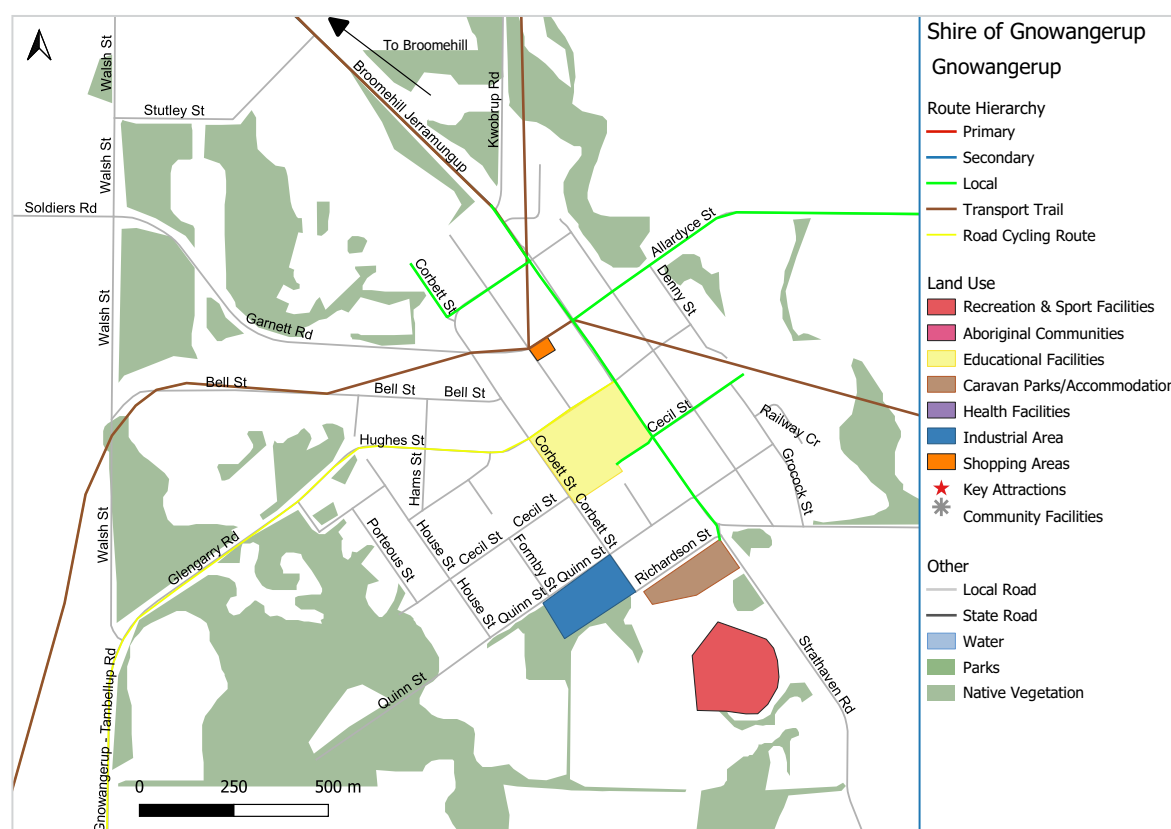
4.6.2 Borden

- A transport trail linking Borden to the Stirling Range National Park and the proposed Kojonup-Katanning-Pingrup rail trail west of Pingrup; and
- A local route on John Street in Borden connecting to the proposed transport trail on Chester Pass Road.

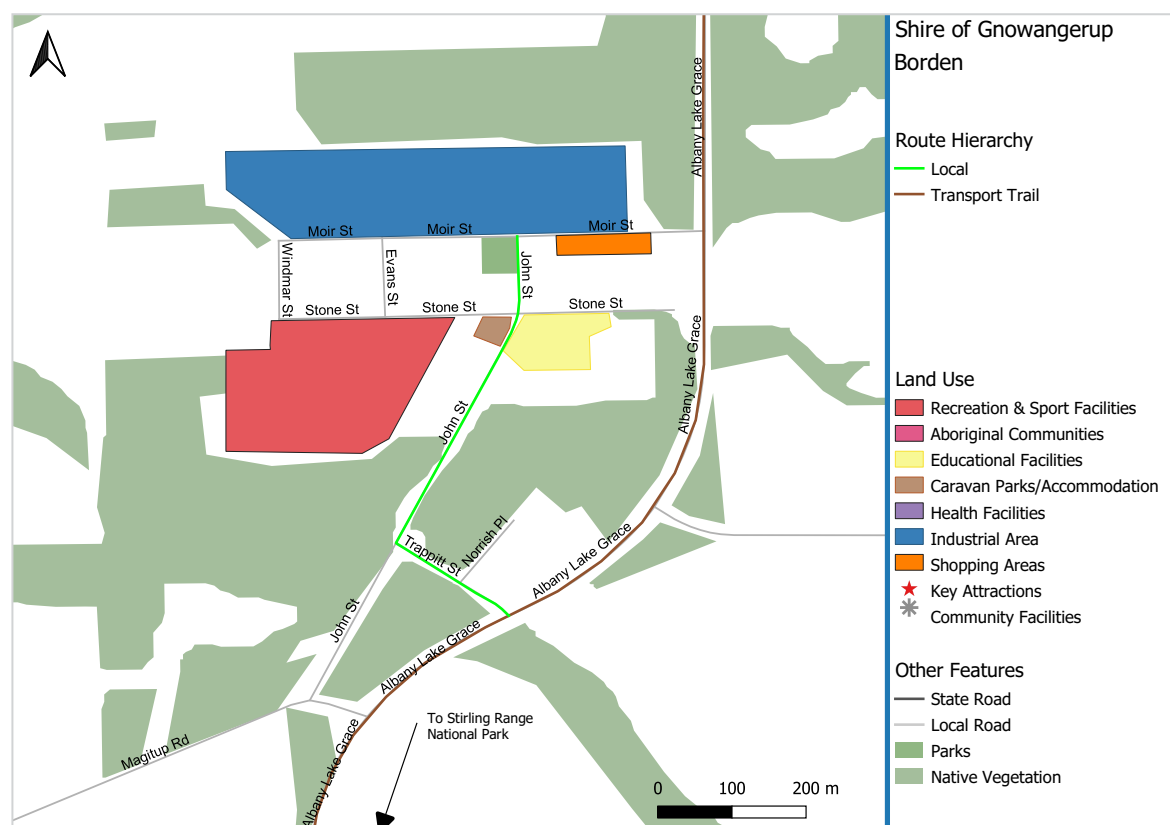
4.6.3 Ongerup

- A local route on Jaekel Street in Ongerup connecting the Yongergnow Mallee Fowl Centre to the caravan park and main street; and
- A transport trail linking Ongerup to Chester Pass Road.

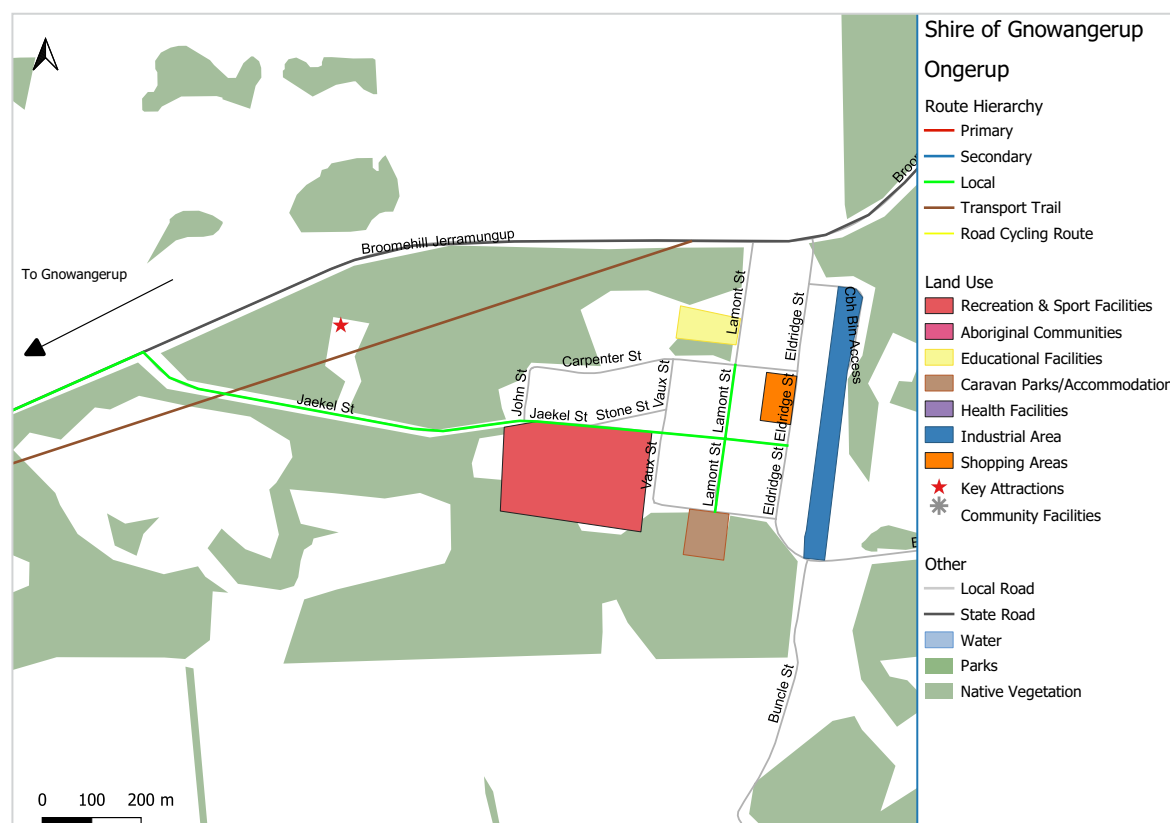
Map 4.18 Shire of Gnowangerup



Map 4.19 Shire of Gnowangerup – Borden



Map 4.20 Shire of Gnowangerup – Ongerup

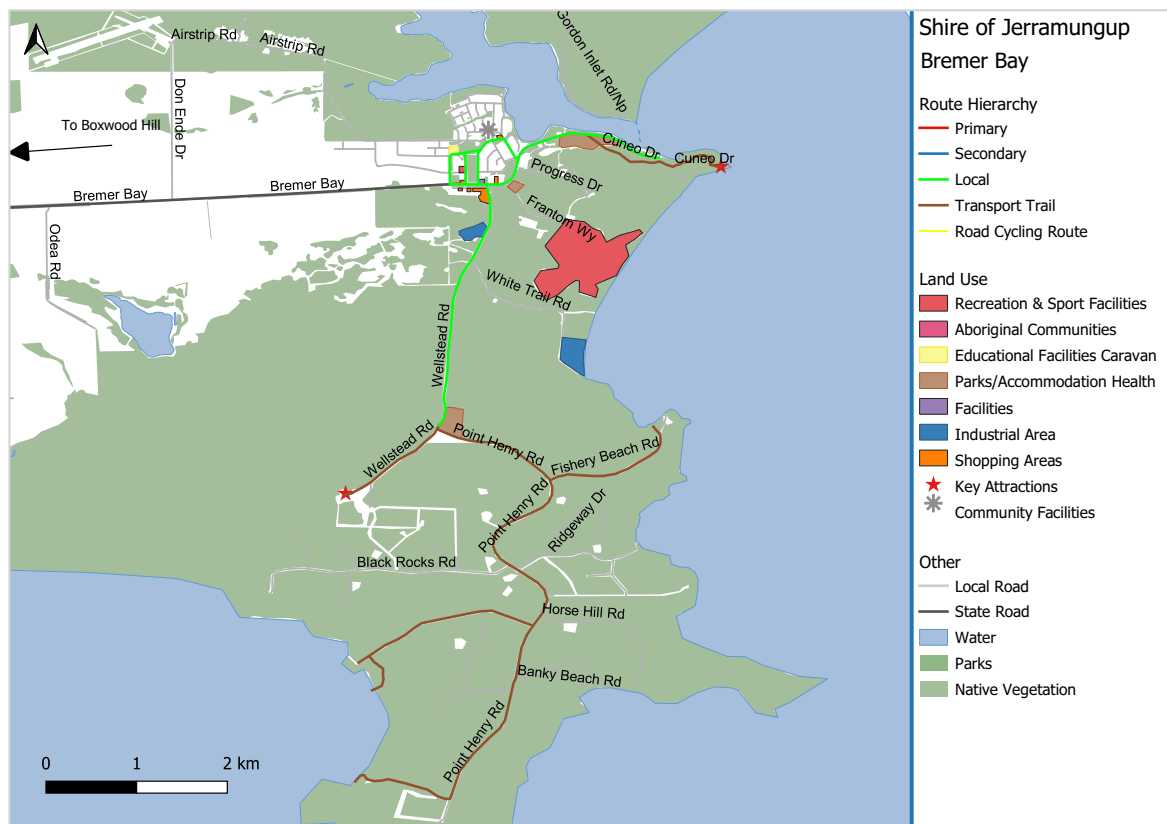


4.7 Shire of Jerramungup

The routes proposed for the Shire of Jerramungup are shown in Map 4.21.

- Local routes connecting the proposed new town centre, including skatepark, to the Primary School, Community Resource Centre, and shops;
- A transport trail from Cuneo Drive to the Rock Cairn lookouts;
- A transport trail that extends from the existing Native Snail Trail to the Wellstead Museum; and
- A network of transport trails linking the Bremer Bay beaches.

Map 4.21 Shire of Jerramungup – Bremer Bay

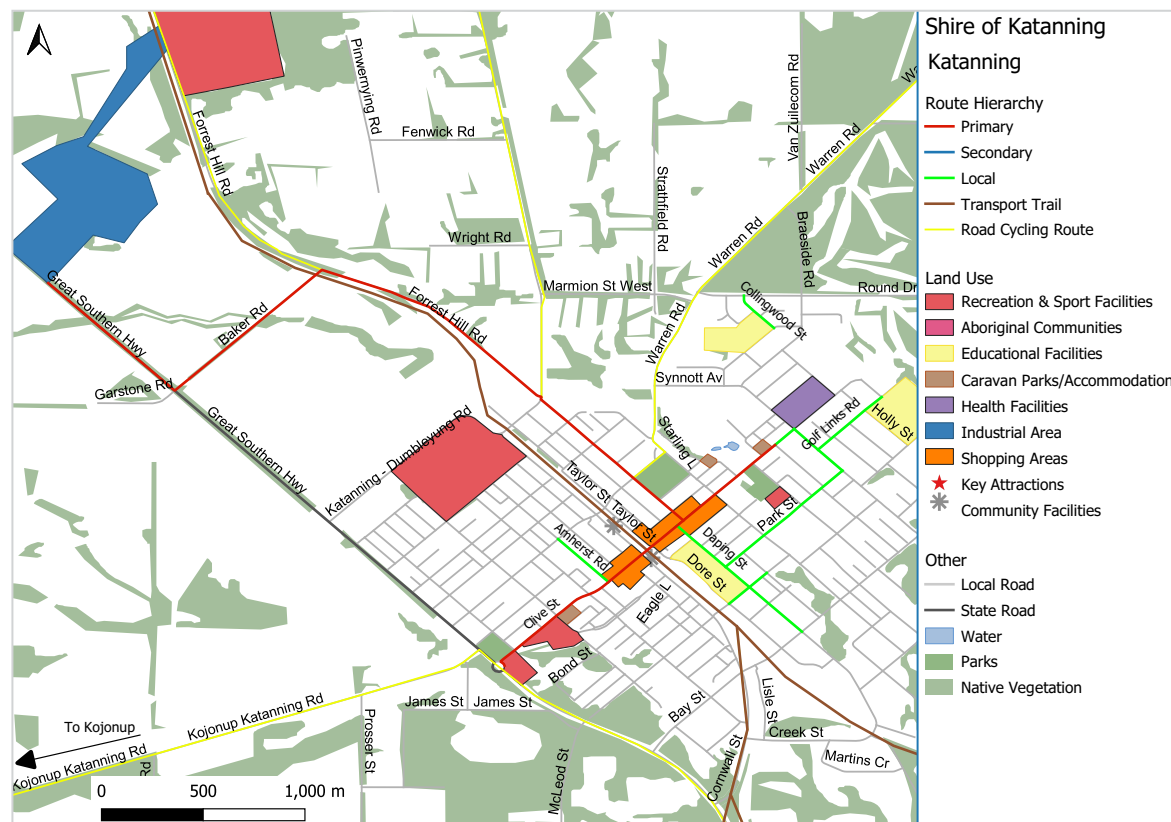


4.8 Shire of Katanning

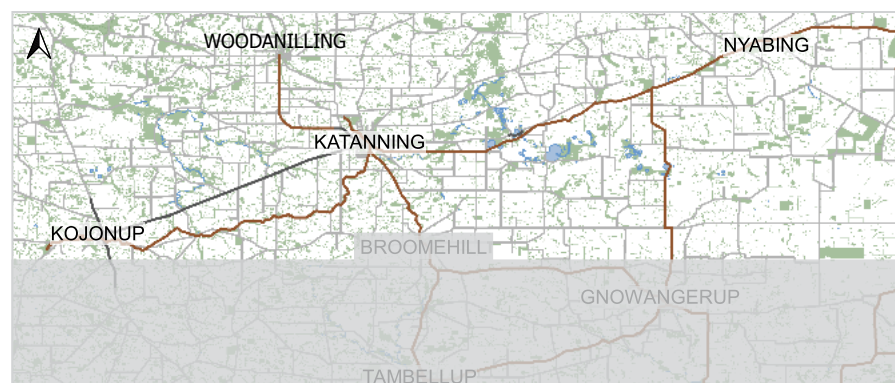
The routes proposed for the Shire of Katanning are shown in maps 4.02a and 4.22.

- A primary route along Clive Street connecting the All Ages Playground to Piesse Park;
- A secondary route connecting Clive Street to WAMCO via Forrest Hill Road;
- A transport trail to Kojonup and Nyabing via the closed railway line (see Map 4.02a below); and
- A road cycling network connecting Katanning to Kojonup, Woodanilling and Broomehill.

Map 4.22 Shire of Katanning



Map 4.02a Inland Region Transport Trails



[Return to Map 4.02 \(page 27\)](#)

4.9 Shire of Kent

The routes proposed for the Shire of Kent are shown in maps 4.02b and 4.23.

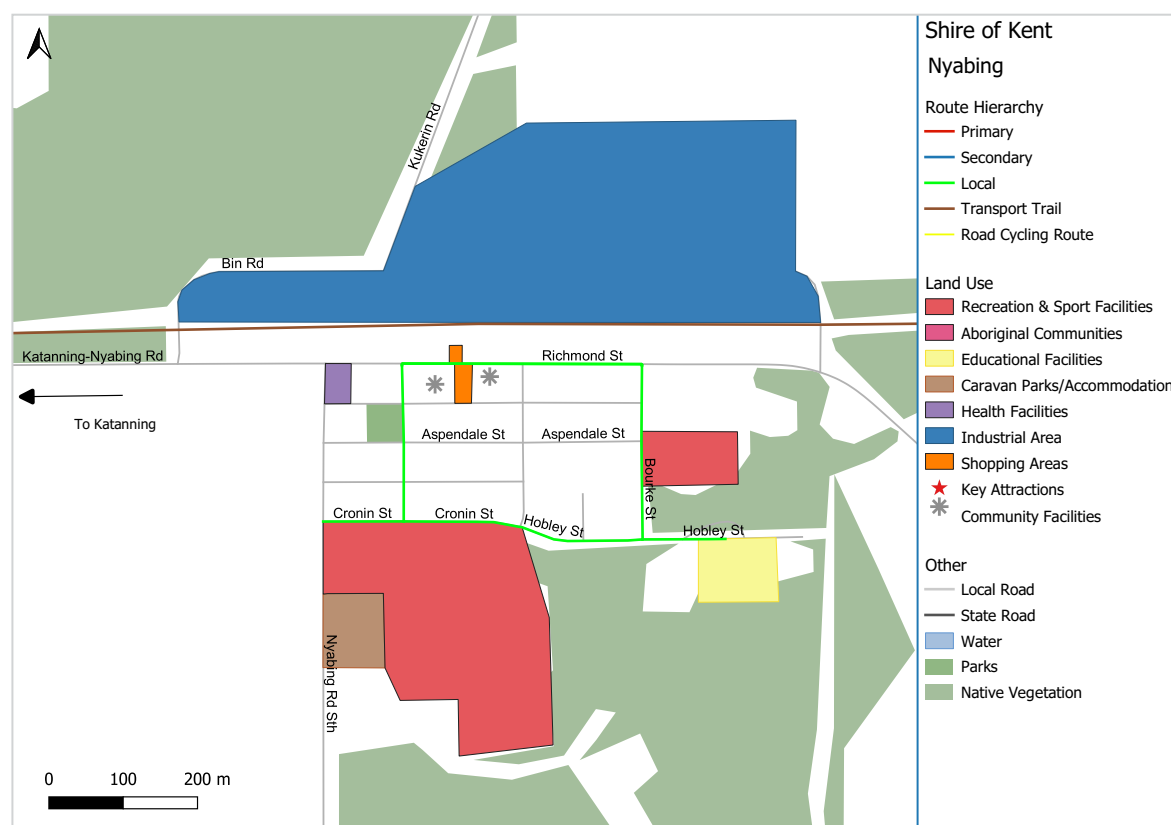
4.9.1 Nyabing

- Local routes connecting the Primary School, caravan park and town centre; and
- A transport trail to Katanning and Pingrup via the closed railway line (see Map 4.02b below).

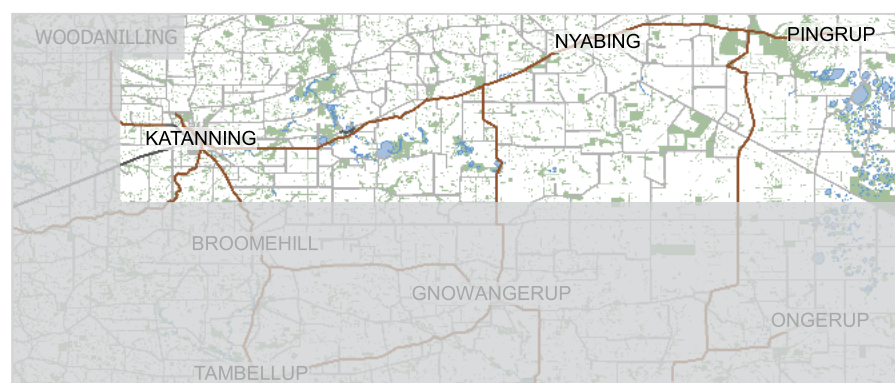
4.9.2 Pingrup

- Local routes connecting the Primary School, caravan park, and recreation centre; and
- A transport trail to Katanning and Nyabing via the closed railway line.

Map 4.23 Shire of Kent – Nyabing



Map 4.02b Inland Region Transport Trails



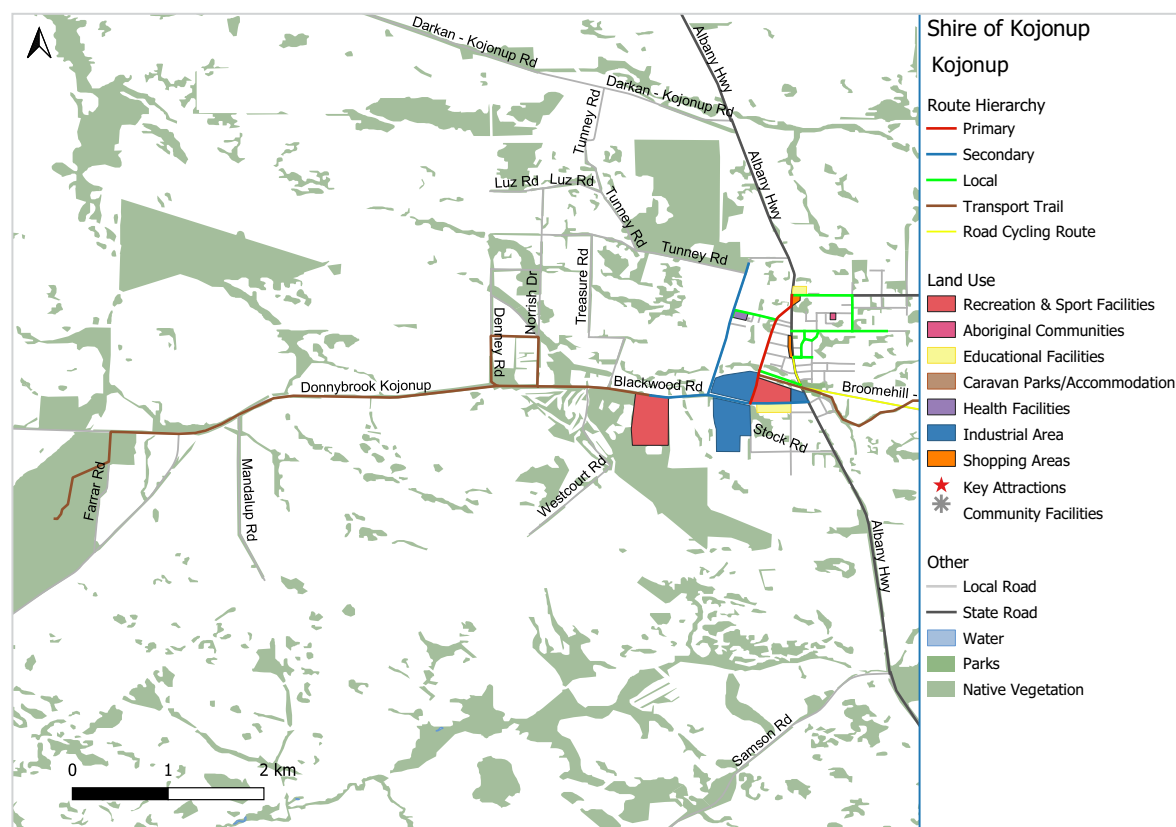
[← Return to Map 4.02 \(page 27\)](#)

4.10 Shire of Kojonup

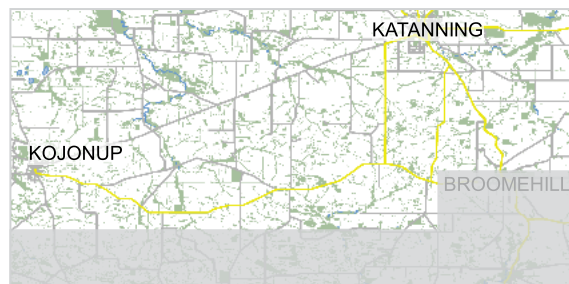
The routes proposed for the Shire of Kojonup are shown in maps 4.01a, 4.02c, 4.24 and 4.25.

- A primary route connecting the District Highschool to St Bernard's Primary School via Pensioner Road;
- A safe crossing point on the Albany Highway near St Bernard's Primary School;
- Secondary routes connecting to key recreational precincts:
- Blackwood Road to the Showgrounds;
- Soldier Road from Blackwood Road to Myrtle Benn Flora and Fauna Sanctuary;
- Local routes connecting residential areas to schools, town centre and recreation precincts;
- A transport trail connecting Kojonup to Katanning (see Map 4.02c below); and
- A road cycling network connecting Kojonup to Katanning (see Map 4.01a below).

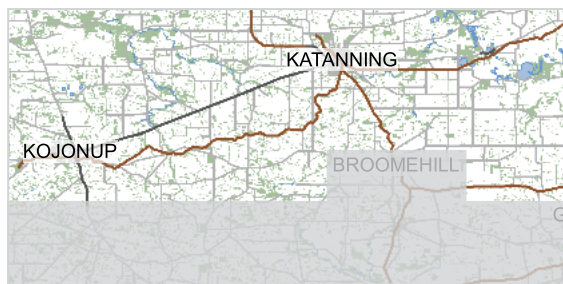
Map 4.24 Kojonup – Regional



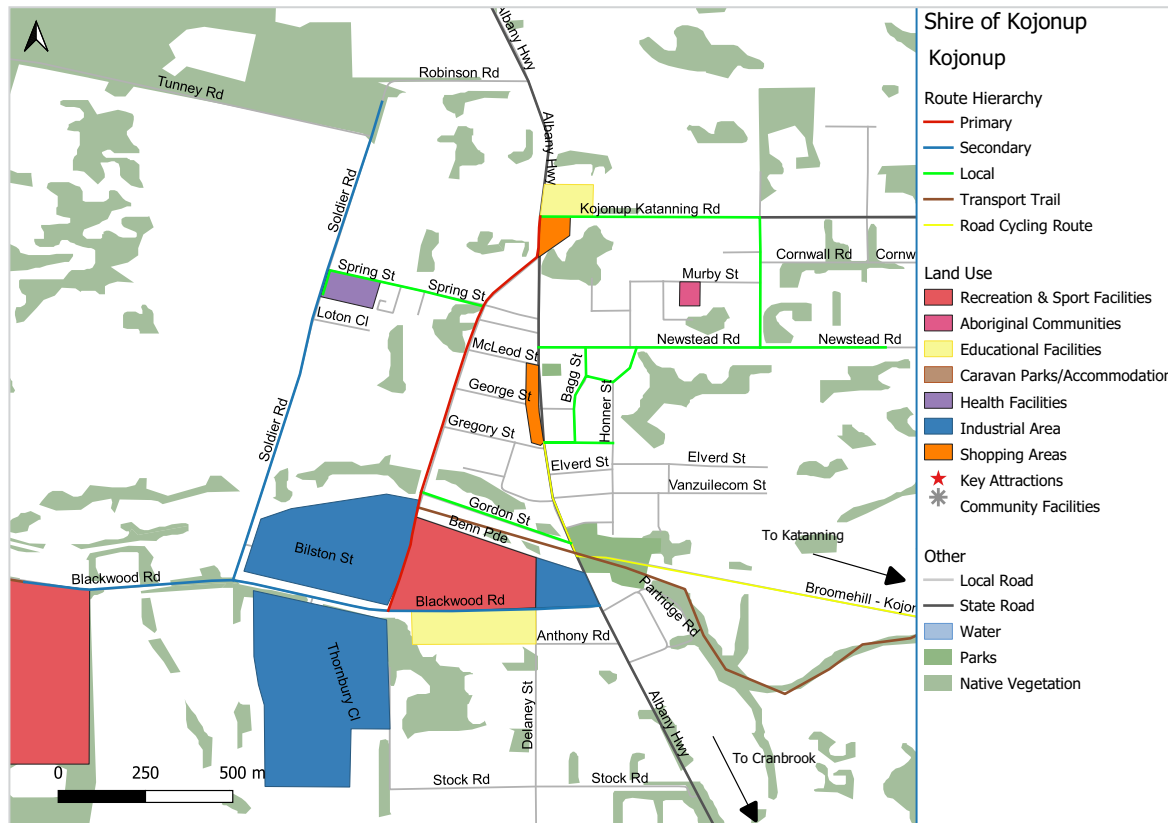
Map 4.01a Regional Road Cycle Routes



Map 4.02c Inland Region Transport Trails



[← Return to Map 4.01 and Map 4.02 \(page 27\)](#)

Map 4.25 Kojonup – Townsite

4.11 Shire of Plantagenet

The routes proposed for the Shire of Plantagenet are shown in maps 4.26 to 4.28.

4.11.1 Mount Barker

- Primary routes connecting Mount Barker Community College to Mondurup Street via the Albany Highway and Lowood Road;
- Local routes connecting residential areas to the primary and secondary spines;
- A transport trail to the Pwackenbak MTB Park via Braidwood Road;
- A transport trail to the pump track and Pwackenbak MTB park via Mitchell Street, St Werburghs Road and Mount Barker Road;
- A transport trail linking Mount Barker to Albany via the active rail corridor (proposed Albany to Woodanilling Rail Trail); and
- A transport trail to Porongurup National Park along O'Neill Road.

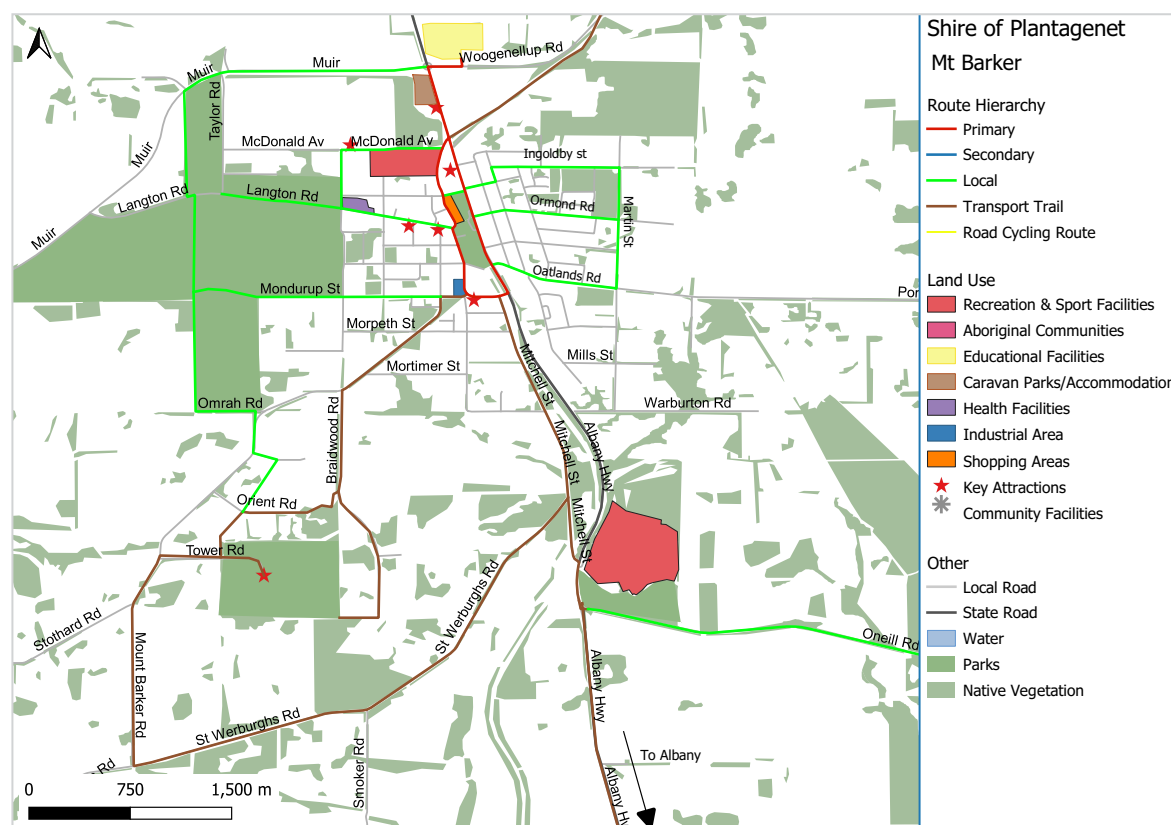
4.11.2 Kendenup

- A transport trail linking Kendenup to Mount Barker via the active rail corridor (proposed Albany to Woodanilling Rail Trail).

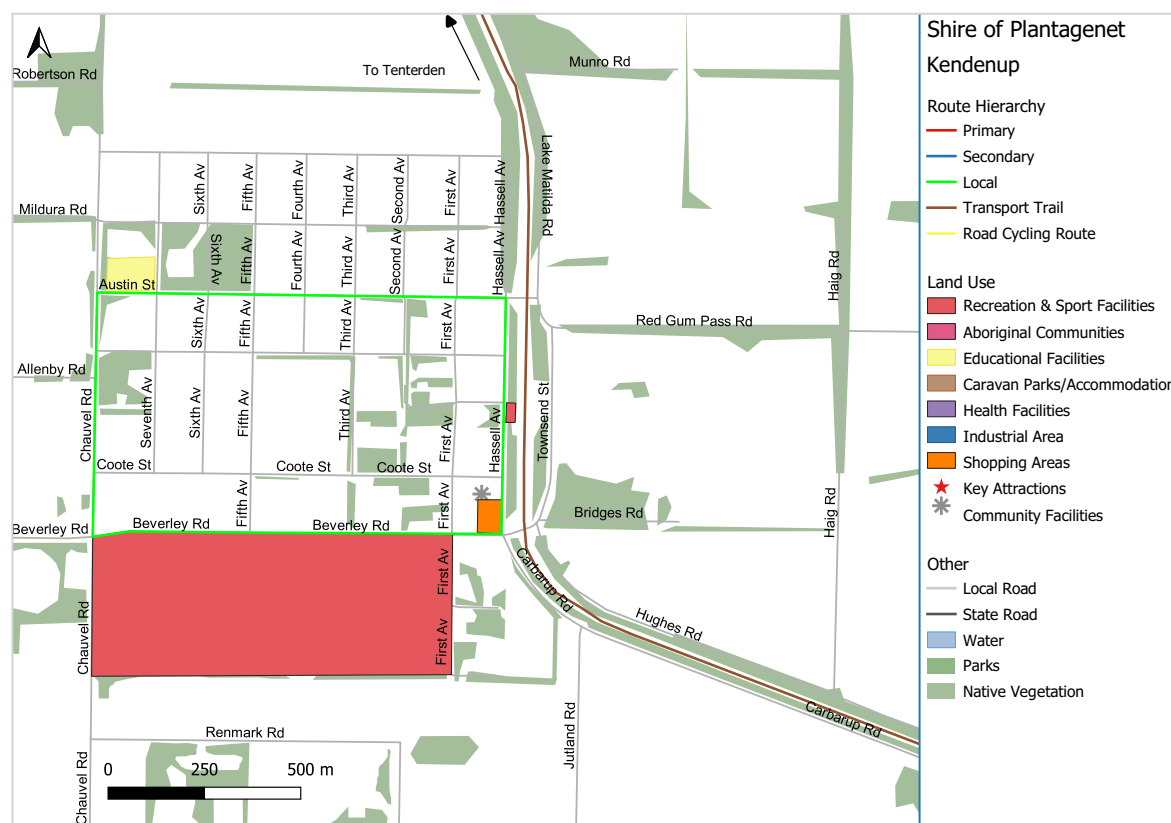
4.11.3 Porongurup

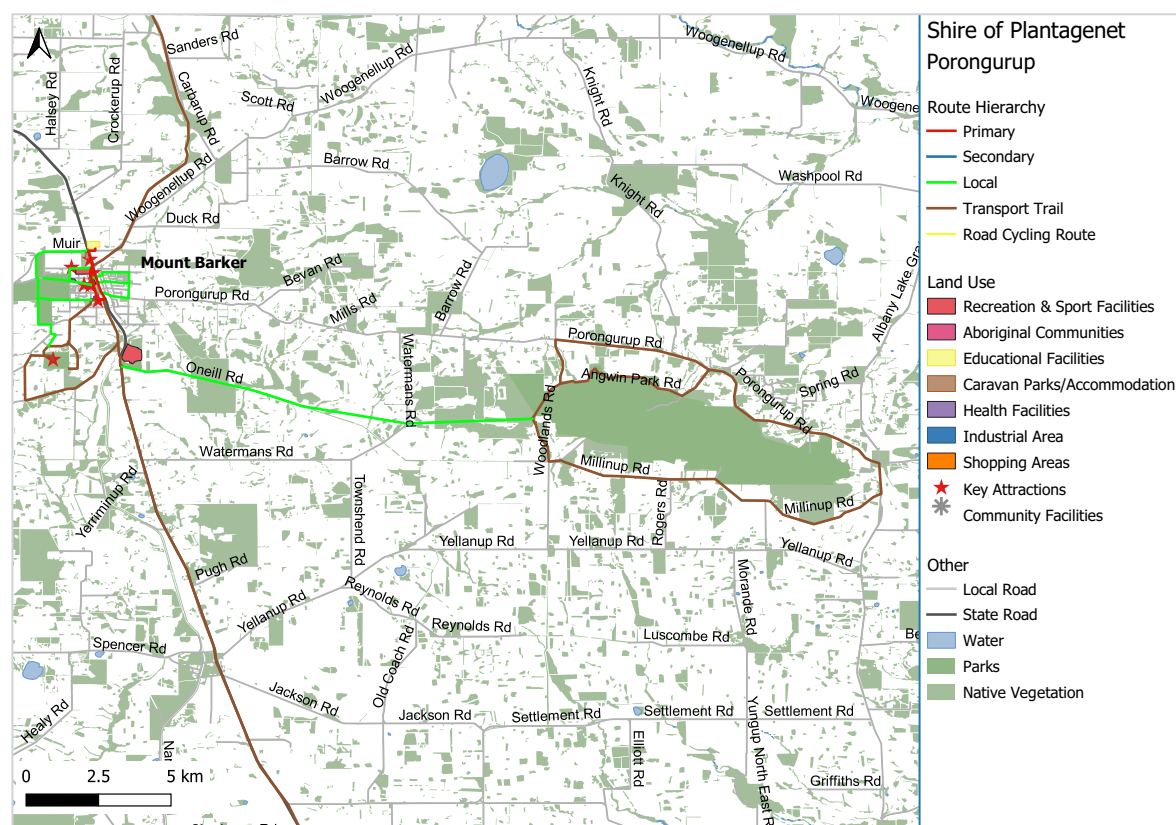
- A transport trail that loops around the Porongurup National Park using Millinup Road, Chester Pass Road, Porongurup Road and Woodlands Road; and
- A transport trail to Mount Barker along O'Neill Road.

Map 4.26 Shire of Plantagenet – Mount Barker



Map 4.27 Shire of Plantagenet – Kendenup

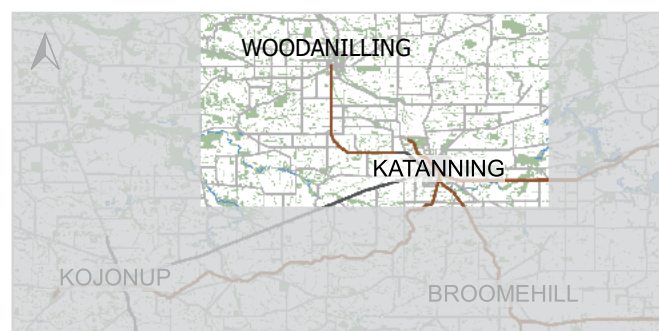


Map 4.28 Shire of Plantagenet – Porongurup

4.12 Shire of Woodanilling

The routes proposed for the Shire of Woodanilling:

- A transport trail linking Woodanilling to Katanning via the active rail corridor – proposed Albany to Woodanilling Rail Trail (see Map 4.02d).

Map 4.02d Inland Region Transport Trails

[Return to Map 4.02 \(page 27\)](#)



5. The Way Forward

This section outlines the key themes that have guided the development of this strategy. Within each of the themes several opportunities have been identified to highlight the potential for bike riding in the Great Southern. Case studies are used to illustrate where similar outcomes have been achieved elsewhere.

5.1 Connecting people to where they live, work, learn and play

One of the aims of this strategy is to support and encourage more people of all ages and abilities to choose bike riding as a safe and appealing form of transport. Bike riding offers benefits over other forms of transport because it reduces congestion, is environmentally friendly, and improves riders' health and wellbeing.

To achieve this goal, it is essential that the places that people want to travel to – such as schools, workplaces, shopping centres, and recreation precincts – are connected by high-quality cycling facilities that are safe, direct, and clearly signposted.

In large urban centres, the most practical way to connect activity centres to residential areas is along major urban roads. Primary and secondary routes (as defined in [Section 3](#)) are typically located within these corridors and can take the form of either on-road bike lanes or off-road shared paths.

In smaller towns, local routes may be the most effective means to connect to activity centres. In both cases, it is critical that they are of a standard which reflects the 'all ages and abilities' design philosophy.

Consultation for this strategy showed that bike riders' primary concern is potential or actual stress arising from interactions with motor vehicles.

The level of stress varies across the cycling network depending on the volume of vehicles, the speed of vehicles, and the size and type of vehicle. Other challenges include gaps in the cycle path network; a lack of convenient and accessible crossing points that enable pedestrians and bike riders to cross major roads safely; off-road shared paths that do not meet current design standards; and a reliance on off-road shared paths that prioritise on-road traffic at all road intersections.

Opportunities exist to provide safer, more convenient ways for people to ride to school, work, the shops and recreation areas, including:

- Addressing missing links in the path network;
- Establishing safe school routes; and
- Establishing safe crossing points.

5.1.1 Opportunity: Address missing links in path network

Albany has a large network of shared paths and footpaths, connecting most suburbs into the city centre. However, for some residents who live north or west of the large roundabout connecting the Albany Highway and Chester Pass Road, access to the Central Business District (CBD) and the key recreation precinct of Centennial Park by bike is difficult and dangerous due to the lack of suitable path infrastructure.

In smaller towns across the region, path infrastructure is often missing or lags new subdivision development.

Potential opportunities to address missing links across the region include:

- **Albany:** Dedicated cycle routes linking Gledhow, Orana, Milpara, McKail and Lockyer to the city centre and Centennial Park;
- **Mount Barker:** a link from the town centre to the new Mountain Bike Park at Pwackenbak (Mount Barker Hill);
- **Denmark:** Links from the town centre to new residential areas on Cussons Road, Peace Street, and Springdale Beach; and
- **Frankland River Bridge:** Upgrade to provide safe cyclist and pedestrian access from Nornalup village to the Valley of the Giants trailhead on western side of the river.

When addressing these gaps and making improvements to the existing cycle network, this strategy supports initiatives to make bike riding a safer, more comfortable experience for all users.

Consultation for this strategy shows that most cyclists prefer protected bike lanes and off-road paths. Separating bike riders and motor vehicles makes riding more comfortable by reducing traffic stress.

Other factors that make bike riding a more comfortable experience are:

- Placing routes through attractive and safe locations;
- Providing wider and smoother paths that allow for side-by-side riding and overtaking in comfort;
- Keeping existing paths well-maintained;
- Minimising delays for riders, particularly at intersections and crossings;
- Providing good lighting; and
- Holding rails and foot rests.



Case Study | Middleton Road Cycle Path

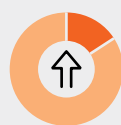
Middleton Road in Albany is the main route connecting the suburbs of Middleton Beach and Emu Point to the central business district and also connects Albany Primary School and Albany Senior High School to the surrounding residential areas. The route is regularly used by bike riders and scooters commuting to work and school as well as recreational cyclists and tourists accessing the scenic beaches, coastline, and CBD.

Previously, the road design had no dedicated cycle lanes or other features separating bike riders from vehicles. Added to this were several 'pinch points', roundabouts and centre islands that were contributing to dangerous interactions between cyclists and vehicles.

The key features of the infrastructure improvements included defined on-road cycle lanes, improvements to merge points at roundabouts, replacement of poor road surface, damaged grates and kerbing and improvements to the adjacent shared paths.

The infrastructure works were supported by a comprehensive community awareness and education campaign that focused on vulnerable road users such as pedestrians and bike riders. The education campaign engaged residents, business owners and the schools through Share the Road information, Keys for Life campaign for novice drivers and students, cycling activities at Albany Primary School, newspaper stories and cinema adverts.

At a glance



16%

Increase in cyclists travelling east



35%

Increase in cyclists travelling west



Recipient of a Road Safety Award



Middleton Road cycle path

Credit: City of Albany



5.1.2 Opportunity: Safe school routes

Establishing safe cycle routes in town centres makes bike riding a safer and more feasible option for riders of all abilities. Being active is essential for many aspects of a young person's health and development and bike riding is a fun way to build healthy exercise habits for all children and youth. Children in regional and remote areas have been found to be more likely to be overweight or obese (29 per cent) than children living in major cities. A quarter of children aged 2–17 are overweight or obese.¹⁸

Encouraging children to ride and scoot to school is an important way to increase the rate of physical activity and reduce the rate of childhood obesity. However, the percentage of students walking or riding to school is significantly less than in the past. Although many Great Southern towns have small populations with low traffic volumes, very few children ride to school.

One of the most effective ways to encourage bike riding amongst youth is to make it a safe, easy and convenient method of transport to school and recreational activities.

Community and stakeholder consultation for this strategy identified several barriers, including the lack of footpaths or bicycle paths, lack of pedestrian crossings on major roads, and lack of safe, all-weather bike storage facilities at schools and recreation precincts.

Dedicated safe school routes should allow school children safe passage to and from school and key recreation precincts. The network in this strategy has been designed to ensure that all schools located within townsites are accessible.

The infrastructure needed will vary in each town and may include new footpaths or bicycle paths, upgrades to existing footpaths or bike paths, and new crossing points. These improvements should be supported by improved signage, maps and promotional campaigns to raise awareness of the route amongst residents and other road users – see example for the City of Albany in case study above. Other initiatives to encourage riding to school include school-based skills and education programs and secure, all-weather end-of-trip facilities such as lockable bike shelters. See [Section 5.3.1](#) for a discussion of these initiatives.

5.1.3 Opportunity: Developing safe crossing points

Analysis of the location of cyclist crashes occurring in the Great Southern region for the period 2017–2021 reveals that most cycling crashes occur at busy intersections and crossings, particularly where highways intersect with major roads. These intersections and crossings do not provide adequate safety and priority for cyclists.

The lack of safe crossing points on major roads is another significant barrier to the uptake of bike riding amongst children. Developing dedicated safe pedestrian and cyclist crossing points in all Great Southern town centres will ensure that anyone, regardless of age or ability, can cross a major road or haulage route safely.

Most towns in the Great Southern are built on major highways, haulage routes and/or railway lines. These transport routes usually run through the centre of town along the main street and create hazards for pedestrians and cyclists. In some towns, the challenges posed by crossing a busy transport route can be compounded by the extreme width of the road, the lack of safety islands and/or refuges, and high-speed zones.



Treatments and infrastructure to create safe crossing points on major roads will vary in each location, depending on the width of the road, heavy vehicle usage, and current speed limit. Where speeds cannot be reduced and/or heavy vehicles re-routed, high-quality separated infrastructure should be provided to achieve a similar level of safety and comfort for pedestrians and cyclists.

Potential opportunities for major roads may include:

- Pedestrian crossing;
- Pedestrian island;
- Reduced speed limit;
- Variable speed limit signs;
- Improved lighting; and
- Review Heavy Vehicle/RAV network

The following locations have been identified as key sites for safe road crossing improvements:

- Albany Highway Roundabout (crossing Albany Highway, Hanrahan Road, Chester Pass Road, and North Road), Albany;
- Great Southern Highway near Lavarock Street, Broomehill;
- Great Southern Highway near Tambellup West Road, Tambellup;
- Great Southern Highway near Dunn Street, Cranbrook;
- Wingebellup Road, Frankland River;
- Yougenup Road near Cecil Street, Gnowangerup;
- Albany Highway near Katanning-Kojonup Road, Kojonup; and
- Albany Highway, Mount Barker.

Improvements to railway crossings would create a safer environment for pedestrians and cyclists. Many Great Southern towns are located on the Albany rail freight line, servicing grain harvested across the northern region of the Great Southern. In each town, the rail line runs parallel to the highway, creating a significant hazard for pedestrians and cyclists who must cross both a major haulage route and rail line in close proximity to each other.

Potential treatments for railway crossings include:

- Visual and audible warnings (e.g. flashing lights); and
- Pedestrian gates.

In some towns, new railway crossings would also improve the functionality of the cycle network, enabling both pedestrians and cyclists to cross at points which are convenient to the existing path network. Most towns have one designated railway crossing, often located some distance from where pedestrians and cyclists wish to cross. For example:

- **Tambellup:** A new crossing at Birt Street would facilitate ease of crossing from the primary school to the cycle and walk trails near the Gordon River.



CASE STUDY | Safe Active Streets in WA

Safe active streets (SAS) are cycle routes on quiet local streets, where lower vehicle speeds and volumes help to create a safer on-street environment shared between people in cars and on bikes.

Currently being trialled across various locations in WA, key elements of SAS include:

- 30km/h speed limits complemented by one-way slow points and other traffic calming treatments aimed at reducing vehicle speeds and traffic volumes;
- Red asphalt pavement treatments with safe active street pavement markings;
- Reversal of stop or give way controls along a route to provide priority to people riding (where possible);
- Various improvements to crossing facilities to increase safety and highlight the presence of cyclists; and
- Landscape enhancements to provide shade and improve the overall amenity of the street.

SAS provides a much more pleasant on-road riding environment for cyclists of all ages and abilities and, importantly, facilitate safer and more convenient journeys by bicycle between the places where people live, work and play. They are becoming a popular alternative for local routes that connect residents, schools and community hubs, as well as higher order bike riding facilities.

Railway Street, Geraldton

Railway Street was identified as a potential site for a SAS in the *Geraldton 2050 Cycling Strategy* and is the first of its kind in regional Western Australia.

At a glance



1.4km long route

Connects to popular community facilities, including Spalding Park Reserve, St Lawrence Primary School and Geraldton Commercial Centre.



500m shared path

Installed to connect the safe active street to the existing path network within Chapman River Regional Park, facilitating recreational opportunities for families, residents and visitors.



Geraldton SAS school crossing point

Credit: Department of Transport

5.2 Improving safety for bike riders on roads

In the Great Southern, road cycling, as described in [Section 3](#), typically occurs on rural and semi-rural roads that feature scenic landscapes, and challenging or undulating terrain. Road cyclists do not typically require, or use, protected cycling infrastructure (such as shared paths) in these environments.

In the Great Southern, a range of challenges impact on the safety of road cyclists. Many roads have a maximum speed of 110km/h with unsealed shoulders or are windy and narrow with poor lines of sight. While many of the roads used by road cyclists experience low traffic volumes, most experience heavy vehicle traffic (such as road trains) during seasonal grain harvests.

This strategy has highlighted a number of opportunities which could result in improved safety outcomes, including:

- Increasing awareness of road cycling routes through signage and road markings;
- Sealing shoulders of road cycling routes; and
- Heavy vehicle education programs.

5.2.1 Opportunity: Dedicated signage for road cycling routes

There is an opportunity to review the key routes being used by road cyclists in order to improve safety and user-experience.

Clear signage and delineation of popular road cycling routes can help to reduce actual and perceived levels of conflict between road users. It also helps to spread the message that the road is a shared asset and that cyclists are a legitimate road user.

Signage and delineation can be used to highlight known conflict areas (for example, where cycling routes cross major haulage routes) as well as inform motorists that they are likely to encounter cyclists along these routes.

Delineating road cycling routes is also helpful for visitors and could be tied to a promotional campaign to attract more road cyclists to the area.

The following initiatives should be investigated further, including:

- Mapping popular road cycle routes and installing signage to raise awareness of the route (e.g. 'road cycling route');
- Installing warning signs where cycle groups regularly cross or join major haulage routes, such as Chester Pass Road, the South Coast Highway and Great Southern Highway;
- Trialling time/day activated warning lights (similar to school zone signage) during designated peak cycle hours.

Such initiatives would need to be progressed by Local Governments in conjunction with Main Roads and the Road Safety Commission.

5.2.2 Opportunity: sealing road shoulders

Most popular road cycling routes in the region have sections of narrow shoulder or no shoulders at all. This can increase the potential for conflict between different road user groups, particularly on heavy vehicle haulage routes and where speed differentials are greatest, such as uphill sections.

There is an opportunity for Local Governments and Main Roads to target the provision of sealed shoulders in a manner that reduces conflict between cyclists and other road users.

Examples of priority areas for shoulder sealing include:

- Chester Pass Road near Porongurup National Park;
- Formby South Road from Gnowangerup to the Stirling Range;
- Great Southern Highway from Katanning to Broomehill;
- Broomehill-Kojonup Road; and
- Scotsdale Road, Denmark.
- Treatments for sealed shoulders need to be suitable for cyclists. For example, while the new Albany Ring Road development incorporates a shoulder for road cyclists, the chosen surface treatment is not appropriate and needs to be replaced to cater to the needs of road cyclists.

5.2.3 Opportunity: Establish heavy vehicle education program

Community consultation for this strategy showed that greater awareness and acceptance of cyclists by all road users was necessary to make bike riding a safer, lower-stress experience. Many drivers have not cycled near motor vehicles and have a limited awareness and understanding of the cyclist's vulnerability.

Similarly, many cyclists have never driven large heavy vehicles, such as road trains, and have a limited understanding of the challenges truck drivers face on the road. Educating drivers and cyclists is key to encouraging a positive road safety culture.

There is an opportunity to collaborate with haulage companies and other heavy vehicle transport businesses to create driver and cyclist education programs to improve safety for all road users.

These programs would not only benefit people that cycle regularly on heavy vehicle transport routes, but would also extend to visitors and tourists, ensuring that cyclists and heavy vehicles can coexist without conflict and improved safety outcomes. The following case study involving Toll truck drivers could be developed in the Great Southern in partnership with CBH and haulage contractors.

CASE STUDY

Trucks and cyclists on regional roads

Many regional roads pose additional challenges for cyclists. Often the most direct and convenient routes are main roads which during agricultural harvest periods can also be very busy with large grain trucks or movements of livestock.

Several campaigns have been developed around the country to educate both truck drivers and cyclists on how to stay safe on busy trucking routes.

In one video campaign developed in Geraldton in partnership with CBH (Co-operative Bulk Handling) Group, the Geraldton Cycling Club and the Geraldton Triathlon Club, actively encouraged cyclists to seek alternative routes during the busy harvest period.



Launched in 2013 and re-invigorated in 2016, the Amy Gillett Foundation and Toll Group have partnered to promote road safety. In 2016, 14 trucks, which travel across Australia, were branded with key safety messages. There was also road safety training for Toll staff, focusing on how bicycle riders and drivers in the road transport industry can share the road safely.



Amy Gillett Foundation and Toll Group road safety campaign

Credit Amy Gillett Foundation

5.3 Encouraging cycling for people of all ages, abilities and backgrounds

Participating in regular physical activity provides many benefits for physical and mental health at all ages and can also help manage biomedical risk factors such as high body weight, high blood pressure and high cholesterol. Unfortunately, insufficient physical activity is a key risk factor contributing to disease burden in Australia. Less than a third of people aged 15 years and over meet the recommended physical activity levels set out in *Australia's Physical Activity and Sedentary Behaviour Guidelines*.¹⁹

Enabling people to walk and bike for more everyday journeys is one way to tackle inactivity and help reduce the burden of health conditions linked with a sedentary lifestyle. There are numerous health benefits associated with walking and riding a bike, including promoting increased cardiovascular fitness, muscle strength and joint mobility, improved posture, and reduced stress.

Regular exercise through walking and bike riding also benefits peoples' emotional and mental wellbeing, encourages people into the outdoors, and promotes socialising. The *National Outdoor Strategy 2009–2012* found that there were five key barriers to participation in physical activity: the costs of participating in leisure activities, lack of time and/or the pressure of other commitments, inadequate or inaccessible facilities, isolation (including social and geographic isolation) and lack of skills and ability.²⁰

Local governments, educators, employers and community groups can all play a role in encouraging more people to choose to cycle by supporting transport behaviour change programs and skills development and activation programs.

In the Great Southern, there are opportunities to encourage more people of all ages, abilities and backgrounds to cycle through initiatives such as:

- Bike programs in schools;
- Skills development programs;
- Youth engagement programs; and
- Installing mid-trip and end-of-trip facilities.

5.3.1 Opportunity: Bike programs in schools

While a number of schools across the region support Ride to School days, the feedback received from schools and community members was that these events were seen as novel activities rather than a sustainable choice for children and their parents. Rather than a 'once off', these activities need to become a regular feature of school life and supported by infrastructure improvements (see section above on Safe School Routes) and promotion and communication campaigns.

Your Move is a free travel behaviour change program run by the Department of Transport that supports individuals, schools and workplaces in swapping a few car trips each week for sustainable and active transport modes, including riding a bike.

There is an opportunity for local governments to encourage schools to sign up to Your Move and participate in a program of events that support active travel by building peoples' competency and confidence, as well as supporting walking and riding through activation and facilities. Individual schools can support bike education, maintenance and skills courses, wayfinding, access guides, Ride to School/Work events, group rides, and more. Your Move resources are designed to be tailored to the local context and participants earn points through the program that can be spent in the 'shop' on resources and activities.

CASE STUDY | Albany Primary School

In late March 2022, Albany Primary School partnered with Outdoors Great Southern to construct a mountain bike trail loop on the school grounds. Outdoors Great Southern facilitated the construction of the infrastructure with the help of parents, students, teachers, and community volunteers. Additional support in the form of supplies and materials came from local businesses and the Albany Mountain Bike Club. The trail project was funded by the Connecting Schools Grants; a grant program led by the Your Move team at the Department of Transport.

The project was initiated by Albany Primary School's P+C, parents, students and staff as a way of promoting active transport, as part of the school's ongoing involvement with the Your Move program.



The track was officially opened on 19 May 2022 with up to 100 kids on bikes testing out the new track. With the explosion in participation in mountain biking (MTB) as a recreational activity, the track is a popular addition to the school's outdoor facilities.

The mountain bike trail has been a great motivator for Albany Primary School students to ride to school. The track is open three days a week before school, thanks to a group of parent volunteers who supervise riders. It is also open at random lunchtimes, and for a once-a-term Bike Club event.



Albany Primary School mountain bike trail

Credit: Albany Primary School



CASE STUDY**Little Grove Primary School**

Little Grove Primary School has engaged in the Your Move program through the Department of Transport and delivered a series of programs for teachers and students. By being involved with the program, the school were able to engage the team from People on Bicycles to deliver bike education lessons with students in years 2, 3 and 4.

The younger kids also got a chance to participate in bike activities when their teacher invited students to bring their bike or scooter for a morning of fun activities.

● ●
In covering the Contributing to Healthy and Active Communities strand of the Health Curriculum, teachers were able to talk to students about safe active play in outdoor settings and how important it is to wear a helmet.

To enable further bike programs in the school a group of teachers participated in the bike training course conducted by WestCycle. This course provided the staff with practical activities to take back to school to use with students of all ages.



Little Grove Primary School bike education

Credit: Your Move

5.3.2 Opportunity: Skills development programs

International experience shows that educating cyclists about how to ride safely is an integral part of road safety initiatives. During the consultation for this strategy, many cyclists, including those who ride frequently, expressed concern about their personal safety when riding. Women and infrequent riders were most likely to express high levels of discomfort with all types of cycle facilities, particularly those that are on-road.

Feedback on the strategy revealed that while many adults are keen to cycle for transport and/or recreational purposes, they lack confidence and skills. Challenges included a lack of access to safe places to learn how to ride or improve riding ability, as well as a lack of knowledge about basic bicycle maintenance and repairs.

These challenges are sometimes particularly acute for people from culturally and linguistically diverse backgrounds who may not have had the opportunity to learn to ride a bike or lack the resources to purchase a bike. Many towns in the Great Southern are home to migrant populations, including re-settled refugees and asylum seekers. There are opportunities to develop programs that provide 'learn to ride' and other bike riding skills to these groups, particularly young girls and women.

Most small towns in the Upper Great Southern lack access to bike stores and are unable to purchase helmets, bike locks and spare parts locally. They also lack access to professional bike maintenance services. People don't know how to perform basic repairs on their bikes, with the result that bikes often remain unriden once a minor maintenance issue is encountered.

This strategy aims to encourage bike riding by providing cyclists of all ages and backgrounds with the skills to use, maintain and service their bikes.

There are opportunities for a range of initiatives, including:

- Women only skills development workshops;
- Bike maintenance programs for parents; and
- Skills development workshops targeting people from culturally and linguistically diverse backgrounds.

CASE STUDY

Gnowangerup Safety Bike Check

Many local governments run bike riding events as part of the sport and recreation programs, working with local schools, workplaces and community service organisations to deliver a range of engaging activities.

As part of its Youth Fest '22 celebrations, the Shire of Gnowangerup in partnership with RoadWise, Gnowangerup Police, Department of Communities, and Act Belong Commit held a Bike Safety Check at Gnowangerup Community Park. The aim of the event was to undertake basic maintenance checks on bicycles to promote bike safety.

● ●
Representatives from RoadWise and the local police chatted to kids, their parents and other community members about bike and road safety and each participant received a free Act Belong Commit goody bag.



Gnowangerup Community Bike Check

Credit: Shire of Gnowangerup

CASE STUDY | Denmark Mountain Bike Club – Women's Maintenance Workshops

To encourage more female participation in mountain biking the Denmark Mountain Bike Club partnered with Monkey Rock Mountain Bike Company to deliver a women's only bike maintenance workshop.

● ●
The casual, relaxed workshop took participants through basic bike maintenance including changing a tube, lubrication of the chain, what tools to carry on a ride, and what to do when a chain breaks on a ride.

Participants were able to meet other women who were interested in riding and the club was able to provide information about its women-only social rides.



5.3.3 Opportunity: Youth engagement programs

Less than ten per cent of people aged 15–17 years meet the physical activity guidelines.²¹ This figure is even lower for young people who are disengaged from formal education, training or employment, or who have very low attendance in these activities.

Many disengaged and at-risk youth lack opportunities to be involved in sport and recreational opportunities due to a lack of transport; costs associated with participating in competitive sporting clubs (including fees and uniforms); lack of role models or family/friend networks that encourage participation; poor social skills; and anti-social behaviour. For many young people who are disengaged from mainstream education there are very few outlets for physical activity. This can have a profound impact on both physical and mental wellbeing.²²

Outdoor recreation provides an effective means to address the shortcomings of traditional sports for engaging young people – it does not require an optimum number of people to form a team; it is primarily non-competitive; there are few age or gender barriers or perceptions; and there are few imposed group hierarchies (e.g. team captains, etc). Because outdoor recreation occurs in natural, informal settings, it has a strong focus on enjoyment and personal skills development rather than competitive outcomes. For disengaged youth, the ‘fun’ aspects of outdoor recreation can therefore be strong motivators for involvement. Bike programs that target disengaged youth can lead to improvements in physical and mental wellbeing and can also be a means to re-engage with education and employment opportunities.

This strategy supports the need for dedicated funding to develop and deliver cycling-based youth engagement programs.

The following case studies of the work that not-for-profit group Dismantle has undertaken demonstrate the value in investing in these programs.

CASE STUDY | Dismantle in Cranbrook

In 2020, the Shire of Cranbrook engaged youth engagement organisation Dismantle to deliver their BikeRescue program over three days during the school holidays.

The Dismantle Smarter than Smoking BikeRescue Program is a hands-on skill building program that engages young people with the aim of building knowledge, social skills, confidence and teamwork.



The participants were given old bikes which they stripped down, re-painted and re-built. After three gruelling days of bike mechanics the participants had each re-built themselves a bike which they received as a token of their hard work.



Dismantle's BikeRescue project

Credit Dismantle

CASE STUDY | Midlands MTB Program

The Midlands Mountain Bike Program was created as a pilot program to foster recreational activity engagement in at-risk young people. The pilot program was funded by the Department of Local Government, Sport and Cultural Industries, and undertaken in partnership with Swan City Youth Service (SCYS).

The Perth suburb of Midland, which ranks in the lowest quintile of socio-economic disadvantage in Western Australia and experiences high rates of youth unemployment, was selected as the location for the pilot program.



The program ran for six weeks and consisted of two weekly components:

1. *BikeRescue maintenance and bike re-build program run by Dismantle at SCYS in Midland; and*
2. *Mountain biking skills session at Rock 'n' Roll Mountain Biking in Kalamunda.*

At a glance**19**

Program participants aged 14–25

**1 in 3**

Participants were of Aboriginal or Torres Strait Islander descent

The program facilitators reported high levels of participant engagement and attendance from the young people, who have complex lives and often struggle to attend programs that require regular attendance.

Feedback from participants and program facilitators identified a raft of beneficial outcomes as a by-product of the hands-on bike maintenance and mountain bike riding activities. These included new opportunities to be engaged in physical activity; improved resilience and other life skills such as perseverance, teamwork, leadership and mentoring and risk management; and community involvement and connection. Other benefits included feelings of friendship, acceptance and togetherness.

5.3.4 Opportunity: Organisational development

Cycling clubs provide a means to develop bike skills, interact with other people with similar interests, and train and compete in a range of bike riding disciplines. Many clubs also organise events, including local social activities, state competitions, and mass-participation events that attract visitors to the region. Clubs are also important advocates for bike riding, often working with local governments, peak bodies, and State Government agencies to lobby for improvements to cycling infrastructure.

Clubs are not the only groups involved in advocating for and supporting the growth of bike riding. Outdoor recreation organisations and informal groups also play a critical role in encouraging interest in riding. Social media and app-based networks surpass clubs in terms of the numbers of engaged participants. It is likely that these groups will continue to grow, making clubs less relevant for some riders.

As volunteer-based and led organisations, all these groups rely on the knowledge and skills of a small number of people to operate effectively.

Volunteer burn-out, coupled with limited financial and other resources, has led to some clubs becoming unsustainable. Many clubs would like to grow the number of qualified instructors able to deliver skills development programs, particularly for emerging elite athletes, but lack access to accredited courses within the Great Southern.

This strategy supports opportunities to strengthen the capability of clubs, organisations and informal networks delivering cycling activities.

This includes assisting clubs and outdoor recreation organisations to build their capacity through:

- Governance training;
- Organisational planning and education of administrators;
- Events development and management training; and
- Skills development of instructors and program leaders.

CASE STUDY | Assisting clubs' members to become mountain bike instructors

Outdoors Great Southern, a regional non-profit peak body, works with Great Southern teachers, clubs, and community groups to provide accredited instructor training. Its goal is to promote and deliver high-quality professional development opportunities in a regional setting.

Few instructor and coaching qualifications are delivered in regional areas, requiring club members and teachers to travel to Perth to undertake coaching qualifications. The additional time and costs associated with travel makes it difficult to grow the numbers of qualified instructors and coaches across the region.

Since 2018, Outdoors Great Southern has supported members of local mountain bike clubs, as well as community groups, outdoor recreation groups, and school teachers, to undertake mountain bike coaching qualifications through in-region courses, as well as by providing funding to attend Perth-based courses.



This has seen the number of mountain bike coaches in the region grow significantly. It has also supported the establishment of a small group of trained volunteers with basic instructor qualifications who provide supporting roles to meet minimum participant ratios for bike skills programs.



Denmark Mountain Bike Instructors training

Credit: Outdoors Great Southern

CASE STUDY | Cycling Without Age

Cycling Without Age is an Australian not-for-profit charity that provides a community service by connecting those no longer able to ride for themselves with their community and the outdoors by giving them free rides on trishaw e-bikes, piloted by volunteer cyclists.

● ●

Their mission is to build bridges between generations and help prevent loneliness by providing elderly people with an opportunity to avoid social isolation and remain active in their community by taking them out on bike rides and allow them to feel the wind in their hair!

The Cycling Without Age Albany chapter commenced in 2021, and now operates with three trishaws based out of Emu Point.



Cycling Without Age trishaw

Credit: CWAA Albany

5.3.5 Opportunity: Mid-trip and end-of-trip facilities

The term ‘mid-trip facilities’ refers to facilities that are provided along a route to create a more pleasant riding experiencing. These facilities include lighting, wayfinding, seating, shady rest stops, drinking fountains, and bike repair stations.

End-of-trip facilities are designated facilities at a bike riding destination, including workplaces, schools, shopping centres and recreation precincts.

These facilities include:

- Secure bicycle parking, including all-weather bike shelters and racks;
- Secure e-bicycle charging stations;
- Locker facilities; and
- Showers and change rooms.

Community feedback on the strategy identified the lack of secure, all-weather bike storage as a significant barrier to riding. The increasing uptake of e-bikes also necessitates improvements to existing facilities to accommodate larger bikes and charging facilities.

Many activity centres are unable to accommodate the increased volume of bikes during peak hours. For example, recreation centres and gyms may require significant numbers of bike storage racks in the early morning or late afternoon and evening, and during competitions. Local governments, employers, and business owners need to work together to develop effective solutions for end of trip facilities in town centres, recreation precincts, and other high-volume activity centres.

CASE STUDY | End-of-trip facilities

A City of Sydney Active Transport Survey conducted in 2021 found that 19% of cyclists rode more regularly because their workplace made it easier for them by providing end of trip facilities. These facilities also benefit employers – riding to work leads to healthier and more productive employees, it promotes a positive corporate image and helps to attract and retain staff, and it reduces the demand for car parking.

Cycle-friendly cities, such as Utrecht in the Netherlands, actively support bike riding as a form of transport by providing public end-of-trip facilities such as bike parking.

World's largest bike parking station

Located under Station Square in Utrecht, Netherlands



23,000 bikes
Storage capacity



24/7 access
Free parking for the first 24 hours



Utrecht bike parking station

Credit: Bicycle Dutch

5.4 Improving planning for cycling

The pedestrian and cycling network should be integral to the design of all neighbourhoods. It should not be considered as an optional add-on at the end of the design process or facility to be retrofitted at a later stage. Land use planning therefore has an important role to play in improving conditions for walking and riding.

Consultation for this strategy revealed a general commitment by all local governments to provide for bicycles. However, there is much variation in the quality, scope and implementation of initiatives to support bike riding, reflecting different resourcing capacities and local government priorities. Many local governments lack specific knowledge, understanding or training on how to create effective pedestrian and cycling networks suited to the needs of their communities.

There is an opportunity to support local governments to create a safer, lower-stress, better connected cycle network through:

- Professional development on standards for cycling infrastructure;
- Support to develop and implement bike plans and/or integrated transport plans; and
- Encourage developer contributions to cycle infrastructure.

The Department of Transport is continuing to develop resources and guidelines to assist in approaches to designing cycle networks.

5.4.1 Opportunity: Professional development for planners and decision-makers

Most small local governments lack staff with specific knowledge of best practice planning and design for cycling infrastructure. In addition, many elected representatives are unaware of the benefits and importance of planning for active transport.

The example of e-bikes, eRideables, and micromobility devices is useful in demonstrating how local government planning can often lag technological change. Sales of e-bikes have grown exponentially as they counteract barriers to bike riding such as hilly terrain. They are particularly suited to people who may otherwise not ride a bike due to a lack of fitness, injury, illness or age. Cycling infrastructure has not kept pace with the growth in e-bike usage, often leading to conflict between pedestrians, other cyclists, and e-bike users on shared-paths and footpaths.

eRideables provide another example where planning and infrastructure can lag business entrepreneurship. The bicycle and e-scooter share market has evolved with the arrival of dockless technology. Customers use an app on a mobile device to locate a nearby device and unlock it. However, there are issues with these services, mainly with devices being abandoned in inappropriate public places, or creating blockages on paths and roadways. Councils often have to respond in an ad hoc way to requests from business owners to introduce these services, and would benefit from key learnings of other local governments who have approved such businesses.

Dedicated professional development programs for local government staff and key decision-makers would assist in securing positive, sustainable outcomes for the initiatives outlined in this strategy.

5.4.2 Opportunity: Local bike plans and integrated transport plans

Local bike plans provide an important means to identify short-term priorities such as upgrades to existing infrastructure and maintenance requirements. Most local governments in the Great Southern do not have current bike plans and many do not have footpath or path network plans. Bicycle and pedestrian plans are often not integrated into other key strategic planning documents, including sport and recreation plans and tourism plans.

There is an opportunity to work with local governments to develop and/or update a local bike plan or footpath plan or prepare an Integrated Transport Plan. This could include:

- Resources and templates to undertake path audits;
- Resources and templates to prepare a bike plan in-house;
- Funding support to engage an experienced consultant to prepare a bike plan or integrated transport plan.

Local governments can apply for funding to develop a local bike plan through the Department of Transport's annual WABN grants program.



CASE STUDY**Geraldton Cycle Advocacy Group**

After the release of the *Geraldton 2050 Cycle Strategy* the Mid West Sports Federation was quick to capitalise on the momentum and worked with the community to develop a plan which included collaborative approaches to education, bike riding culture, perceptions and respect, sustainability, safety, capacity building, marketing, community engagement, tourism and events, and participation.

Critical to the success of this plan was the establishment of the Geraldton Cycle Advocacy Group. Made up of key stakeholder and community members the group was established to guide the implementation of key strategies that were identified in the plan.



The group worked to develop a shared vision for Geraldton to become recognised as a bike friendly city – a place where bike riding is a legitimate mode of transport and an everyday way of life.

The Geraldton Cycle Advocacy Group provide leadership on the implementation of several bike riding projects as well as being an advocate for all things cycling in the region.



Mid West Sports Federation Bike Month event
Credit: Department of Transport

CASE STUDY**Regional Trails Implementation Strategy**

In 2020, the *Great Southern Regional Trails Master Plan 2020–29* was launched to support the development of recreational trails across the region. The plan spans eleven Local Government Areas and includes land managed by the Department of Biodiversity, Conservation and Attractions (DBCA).

Outdoors Great Southern, a regional non-profit peak body that aims to improve the capacity and opportunity for residents and visitors to participate in outdoor activities in the Great Southern, was identified as the organisation to lead the implementation of the Master Plan.

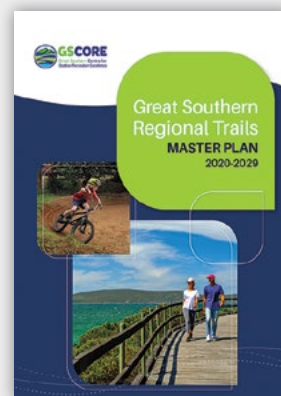
In this role Outdoors Great Southern provides support to the Master Plan Steering Group, leads projects which cross local government boundaries, and assists land managers to develop priority projects.

Outdoors Great Southern's work is supported through service agreements with each local government and DBCA which allows the employment of a dedicated Program Manager.

Without a lead organisation, implementation of the Master Plan would fall back to each individual land manager and regional projects would be more difficult to develop.



This model has proved to be successful for the Great Southern region, with half of the Master Plan priority projects completed or in-progress ahead of schedule.



Great Southern Regional Trails Masterplan
Credit: Outdoors Great Southern

5.4.3 Opportunity: Planning for future growth

Major transport projects offer a valuable opportunity to improve strategic bike riding corridors. This is because planning and building high-quality cycling infrastructure as part of a new project is less-disruptive and lower-cost than retrofitting it into an existing development.

Similarly, the development of new urban subdivisions presents an opportunity to incorporate a dense and interconnected network of cycling facilities from the outset to avoid the slow and costly process of retrofitting cycling infrastructure.

When planning the street networks of urban developments, consideration should be given to:

- Providing primary routes alongside all main roads, railways and watercourses;
- Providing secondary routes along all urban arterials to provide access to local shops, schools and community facilities;
- Providing local routes along all local access streets; and
- Mid-trip and end-of-trip facilities, including bike parking.

Developer contributions provide one means to ensure that developers pay their fair share of the cost of cycling infrastructure needed to service their development. Contribution requirements could take the form of cash, works in kind, dedication of land, material public benefit or a combination of these.

There is an opportunity to ensure that developer contributions are incorporated into development approval processes to ensure appropriate walking and cycling facilities that meet the needs of the community and are consistent with the cycling network plans developed as part of this strategy.

In terms of future urban growth, key opportunities in Albany are:

- Yakamia-Lange Structure Plan: In addition to dedicated local paths connecting to the primary and secondary routes on Chester Pass Road, Ulster Road, Lower King Road, the development of a shared-use path along Yakamia Creek would provide recreational cyclists and commuters with off-road cycling route in green space;
- Proposed Department of Education school in McKail; and
- New tourism accommodation developments at Middleton Beach and the Albany Waterfront.

5.5 Developing cycle tourism experiences

The popularity of outdoor recreation and adventure tourism is increasing all over the world, with cycle-tourism identified as a key growth area. In the year ending June 2019, 2.2 per cent of domestic overnight visitors went cycling. This equated to 2.6 million overnight trips. In addition, Australians took almost 2 million day trips involving bike riding.²³

The economic, social and environmental benefits of cycle tourism, particularly for regional and rural communities, has led to significant national investment in rail trails and mountain bike trails, as well as cycling events.

There are a number of factors which make the Great Southern particularly conducive to cycle-tourism, including:

- Picturesque scenery encompassing a diverse range of landscapes;
- The coastal areas enjoy a mild Mediterranean climate, making outdoor recreation possible year-round;
- Unique culture, heritage and biodiversity;
- An abundance of wineries, breweries and other attractions; and
- Short distances between towns, enabling people to undertake cycle touring without needing to carry camping equipment or food supplies.

As detailed below, cycle-tourism has been used successfully in diversifying tourism industries in other parts of Australia. While infrastructure is an important part of attracting visitors, marketing and promotion also play an integral role, as does the availability of information such as maps, wayfinding and digital resources.

This strategy has identified the following opportunities to grow cycle tourism in the Great Southern:

- Harness the potential of rail corridors;
- Create regional cycle touring routes;
- Link national parks and nature reserves to town centres;
- Improve existing long-distance cycle routes; and
- Develop new cycle tourism experiences.

5.5.1 Opportunity: Harnessing the potential of rail corridors

Rail trails are becoming increasingly popular in Australia and overseas, and have been proven to boost regional economies, create jobs and strengthen local communities. These trails are mostly flat or with very low gradients, with wide surfaces that may be gravel or paved. They pass through diverse landscapes, including farmland, rural towns and villages, forests, coastlines and waterways.

Rail trails are suitable for riders of all abilities, and because they facilitate a slow pace of riding through picturesque areas, are popular for leisure, social interaction, and education (by providing opportunities to learn about the culture and heritage of a location).

Across the Great Southern several hundred kilometres of disused rail trail is currently being underutilised. These corridors can be developed, relatively inexpensively, to create multi-use rail trails that link towns, communities, and popular locations such as tourism or recreational nodes.

Opportunities to capitalise on these corridors include:

- Linking Kojonup to Pingrup via the closed rail line;
- Linking Tambellup to Gnowangerup via the closed rail line;
- Linking Albany to Woodanilling via the active rail line; and
- Linking Nornalup to Denmark via the heritage rail trail.

CASE STUDY

Brisbane Valley Rail Trail

The Brisbane Valley Rail Trail is Australia's longest rail trail.

At a glance



161km

Varying surface types including gravel, compacted earth, and sealed sections. A gentle, undulating trail, it passes through farmland, bushland, picturesque rural settings and country towns.

Keen cyclists may challenge themselves to complete the trail in one day, however, most use the trail for multi-day tours that showcase heritage-listed attractions along the way. Passing through small towns with a variety of pubs, bakeries, and cafés, and accommodation, the rail trail supports a range of tourism enterprises and local businesses.



Brisbane Valley Rail Trail

Credit: State of Queensland

5.5.2 Opportunity: Create regional cycle touring routes

Studies of cycle tourism have found that many cycle tourists are motivated by the desire to visit small, previously unexplored towns in order to meet local people and learn about the area's culture and heritage. A recurring theme of these studies is the cyclist's desire to spend time immersed in nature and experience a destination at a slower, gentler pace.²⁴

Cycle touring – also known as bike touring or bike-packing – is a form of riding that typically involves overnight stays at different locations or a long single-day bike ride. Cycle touring includes inn-to-inn riding where food and clothing is carried by a vehicle that meets the rider along the route; or a solo or group adventure where all clothing, equipment, food and tools are carried on the bicycle.

Due to the relative proximity of towns and settlements, the Great Southern region is well suited to the development of regional cycle touring routes that link communities together. There is an opportunity to position rail trails as the spine of these routes, and then connect towns via road corridors to create loops of varying lengths suited to multi-day bike touring routes. These different routes would incorporate towns and local attractions such as national parks, reserves and lakes, and other points of interest.

There are also opportunities to map and promote gravel riding in the region. Gravel grinding or gravel biking consists mostly of distance riding over unpaved roads. Routes are primarily made up of non-technical and unsurfaced (gravel or dirt) roads. While fitness, sport and training are the primary motivators for gravel riders, they also enjoy the opportunity for social interaction, adventure, and riding in scenic locations. Most gravel cyclists ride close to home for training purposes, but there is an opportunity to promote the Great Southern as a short-stay holiday destination for gravel riders, many of whom ride hundreds of kilometres per day.

Key regional opportunities include:

- Creating a multi-day bike touring loop linking Cranbrook, Tambellup, Gnowangerup and the Stirling Range;
- Linking the two east-west rail corridors together into a circular or a figure-of-eight loop suited to multi-day touring; and
- Creating a series of gravel riding short-stay routes with town-based accommodation.

5.5.3 Opportunity: Linking national parks and reserves to town centres

The Great Southern is known for its natural environment and is home to almost a dozen national parks and iconic tourism attractions such as the Valley of the Giants Tree Top Walk, Greens Pool in William Bay National Park the Castle Skywalk in Porongurup National Park, Bluff Knoll in the Stirling Range National Park, and The Gap in Torndirrup National Park. The diversity of the region's flora and fauna, rich cultural heritage, dramatic coastlines and mountain ranges are major drawcards.

Access to the region's national parks and nature reserves is primarily by motor vehicle. There is an opportunity through this strategy to link town centres to national parks and reserves in order to provide active holiday experiences for visitors, and increased access to outdoor recreation trails for residents.

Key regional opportunities include:

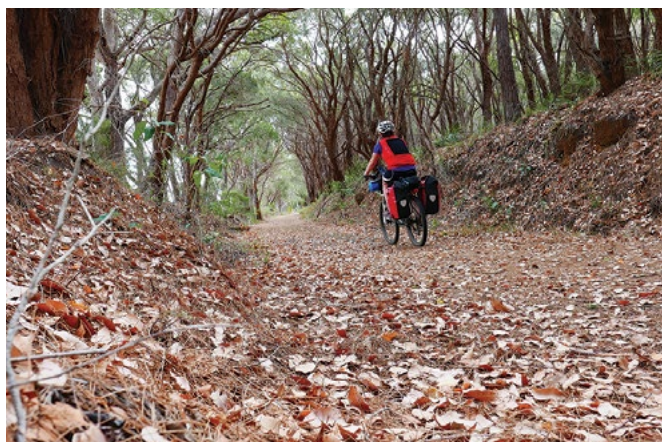
- Linking Albany city centre to The Gap and Albany's Historic Whaling Station via Frenchman's Bay Road;
- Linking Lights Beach to Denmark town centre via a loop trail that incorporates the existing WOW Trail;
- Linking Gnowangerup to the Stirling Range National Park via Formby South Road; and Cranbrook to the Stirling Range National Park via Salt River Road;
- Providing a loop circuit from Mount Barker township around Porongurup National Park; and
- Linking Bremer Bay township to beaches and coastal lookouts.

5.5.5 Opportunity: Improving existing long distance cycle routes

The Great Southern is home to the southern section of the iconic Munda Biddi Trail which at over 1000 kilometres in length is Australia's longest off-road cycle trail. The Munda Biddi Trail can be experienced as a long distance, remote camping touring route, or as day rides or short, multi-day sections.

While the Munda Biddi Trail's greatest drawcard is the opportunity to immerse oneself in nature, unfortunately some sections of the trail in the Great Southern utilise sealed roads in peri-urban corridors. Some of these roads experience high volumes of traffic during peak commuting periods such as early morning and late afternoon. These sections detract from the overall Munda Biddi experience and would benefit from re-alignment or the creation of single-track pathways.

Another iconic regional long-distance bike riding route is the Denmark-Nornalup Heritage Rail Trail. Unfortunately, the trail ends abruptly at Parker Road, 24 kilometres short of Nornalup village. While it is possible to ride into Nornalup using a combination of the South Coast Highway and local gravel roads, the experience is marred by the challenges of riding on the narrow, windy highway which has no shoulder and varying speeds of 90–110km/h. The trail is also poorly maintained, with branches and debris littering the track.



Munda Biddi Trail

Credit: Department of Transport

There is an opportunity to improve these existing long-distance cycle routes through:

- Trail re-alignments;
- New sections of trail to address gaps and missing connections; and
- A dedicated maintenance regime for the Denmark-Nornalup Heritage Rail Trail.

5.5.4 Opportunity: Developing new tourism experiences

As the Great Southern region works to position itself as a cycle tourism destination, it will face strong competition from a multitude of new and emerging destinations. Product life cycles are getting shorter and there is a strong need for businesses to re-innovate and develop an ongoing innovation culture to meet changing consumer demand.

Compelling, extraordinary experiences will enable the region to grow visitor numbers, nights and spend. Critical to this process will be new product and experience development. For example, the Shire of Denmark has a growing reputation as a gourmet produce and food destination. Unlike some other wine regions, the Denmark area has yet to capitalise on the potential of cycle tourism. Currently, access to most producers is via either the Scotsdale Road or South Coast Highway, neither of which are conducive to bike riding. There is an opportunity to develop a dedicated 'food and wine' trail.

There are several barriers to new cycle tourism experience development. This includes a lack of wayfinding information, maps and signage; lack of secure places to store, repair and charge bikes at accommodation venues; and poor integration with public transport and on the ability to carry bicycles on the regional TransWA bus service. Business development programs, including programs aimed at start-ups as well as 'bike friendly' (see Trails WA Business Friendly case study, [page 70](#)) business training would assist to activate and grow cycle tourism opportunities.

Marketing and promotion of the Great Southern cycle tourism offering will be essential to increase participation and encourage visitation. It will require a coherent and consistent marketing campaign, supported by high-quality images and content that can be used in local signage, websites, social media, and printed material such as visitor guides. Partnership between local governments, regional and local tourism organisations, visitor centres, and tourism businesses, will be critical to enable the region to position itself as a cycle tourism destination.

This strategy supports the following initiatives to develop and promote the region's cycle tourism experiences:

- Develop and deliver a cycle tourism strategy;
- Develop and deliver a regional cycle events strategy; and
- Deliver business development programs, including 'bike friendly' accreditation.

CASE STUDY | Trails WA – Trails Friendly Business Program

The Trail Friendly Business Program is an initiative of Trails WA, a not-for-profit organisation who specialises in marketing and advocacy for Western Australia's trail network and responsible for developing a comprehensive website of trails in Western Australia.



The program aims to make businesses that offer trail-specific products and services easily identifiable. It is designed to direct trail users to businesses that offer a warm welcome, provide local information and allows them to re-stock, re-refresh and re-energise.

The Trail Friendly Business program is a mutually beneficial relationship for businesses and trail users across Western Australia – by combining WA's exceptional trails with high-quality trail friendly businesses, trail users will have a superior trails experience and businesses will be able to reach their target customers more easily.

The benefits of identifying as a trail friendly business include priority listings and communication opportunities through Trails WA as well as opportunities for positive reviews, social media endorsements and word of mouth across the trails community.



Trail friendly businesses

Credit: Russell Ord



CASE STUDY | Hawke's Bay Trails

Hawke's Bay Trails is an initiative of the Hawke's Bay Regional Council, with the vision of the Napier Rotary Club, and the support of Napier City Council and Hastings District Council to position Hawke's Bay in the North Island of New Zealand as 'the land of hundreds of cycle trails'.



The Hawke's Bay Trails are the sum of three concept rides:

1. *The Water Ride;*
2. *The Wineries Ride; and*
3. *The Landscapes Ride.*

Open year-round, nearly 200 kilometres of mostly off-road trails criss cross the plains and main rivers, linking many of the sights and delights in Napier, Ahuriri, Bayview, Taradale, Clive, Haumoana, Te Awanga, Clifton, Havelock North and Hastings.

Each route is unique and offers a chance to slow down and savour the region's food and beverage offerings, and explore stunning scenery from bountiful vineyards, pastures, plains and orchards to panoramic seascapes, low-lying estuaries and wetlands.

The project is promoted via a dedicated website which helps visitors to plan their trip. Digital and print maps, and up-to-date alert systems, provide real-time information about routes.

Tourism and hospitality businesses listed on the maps are part of New Zealand's Cycle Trail's (NZCT) Official Partner programme which aims to build the profile of New Zealand's Great Rides. To become an Official Partner, a business must meet and maintain certain cycle-friendly standards. These include selling or promoting products or services that relate to the NZCT; providing a warm welcome and a high level of customer service for cyclists; and providing useful first-hand knowledge about the NZCT, including maps and brochures.



Hawke's Bay Trails NZ

Credit: Hawke's Bay Trails Great Ride





6. Action Plan

This section outlines the strategic priorities that are proposed to be progressed over the next five years. This approach will help enable the Great Southern region to realise its long-term cycling potential over time. The priorities have been informed by community and stakeholder consultation throughout the project, as summarised in [Appendix C](#).

6.1 The existing cycling network

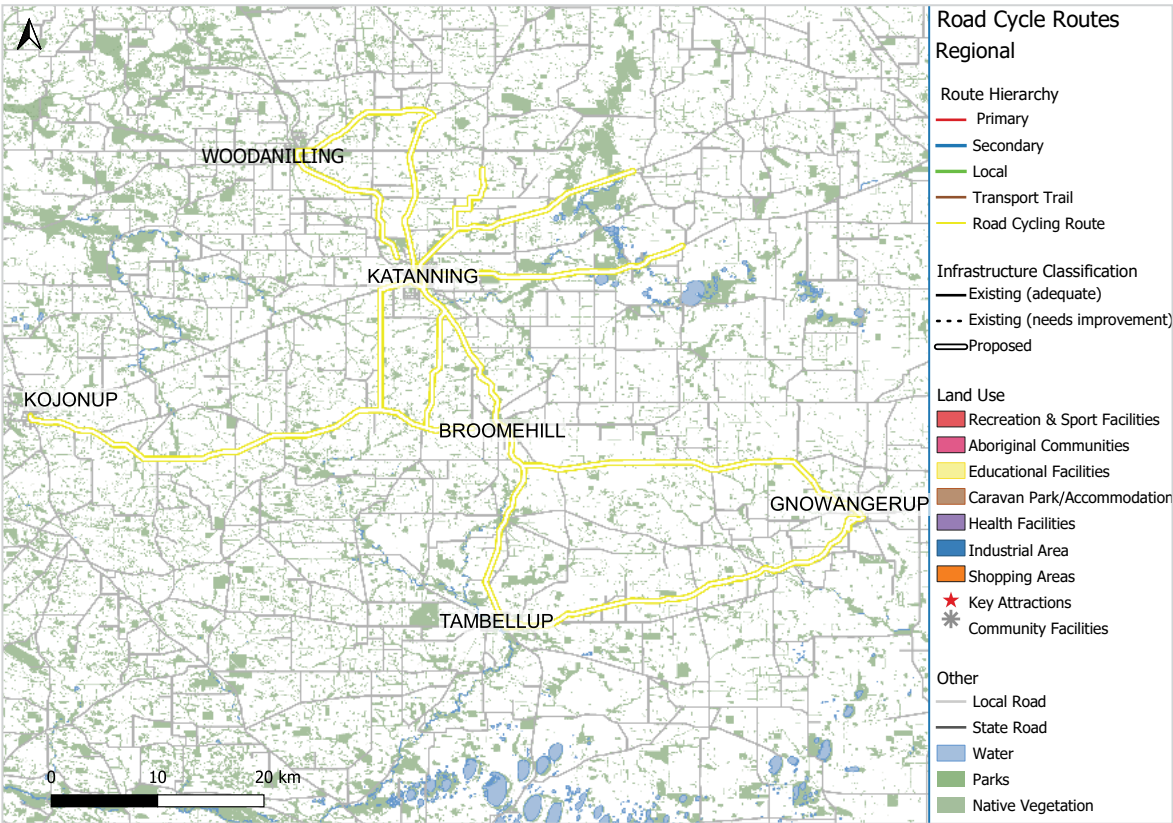
To inform the action plan's strategic priorities, each route within the 2050 cycling network was classified as one of the following:

- **Existing (adequate):** The level of service reflects current best practice for this type of bike riding route (as defined in the route hierarchy);
- **Existing (needs improvement):** Although possible to cycle along this corridor, the level of service provided does not reflect current best practice for this type of bike riding route (as defined in the route hierarchy); or

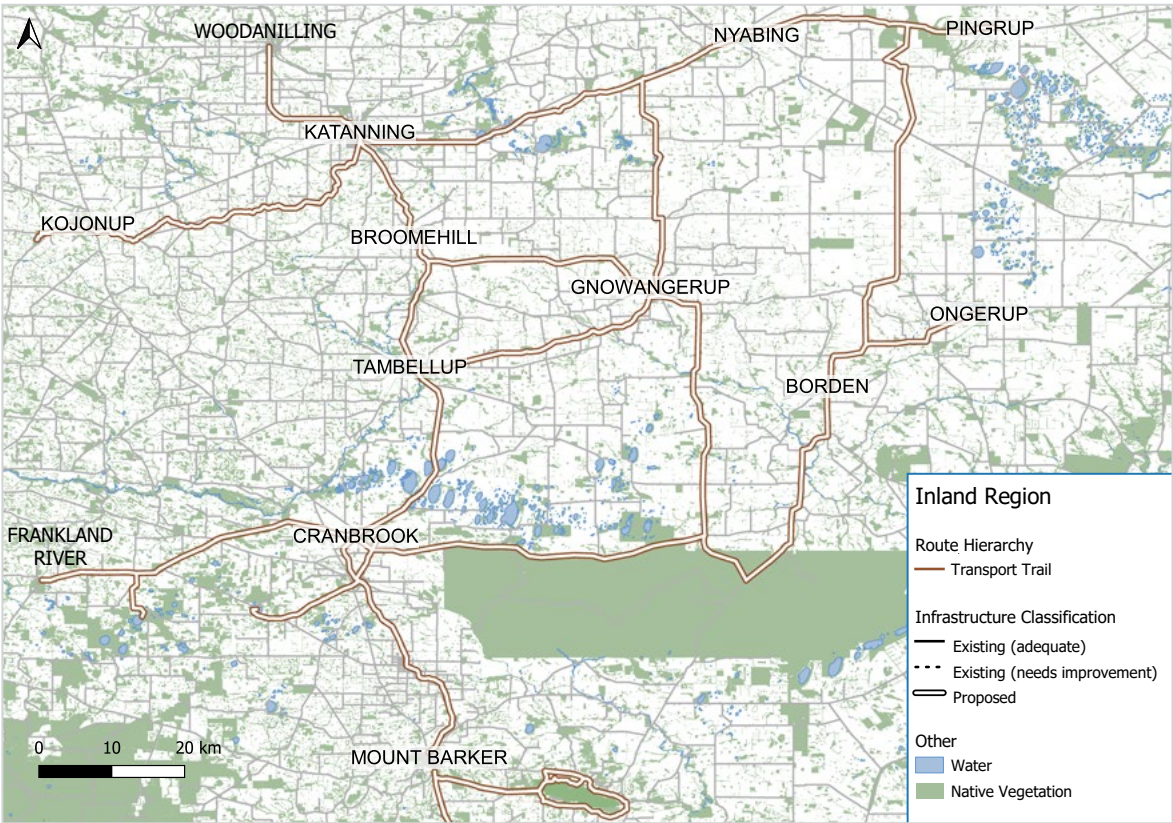
- **Non-existent (proposed):** It is either not possible to cycle along this route due to the corridor being non-existent, or, because of existing road conditions, most people are unable to cycle comfortably.

These classifications are reflected in the maps on the following pages, with each route considered in the context of the five-year timeframe of this action plan.

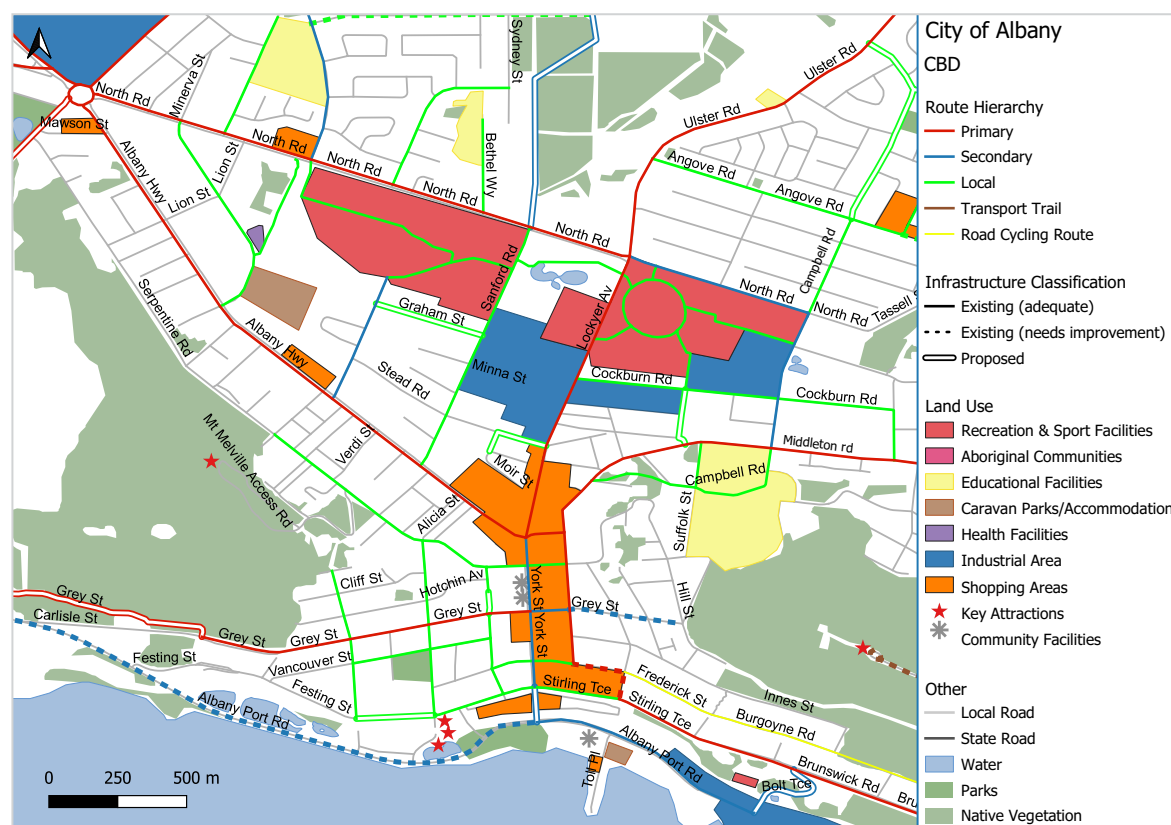
Map 6.01 Regional Road Cycle Routes



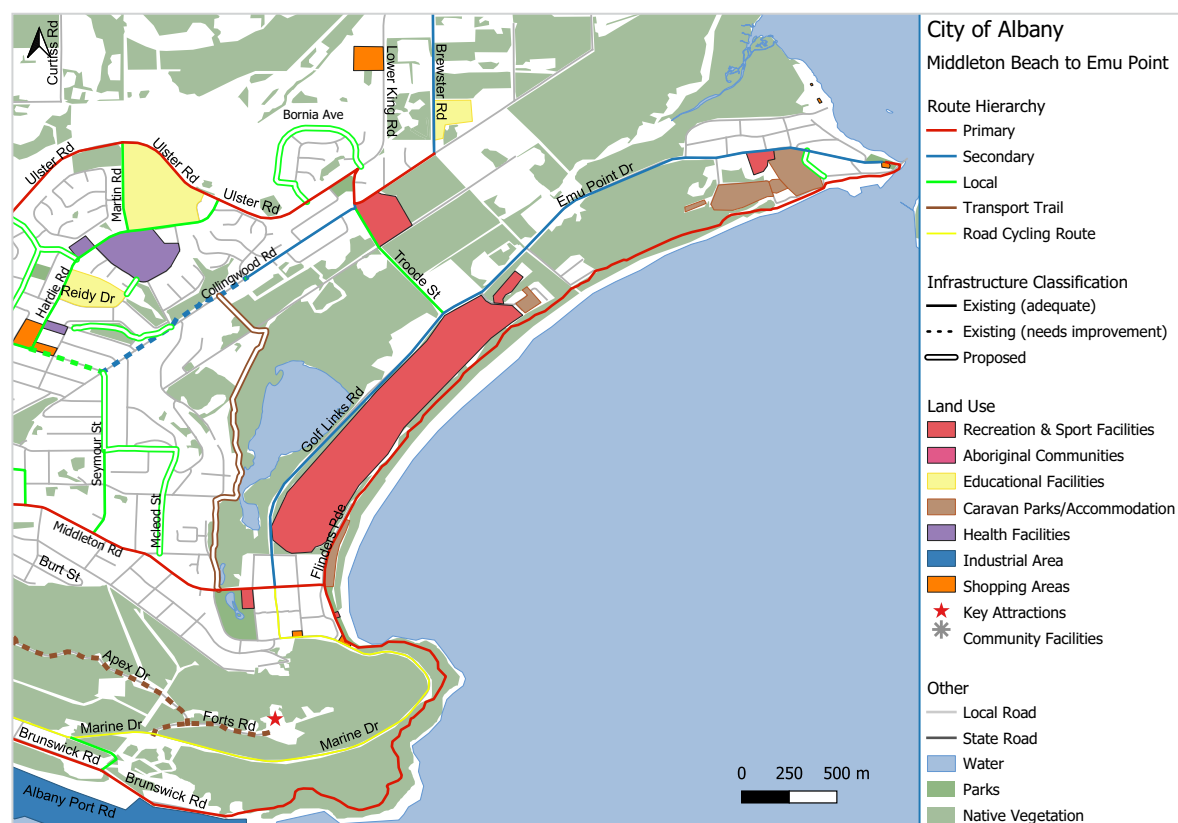
Map 6.02 Inland Region Transport Trails



Map 6.03 City of Albany – CBD



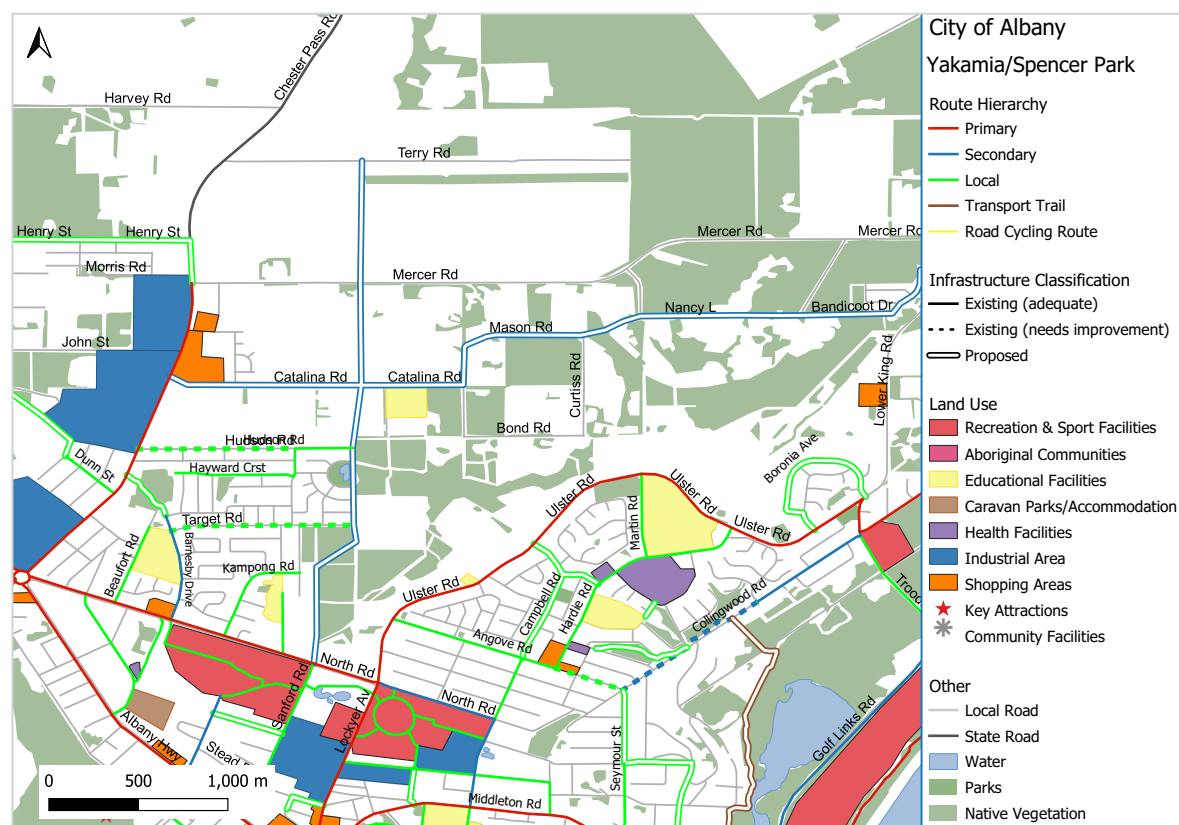
Map 6.04 City of Albany – Middleton Beach to Emu Point



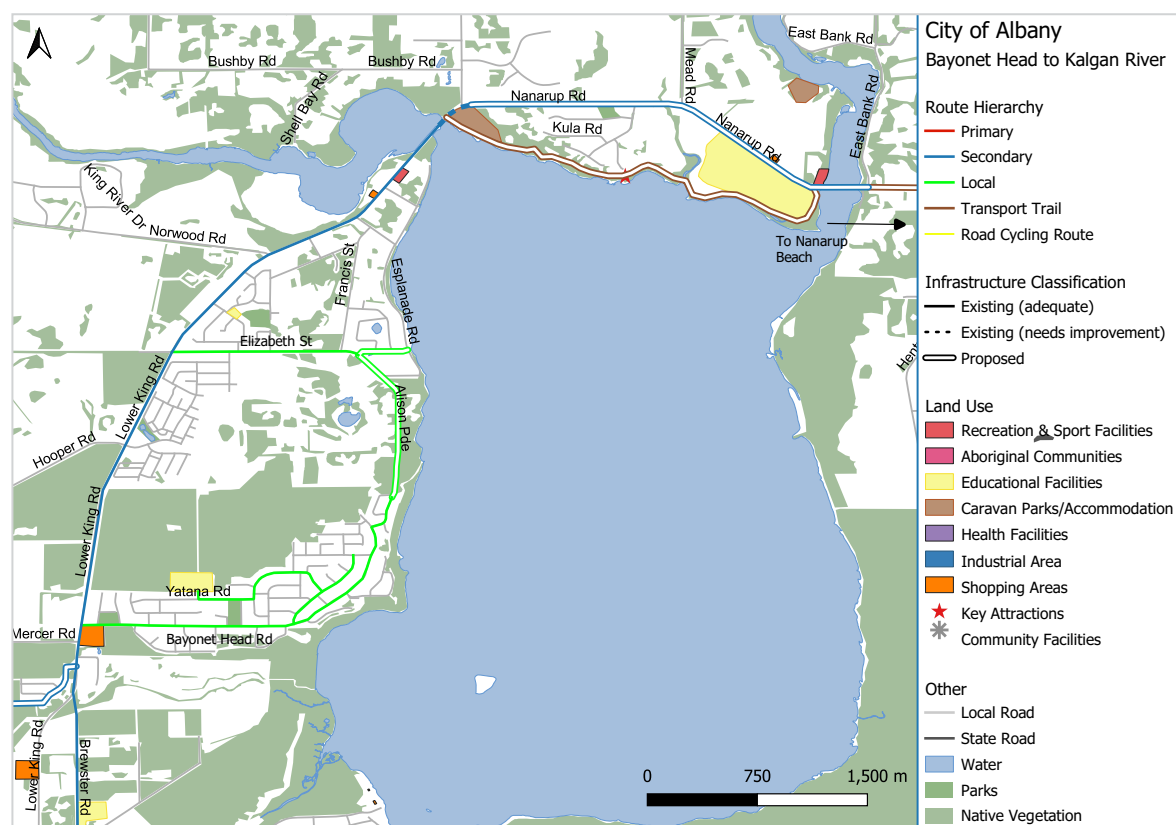
Map 6.05 City of Albany – Little Grove to Goode Beach



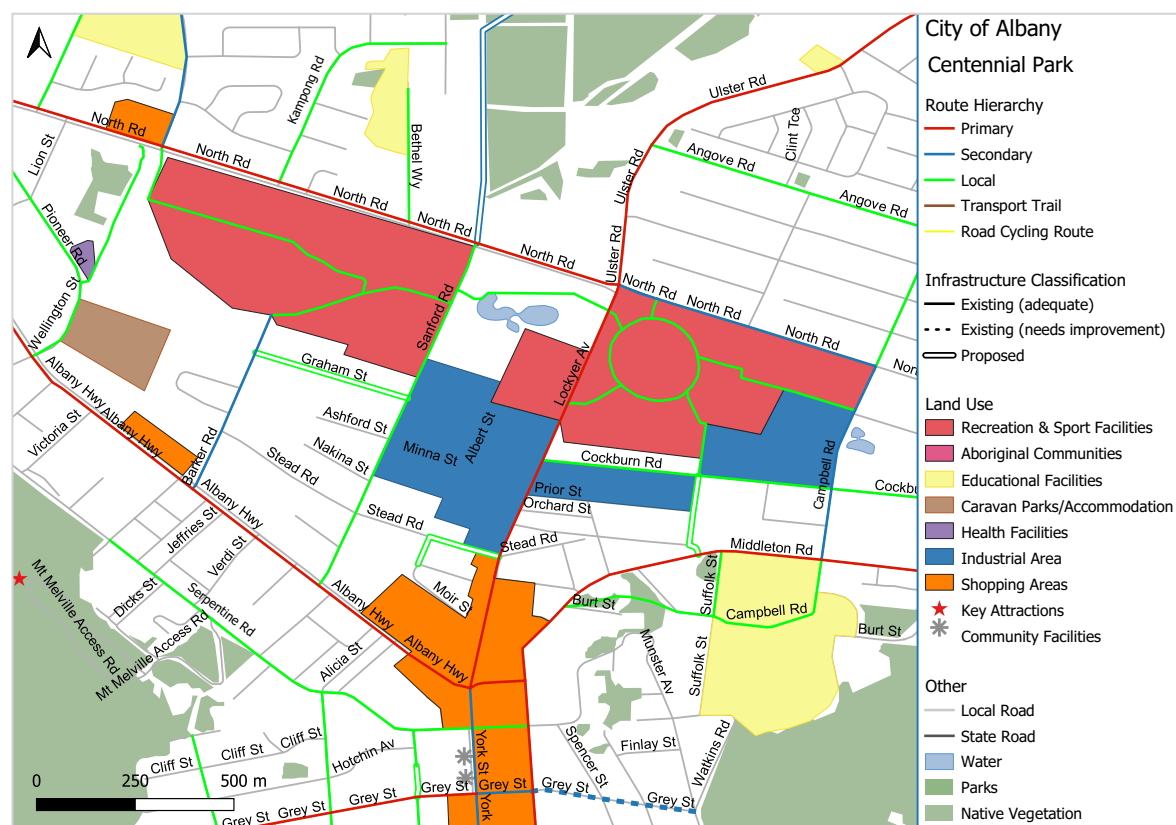
Map 6.06 City of Albany – Yakamia/Spencer Park



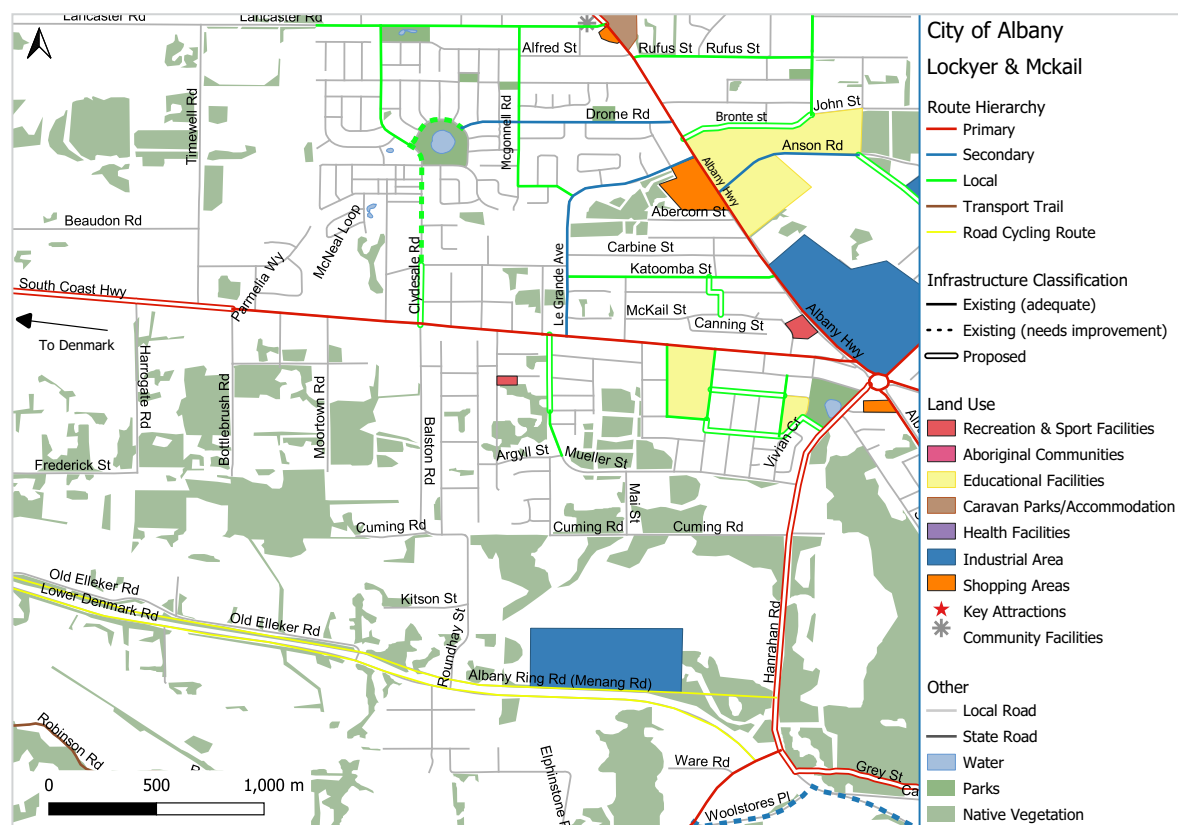
Map 6.07 City of Albany – Bayonet Head to Kalgan River



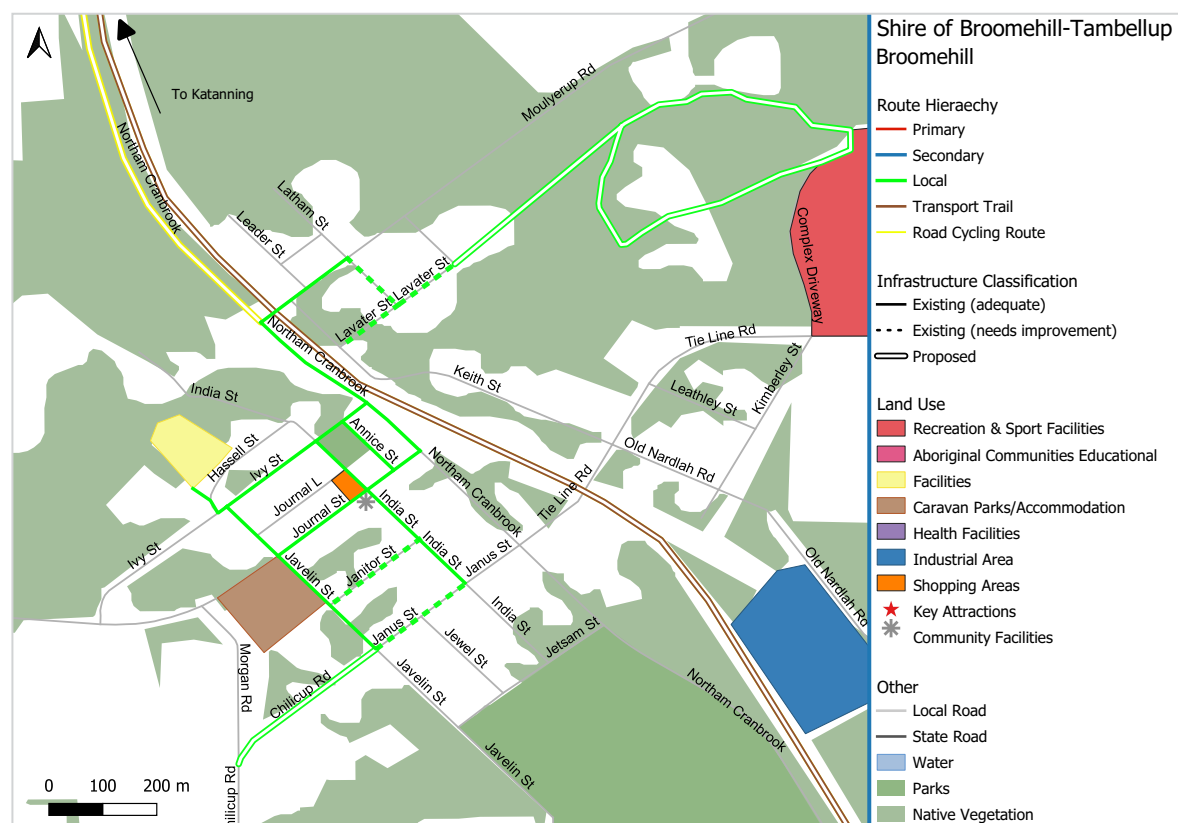
Map 6.08 City of Albany – Centennial Park



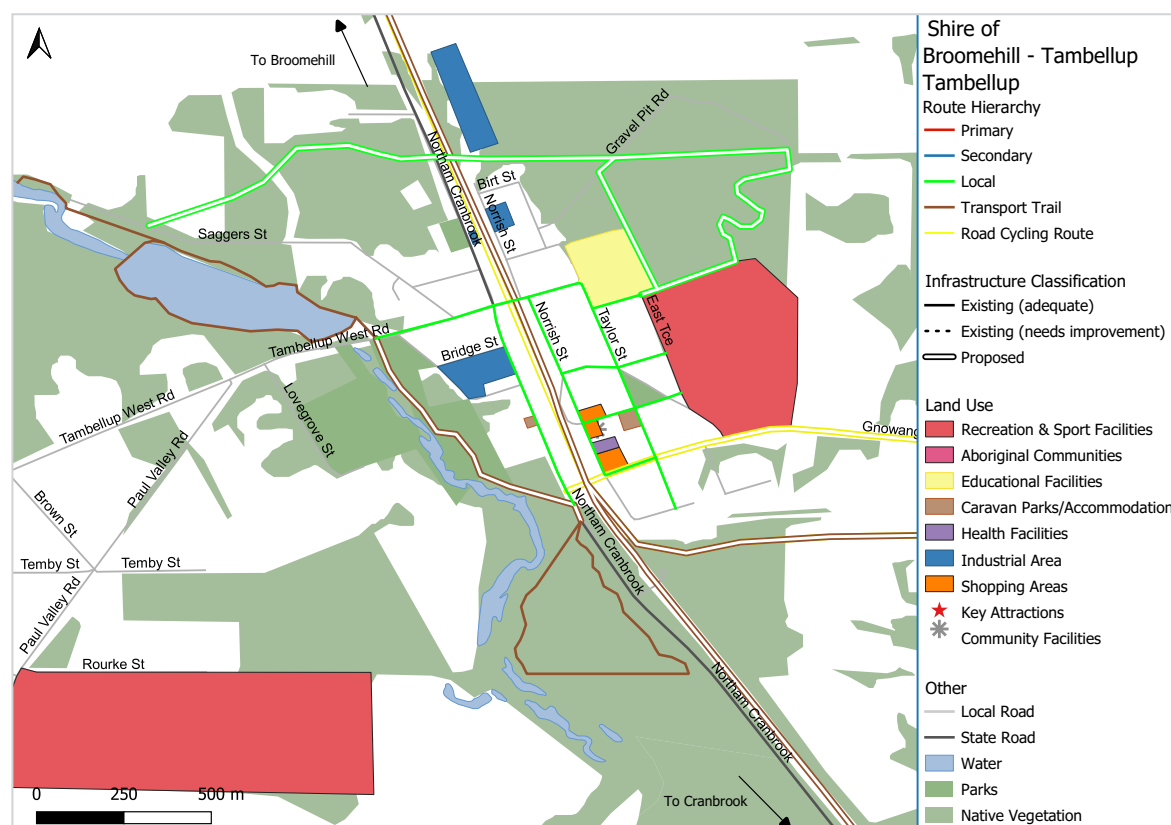
Map 6.09 City of Albany – Lockyer and Mckail



Map 6.10 Shire of Broomehill-Tambellup – Broomehill



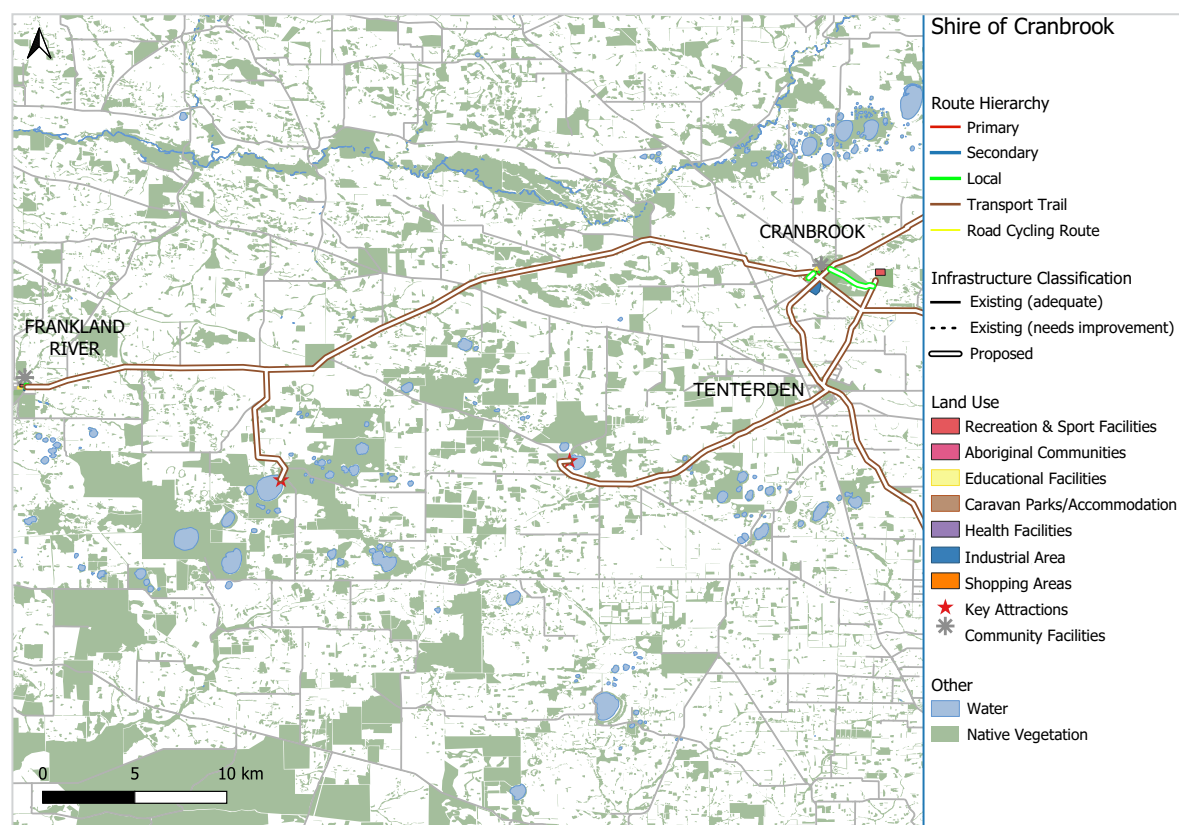
Map 6.11 Shire of Broomehill-Tambellup – Tambellup



Map 6.12 Shire of Cranbrook – Townsite



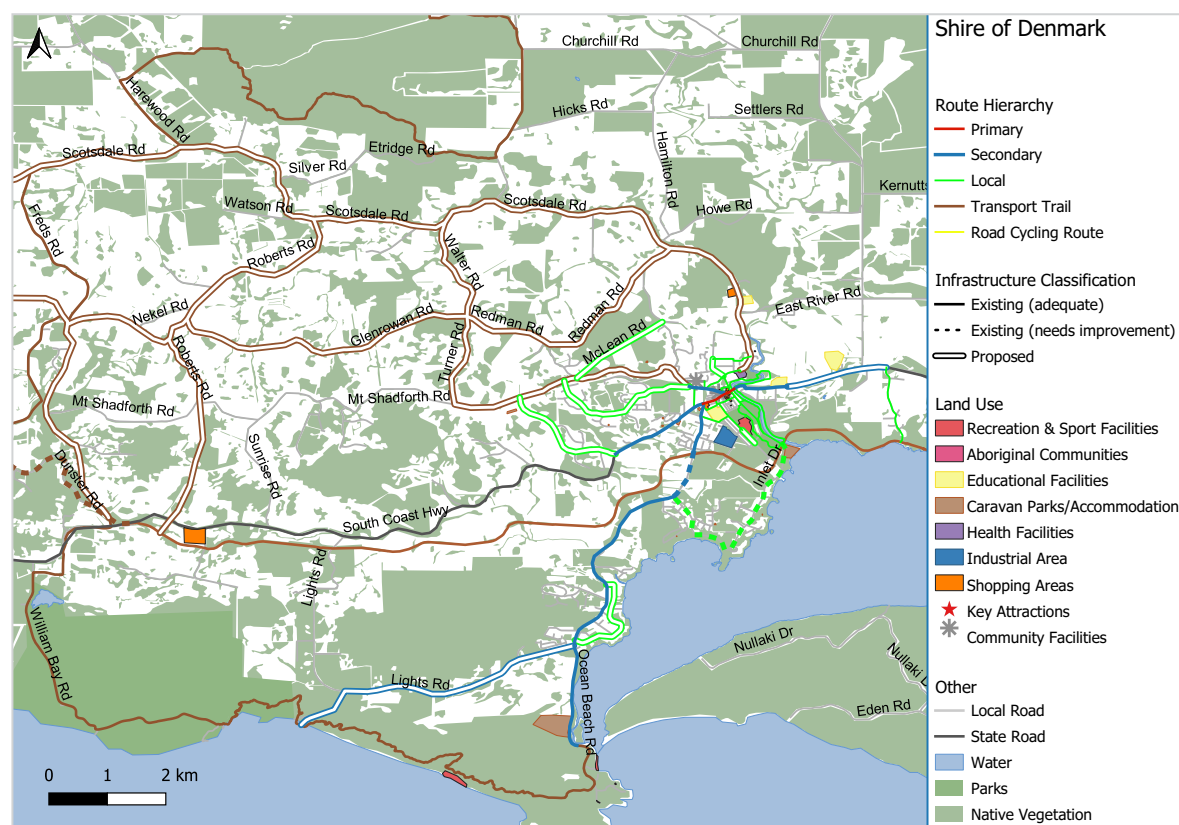
Map 6.13 Shire of Cranbrook – Regional including Tenterden



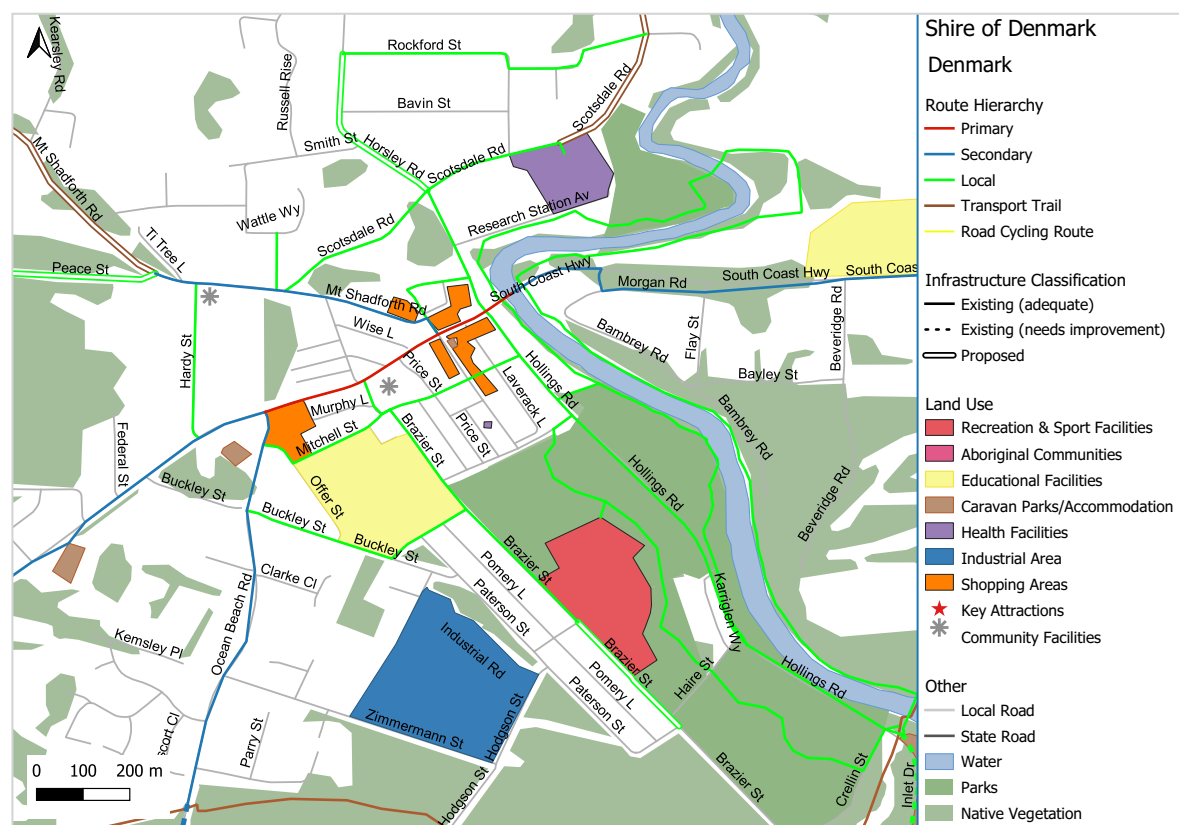
Map 6.14 Shire of Cranbrook – Frankland River



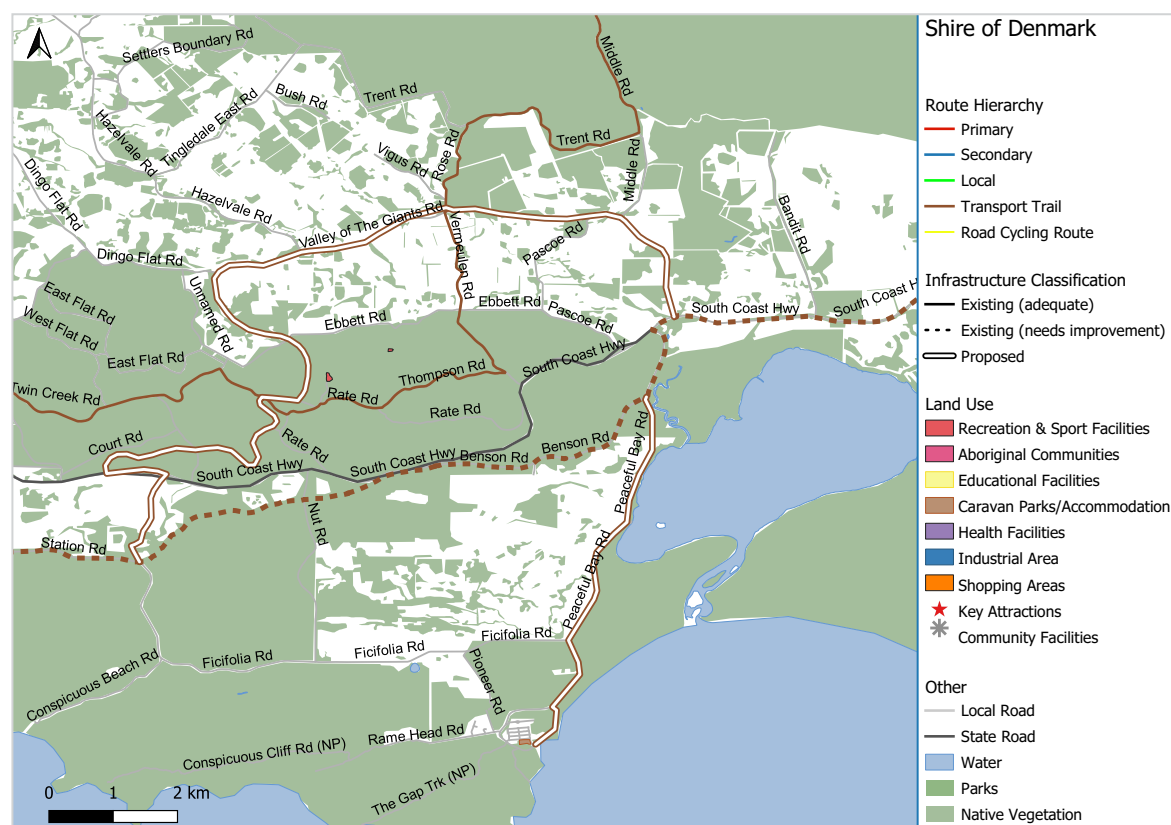
Map 6.15 Shire of Denmark – Regional



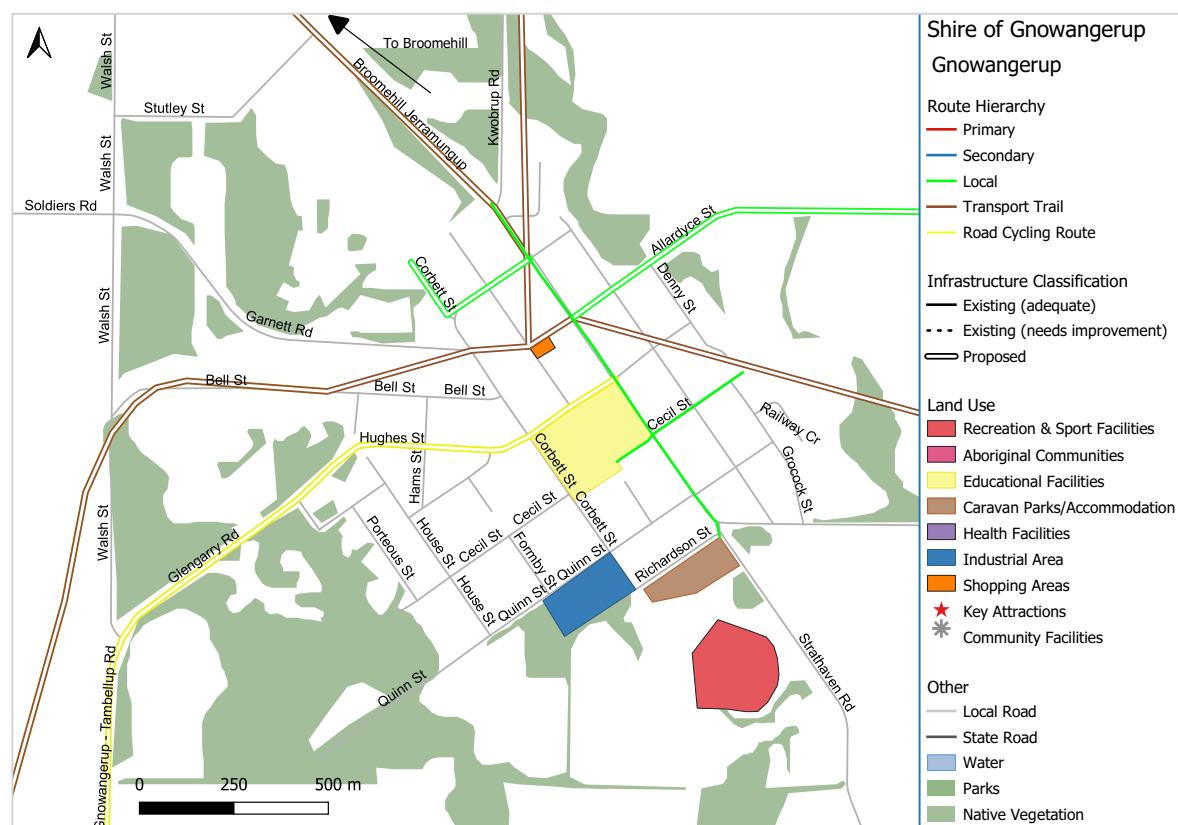
Map 6.16 Shire of Denmark – CBD



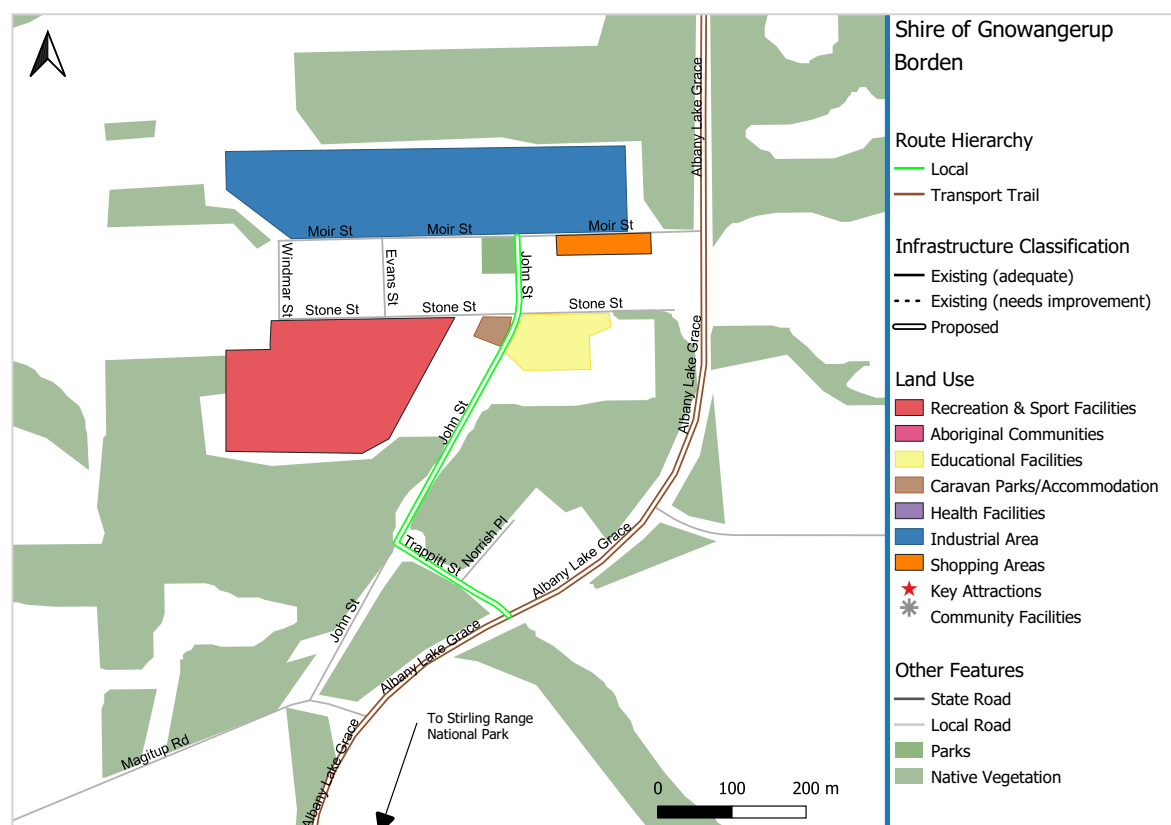
Map 6.17 Shire of Denmark – West



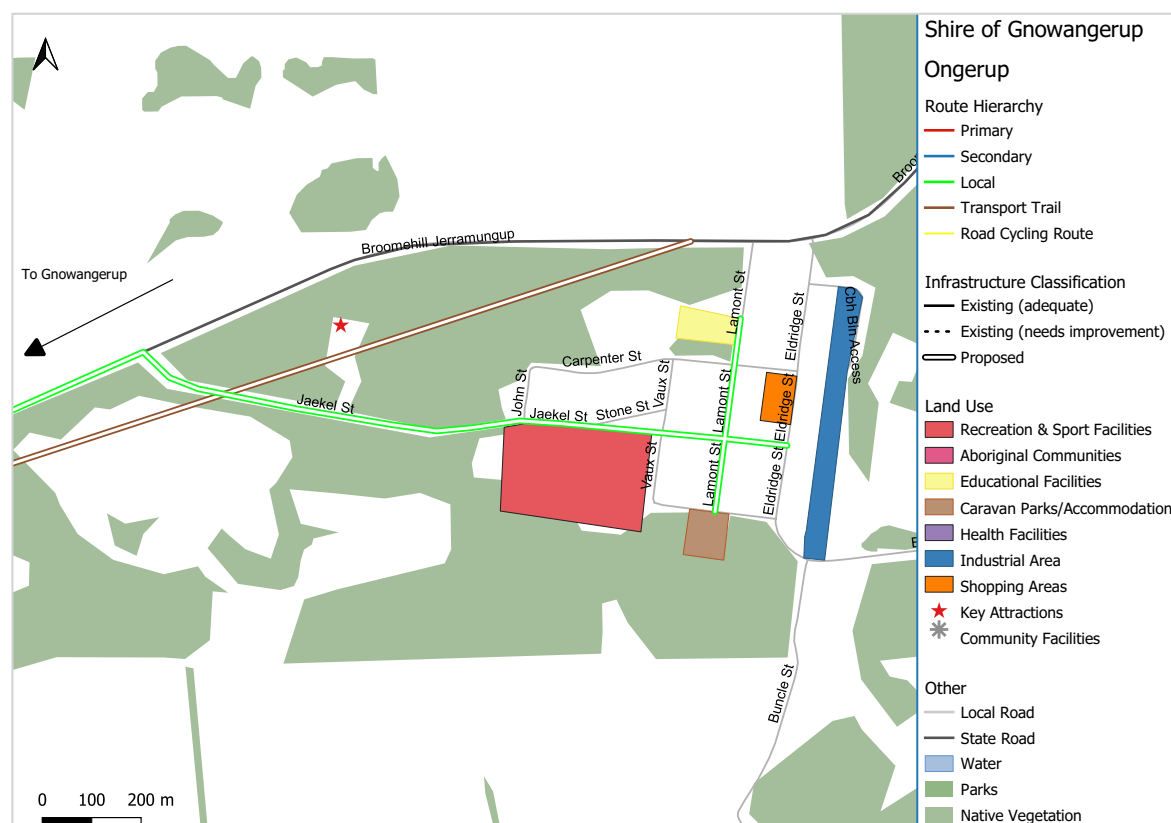
Map 6.18 Shire of Gnowangerup



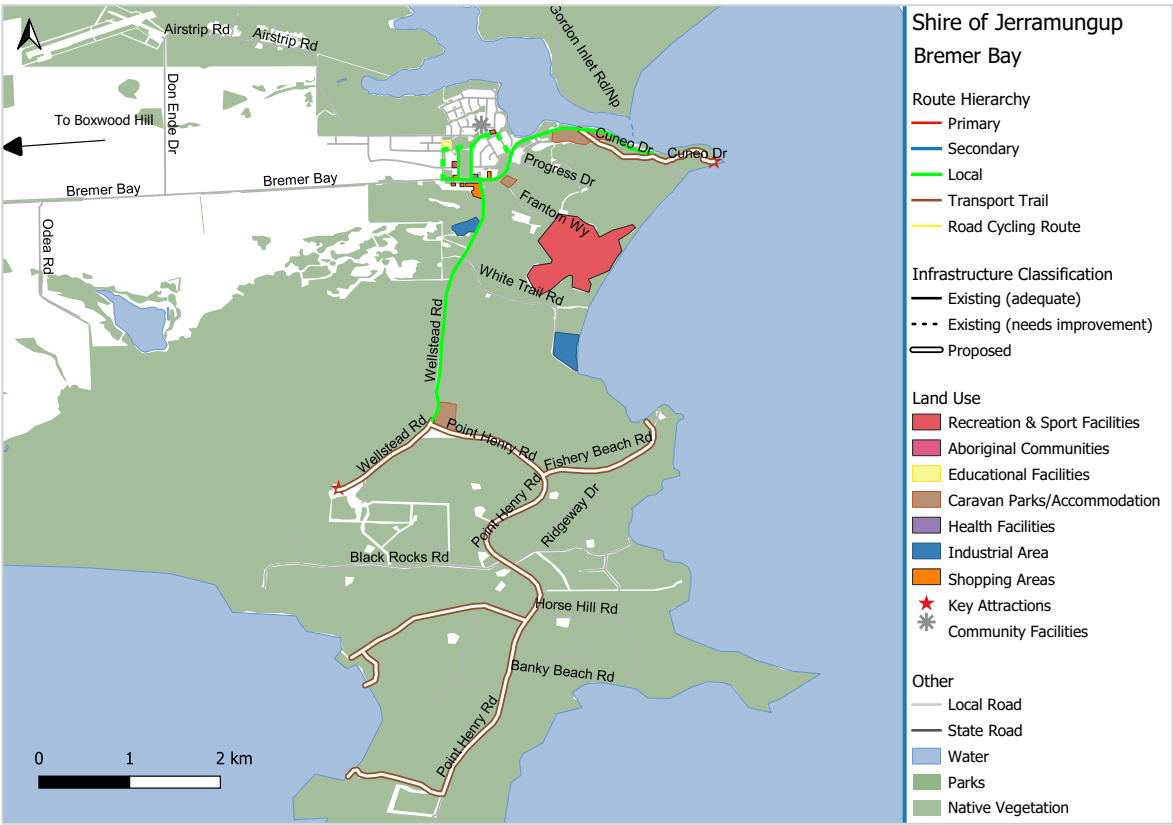
Map 6.19 Shire of Gnowangerup – Borden



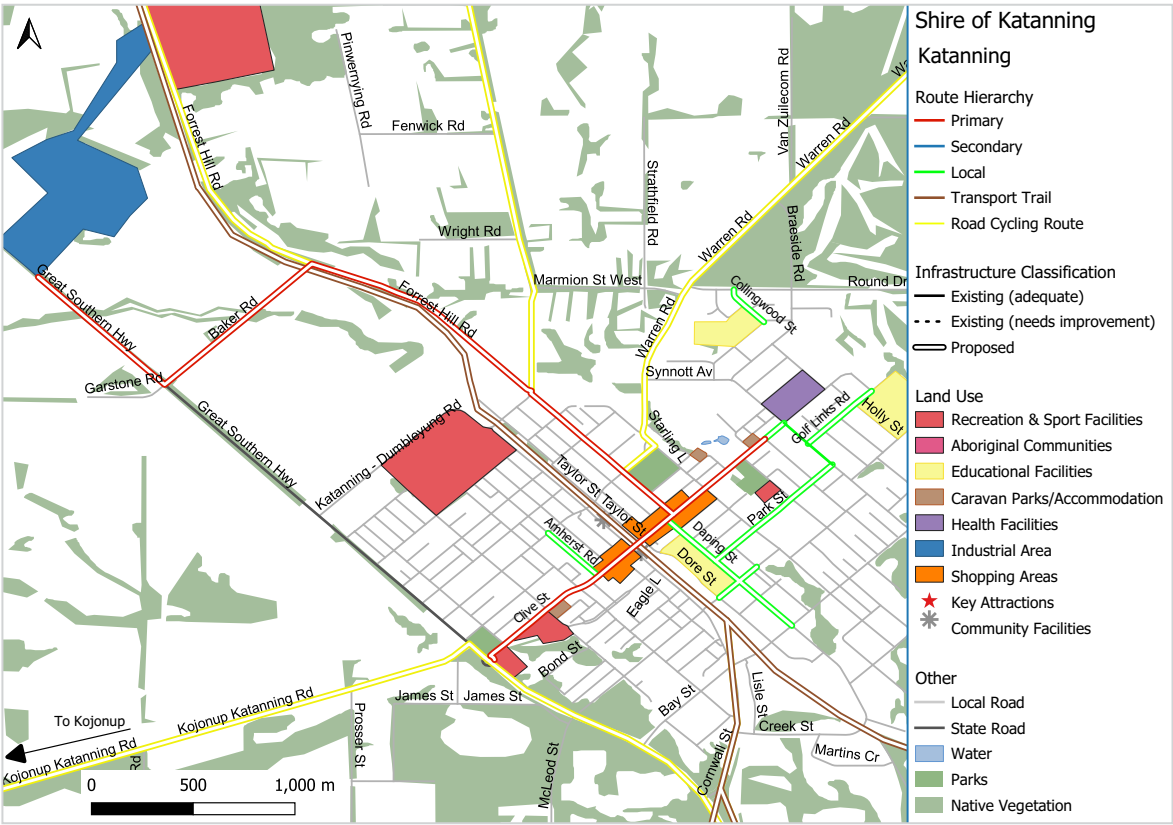
Map 6.20 Shire of Gnowangerup – Ongerup



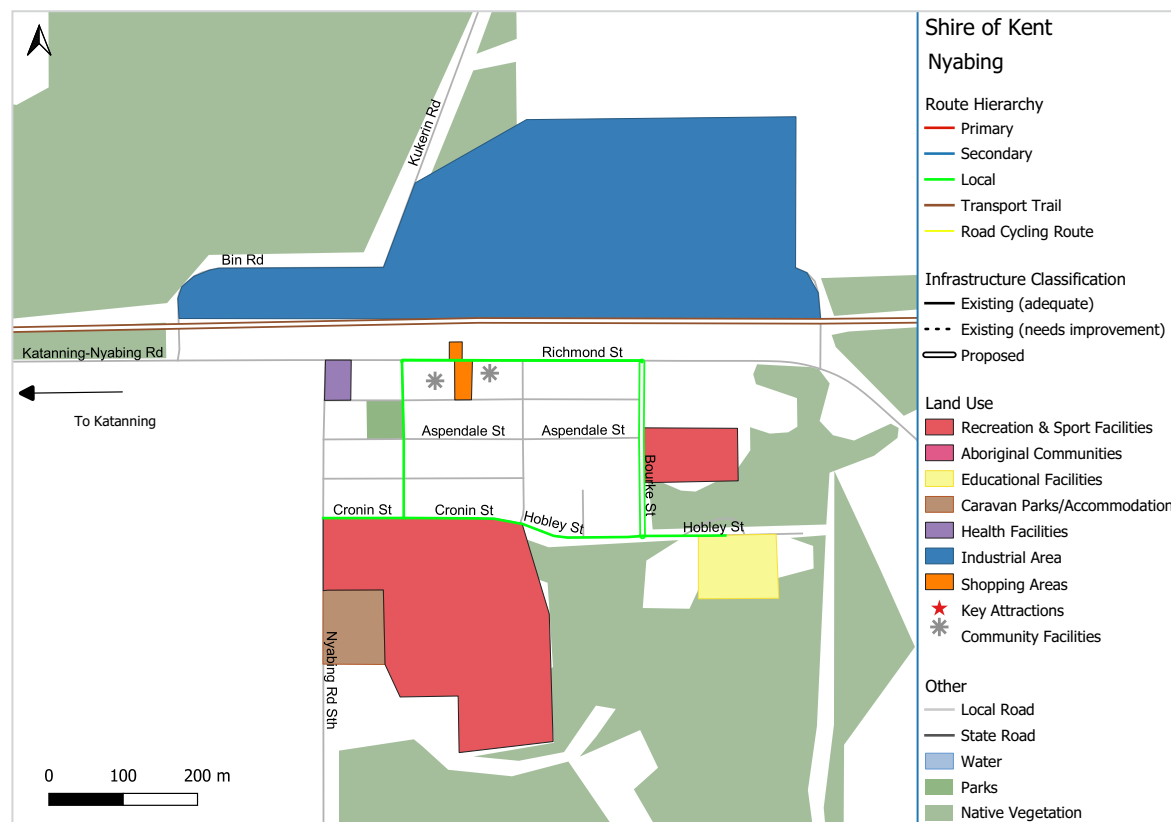
Map 6.21 Shire of Jerramungup – Bremer Bay



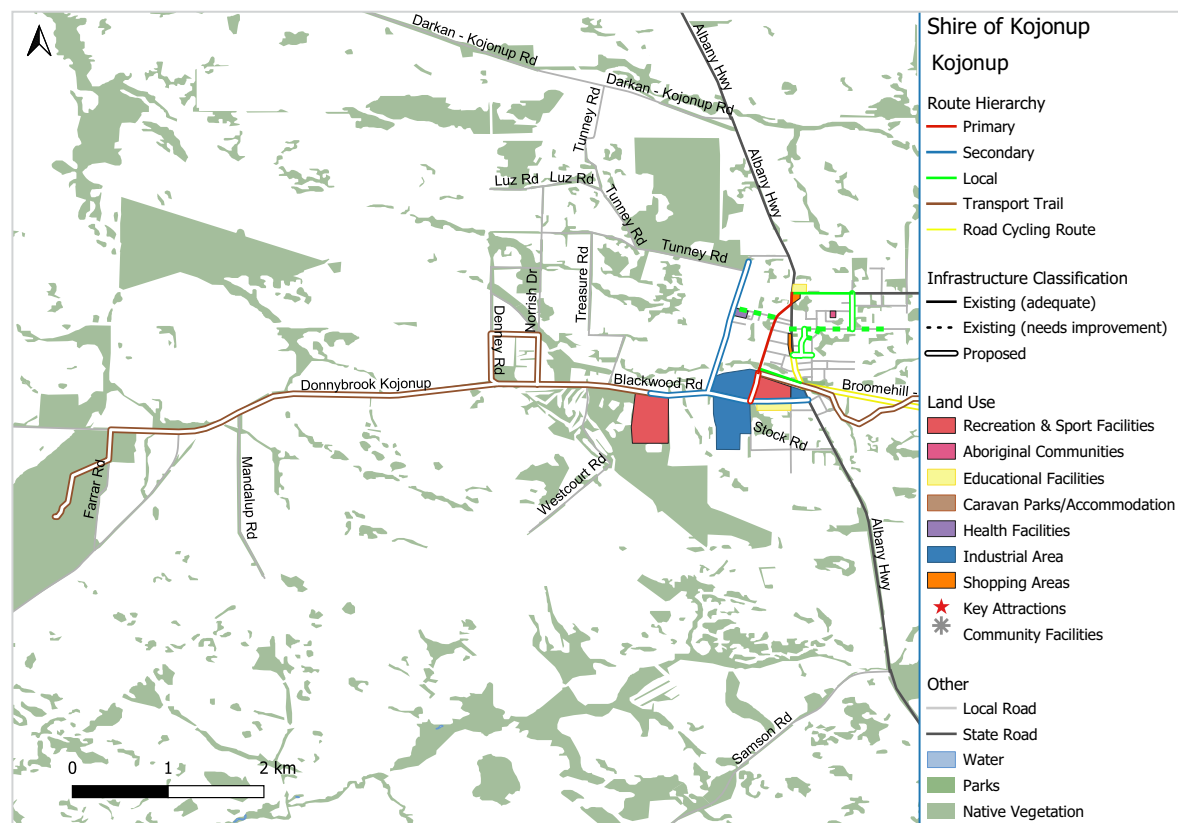
Map 6.22 Shire of Katanning



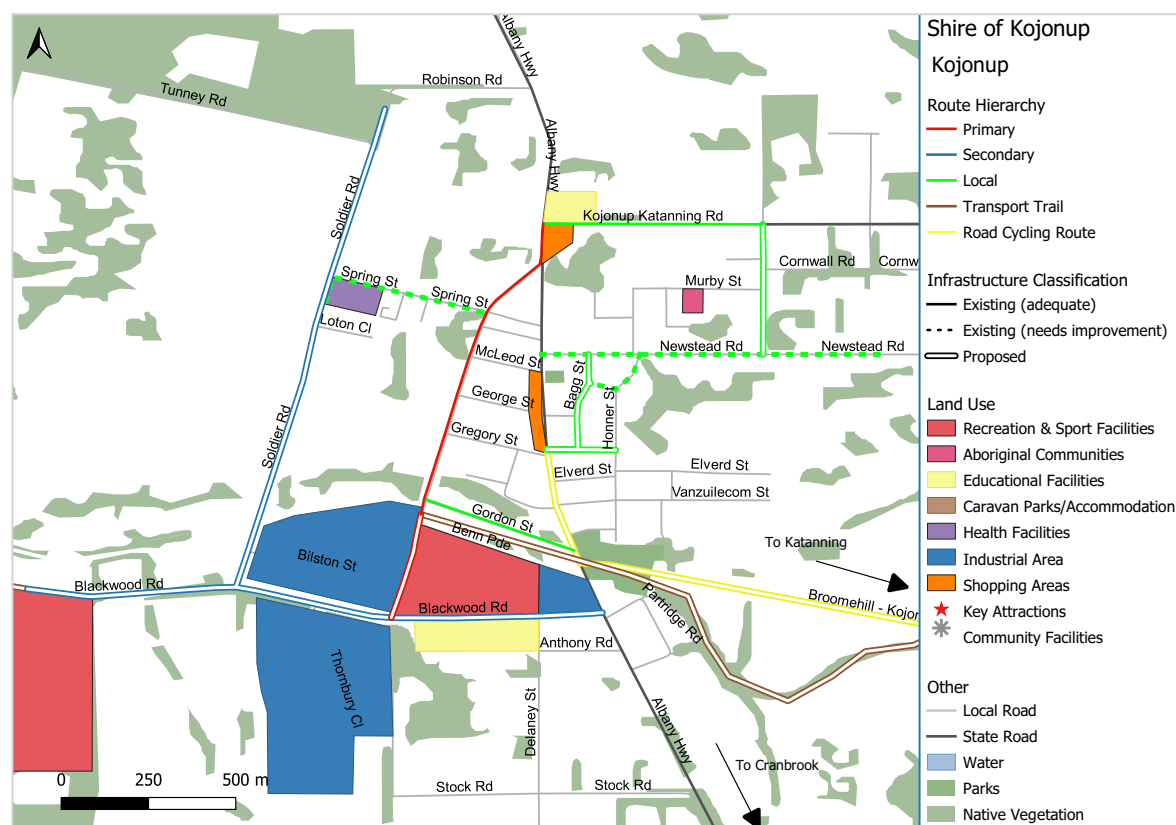
Map 6.23 Shire of Kent – Nyabing



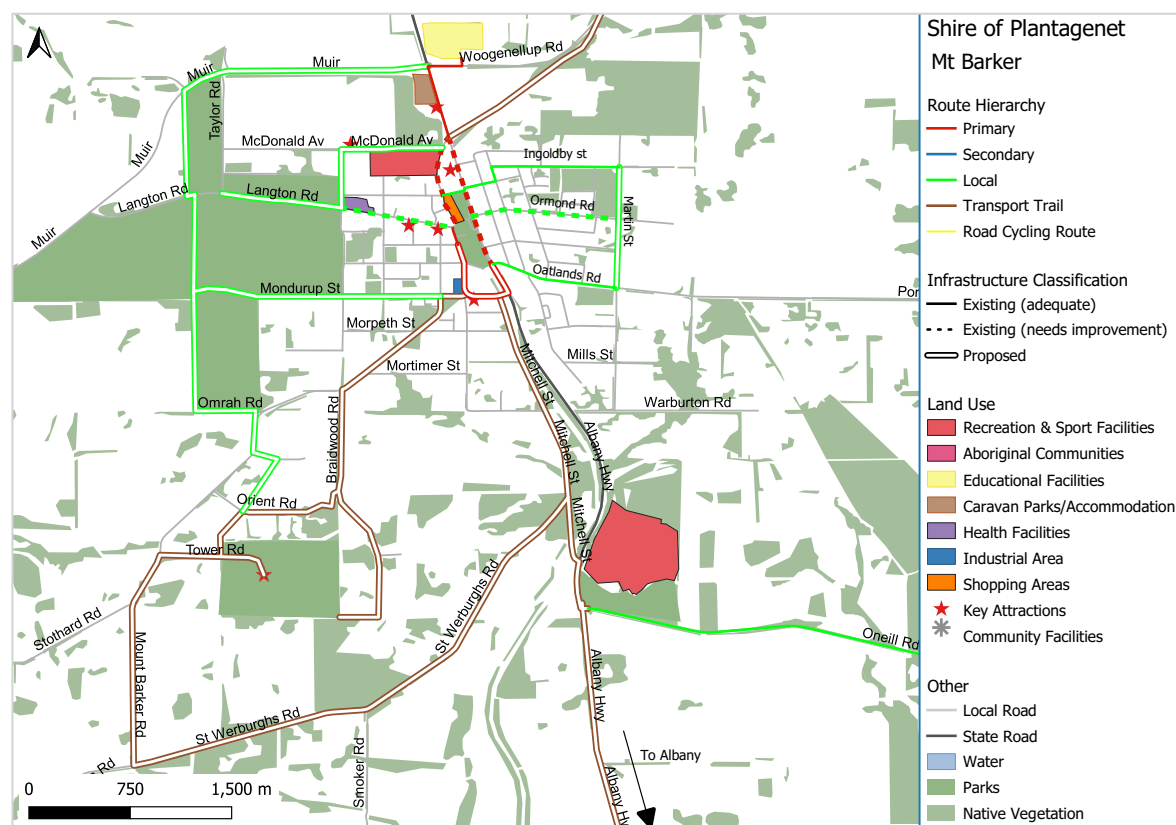
Map 6.24 Shire of Kojonup – Region



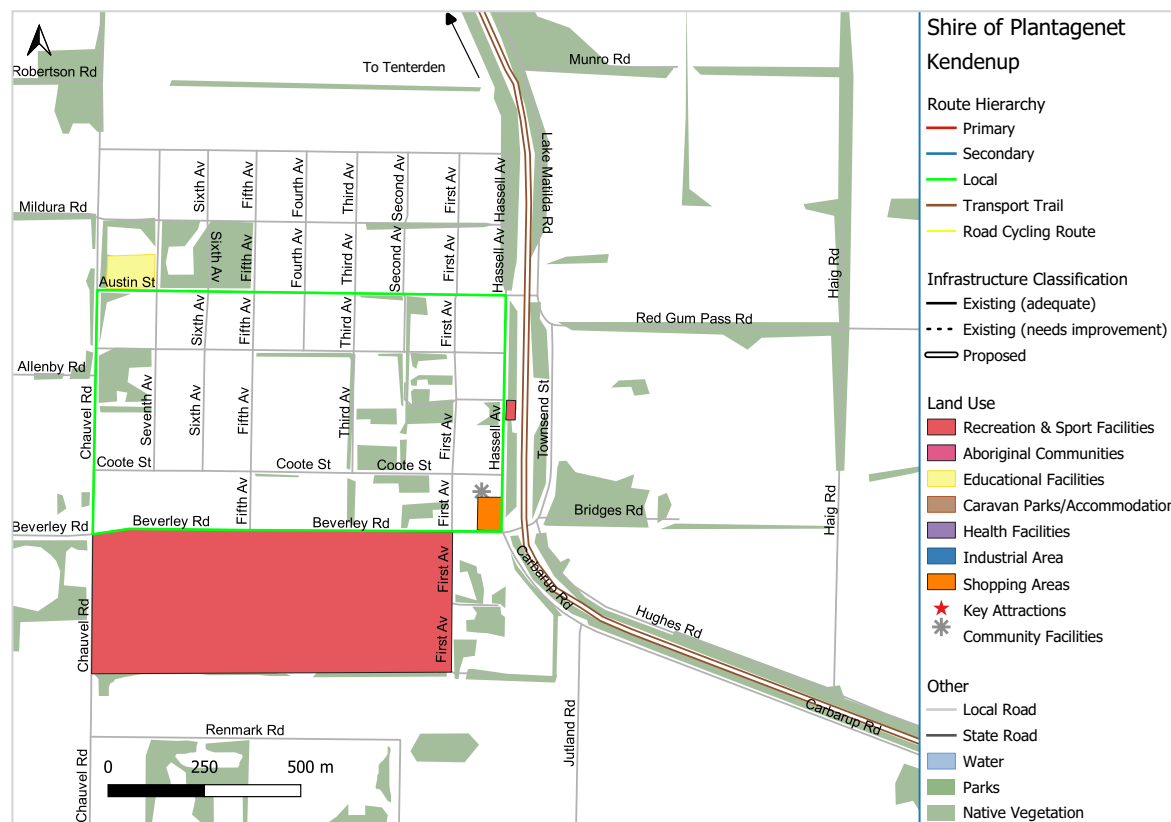
Map 6.25 Shire of Kojonup – Townsite



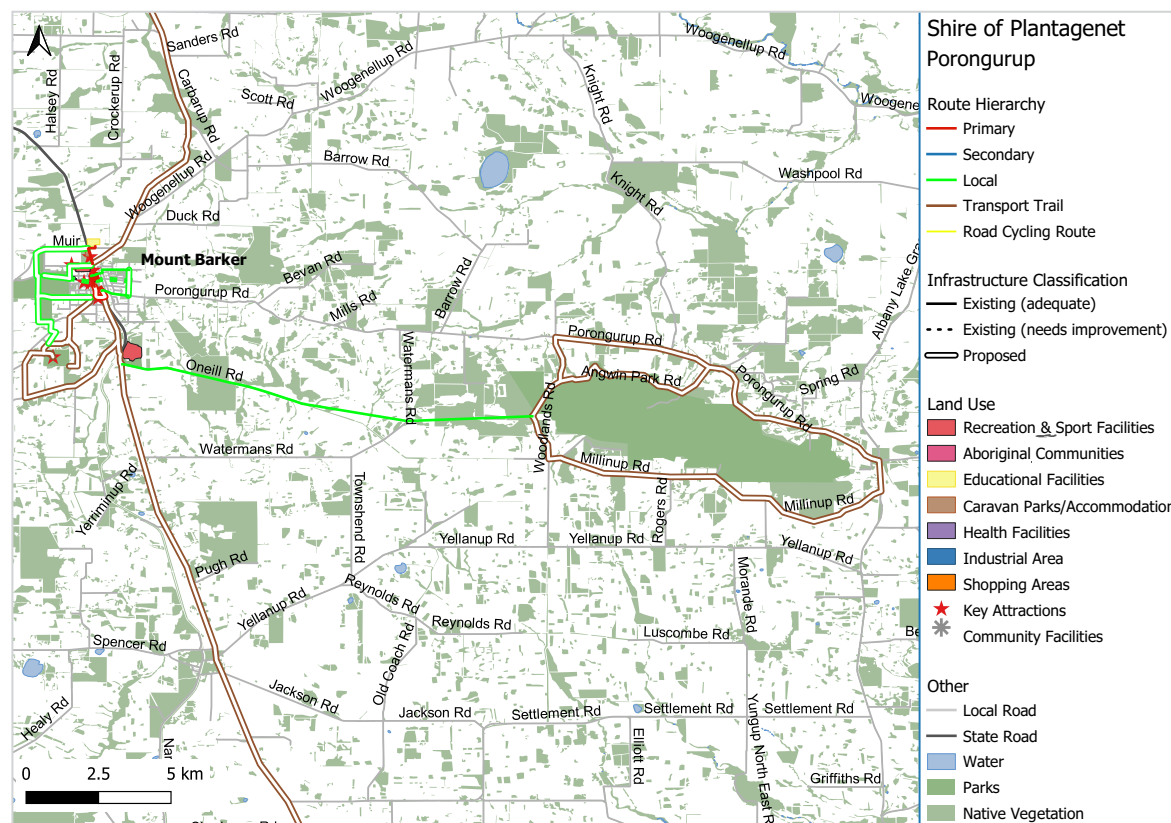
Map 6.26 Shire of Plantagenet – Mount Barker



Map 6.27 Shire of Plantagenet – Kendenup



Map 6.28 Shire of Plantagenet – Porongurup



6.2 Local priority projects

The following tables identify the local strategic priorities for cycling in the Great Southern region over the next five years and are organised by financial year and local government area.

6.2.1 City of Albany

Ref	Action	Project type	Objective/justification	Hierarchy
2023–24–25				
A1	Marine Drive Mounts Access	Construction	Construct a shared path from the end of the existing path on Brunswick Road to Burgoyne Road (through an unconstructed road reserve), and connect to Forts Road where it intersects with Apex Drive. This will provide an important link from the CBD to the Heritage Park and Mounts Precinct.	Primary
A2	Mount Melville Cycle Link	Construction	Construct the final stage of the CBD to Mount Elphinstone Cycle link, from the end of the existing path at Carlisle Street to connect with the path infrastructure on the Albany Ring Road. This will provide safe cyclist connectivity between the CBD and areas to the east and south of Albany including Little Grove and beyond.	Primary
A3	Middleton Road Link	Construction	Construct off-road cycle paths on Middleton Road and Golf Links Road in Middleton Beach. This will fill in the missing link between existing cycle infrastructure on Middleton Road to the west, and the major activity centres of the CBD, Middleton Beach and Emu Point.	Primary
A4	Maley Place, Bardley Road and Wansborough Street	Construction	Construct new path along Maley Place, Bardley Road and part of Wansborough Street in Spencer Park. This will provide a better connection between existing infrastructure on Ulster Road (primary route) and Hardie Road (secondary route), and provide better access between residential areas and key facilities such as Spencer Park Primary School, aged care facilities, and the Albany Health Campus.	Local
A5	Clifton Street, Admiral Street, Banks Street, Lambert Street and Menzies Street	Design	Design a shared path along key routes to improve connectivity in Lockyer. These paths will improve safety of travel from west to east across the suburb and link Mount Lockyer Primary School and Parklands Primary School with recreational areas and further link to the CBD.	Local

City of Albany continued

Ref	Action	Project type	Objective/justification	Hierarchy
A6	Chester Pass Road (Brooks Garden Blvd to Henry Street)	Design	Design a connection between shared paths in Milpara and existing primary route on Chester Pass Road. This will link residential areas and educational facilities with retail and industrial hubs, and further access to the CBD.	Primary
A7	Boongarrie Street	Construction	Replace section of old narrow path with 1.5m concrete path, as part of the Emu Beach Foreshore Management Plan. This path will improve connectivity and cycling amenity in Emu Point for residents and visitors.	Local
2024–25				
A8	Seymour Street, Nelson Street, McLeod Street	Design and construct	Construct a north-south link through Mira Mar, which has a low level of current path connectivity. These paths will link the residential areas of Spencer Park and Mira Mar, including health and education facilities, to the key activity centres of Middleton Beach and Emu Point.	Local
A9	Leschnault Street	Design and construct	Construct 2m wide concrete path on Leschnault Street from Admiral Street to Drummond St. Will provide additional east-west link for Lockyer residents accessing Mount Lockyer Primary School and recreation areas.	Local
A10	Collingwood Road (Burville Street to Warden Avenue)	Construction	Upgrade to asphalt existing bitumen path through reserve. This will improve the amenity of the path, which is an important link in a suburb with lower connectivity.	Secondary
A11	Hymus Street	Design and construct	Design and construct path on popular route from the CBD and key retail centre to the Centennial Park Precinct and Youth Precinct.	Local
A12	Festing Street	Design and construct	Design and construct path to address missing link in network between Melville Street and Parade Street.	Local
A13	Crawford Street	Design and construct	Design and construct 2.5m concrete path to replace existing from Katoomba Street to McKail Street. This is a missing link in the network that will provide a better north-south connection in Orana and link to Mount Lockyer Primary School and Parklands School in Lockyer.	Local

City of Albany continued

Ref	Action	Project type	Objective/justification	Hierarchy
2025–26				
A14	Chester Pass Road (Brooks Garden Blvd to Henry Street)	Construction	Construct a connection between shared paths in Milpara and existing primary route on Chester Pass Road. This will link residential areas, North Albany Senior High School and TAFE, to retail and industrial hubs, with further access to the CBD.	Secondary
A15	Henry Street (Adelaide Street to Chester Pass Road)	Construction	Construct a shared path which will link path infrastructure on Adelaide Street to a primary route on Chester Pass Road. This will create a cycling link from Chester Pass Road through to Albany Highway through Milpara, and improve access to North Albany Senior High School.	Secondary
A16	Mounts Access	Design and construct	Design and construct path to complete link between existing path on Apex Drive and the Desert Mounted Corp Memorial carpark.	Secondary
A17	Clifton Street, Admiral Street, Banks Street, Lambert Street and Menzies Street	Construction	Construct a shared path along key routes to improve connectivity in Lockyer. These paths will improve safety of travel from west to east across the suburb and link Mount Lockyer Primary School and Parklands Primary School with recreational areas and further link to the CBD.	Local
A18	Katoomba Street	Construction	Construct a new shared path to replace existing path in poor condition between Le Grande Avenue and Melos Street. This path will create a better east west connection for cyclists through Orana, which links residential areas with educational and retail/industrial areas in Lockyer and Milpara including Mount Lockyer Primary School and North Albany Senior High School.	Local



City of Albany continued

Ref	Action	Project type	Objective/justification	Hierarchy
2026–27				
A19	Stead Road	Feasibility	Explore feasibility for a contra flow cycling lane on Stead Road, from Hymus Street to Lockyer Avenue. This would link existing path on Lockyer Avenue and planned path on Hymus Street to the secondary path on Sanford Road and complete a link between the CBD and Youth Precinct/ALAC.	Local
A20	Grey Street West	Construction	Complete Mount Elphinstone to CBD link by replacing black with red asphalt from Collie Street to Melville Street.	Primary
A21	Barnesby Drive	Construction	Construct new path from end of existing path to provide connection to Chester Pass Road. This forms part of the Local Planning Strategy and will form a connection between Yakamia Primary School and residential areas.	Local
A22	Albany Highway path expansion	Design and construct	Design and construct extension of existing primary 2.5m concrete path, from opposite Bottrell Close to Morgan Road. This will link to existing path through reserve which services Warrenup residential area.	Primary
A23	Symers Street	Design and construct	Design and construct new shared path as second stage of the Lockyer Avenue – Campbell Road path links. This is will improve connectivity between Albany Primary School and Albany Senior High School to recreation areas, particularly the Centennial Precinct and Youth Precinct.	Local
2027–28				
A24	South Coast Highway path extension	Design and construct	Design and construct extension of existing primary route 2.5m on urban fringe, between Bottlebrush Road and Harrogate Road.	Primary
A25	Mueller Street	Design and construct	Design and construct 2.5m concrete path linking existing infrastructure from Gifford Street to South Coast Highway.	Local
A26	Bronte Street	Design and construct	Design and construct path on Bronte Street from John Street to the end of the road. This will connect with path infrastructure on Adelaide Street to provide additional access to North Albany Senior High School and TAFE.	Local
A27	McGonnell Road	Design and construct	Design and construct 2m concrete path from Cleave Close to Edinburgh Road. This will address a lack of north/south connectivity in McKail.	Local
A28	Graham Street	Feasibility	Explore feasibility for a shared path on Graham Street from Sanford Road to Barker Road, as additional east/west connection in Centennial Park to link key industrial, retail and recreational areas.	Local

City of Albany continued

Ref	Action	Project type	Objective/justification	Hierarchy
2027–28 continued				
A29	Reidy Drive	Design and construct	Design and construct extension of existing 2.5m concrete path from Spencer Park Primary School to Warden Avenue. This will provide a priority link between the school, residential and retail areas, and the Albany Health Campus.	Local
A30	Mokare Park	Design and construct	Formalise existing gravel path through Mokare Park, to create a safer east/west link in Spencer Park. This will create improved connectivity between retail areas, health facilities, Spencer Park Primary School and managed space.	Local
A31	Catalina Road / Mason Road / Nancy Lane / Bandicoot Drive	Feasibility	Investigate feasibility for long term east-west link across the north of Albany.	Secondary
A32	Lake Sepping Tourist trail	Feasibility	Investigate feasibility to link existing path infrastructure around Lake Seppings to form a complete link from Lake Seppings Drive to Collingwood Road.	Transport
A33	Little Grove to Frenchman's Bay link	Feasibility	Investigate feasibility to create off-road path to link existing infrastructure in Little Grove to Frenchman's Bay.	Primary
A34	Nanarup Road	Feasibility	Investigate feasibility to improve on-road cycling facilities on Nanarup Road. This will be linked to Lower King and Lower Kalgan bridge replacements. The time frame for this is not confirmed but is likely to be after the 27/28 FY.	Secondary
A35	Oyster Harbour Fish Traps tourist trail	Feasibility	Investigate feasibility to create a path connection between Lower King and Lower Kalgan bridge, including the Oyster Harbour Fish Traps and Great Southern Grammar School. This will be linked to Lower King bridge replacement, the time frame for this is not confirmed by is likely to be after the 27/28 FY.	Transport
A36	Range Road	Design	Design shared path to complement construction of Range Road.	Secondary
A37	Bolt Terrace	Feasibility	Investigate feasibility of creating a path link from Princess Royal Drive to Brunswick Road, via Bolt Terrace. This will require significant consultation with relevant agencies who have responsibility for land management in this area.	Local

City of Albany continued

Ref	Action	Project type	Objective/justification	Hierarchy
All years				
A38	Signage and wayfinding	Planning	Develop a consistent signage and wayfinding strategy for primary and secondary cycling routes, along with popular road cycling routes.	Not applicable
A39	Support engagement with Your Move Schools program	Planning	Provide ongoing support and encouragement for local schools to engage with the Your Move School program to increase active transport to school.	Not applicable
A40	Map and promote safe routes to school	Planning	Work with schools to map and promote safe routes to school, particularly in proximity to new or upgraded path infrastructure.	Not applicable
A41	Community activities to build cycling skills and social inclusion	Planning	Plan and implement an annual schedule of activities to support and encourage cycling, including participation in WA Bike Month.	Not applicable
A42	Activation of the cycling network	Planning	Inform and engage the community about new or upgraded path infrastructure to encourage usage	Not applicable
A43	Engagement and monitoring	Planning	Undertake regular monitoring and evaluation of cycling infrastructure (for example, using bike counts and gaining feedback from user groups) to measure impact.	Not applicable
A44	Improve mid-and end-of-trip facilities at key City of Albany facilities	Planning	Review existing facilities and develop an improvement plan if required.	Not applicable



6.2.2 Shire of Broomehill-Tambellup

Ref	Action	Project type	Objective/justification	Hierarchy
2023–24–25				
B1	River trail (Tambellup)	Planning	In Tambellup, options will be explored to provide an off-road link between two stages of the Tambellup Heritage Trail – the River Loop and the Noongar loop.	Transport trail
2024–25				
B2	Chillicup Road shared use path (Broomehill)	Design and construct	A shared use path will be constructed along Chillicup Road, between Javelin Street and Morgan Road, to provide a safe connection from the Rural Residential area of the townsite to the Primary School on Ivy Street.	Local
B3	Lavater Street to recreation precinct shared use path (Broomehill)	Design	In Broomehill, a shared use path will be mapped and designed, to link the Broomehill Recreational Complex to the town centre.	Local
B4	Shared use path linking river to recreation precinct (Tambellup)	Design	In Tambellup a shared use path will be mapped and designed, to link the Tambellup Sporting Complex to the River trail, and subsequently the town trail network, creating a loop trail for recreational users.	Local
B5	Tambellup to Gnowangerup Rail Trail	Planning	Advocate for the development of a rail trail using the rail corridor between Tambellup and Gnowangerup (in partnership with Shire of Gnowangerup/OGS).	Transport trail
2025–26				
B6	River trail (Tambellup)	Design and construct	In Tambellup, design and construction of an off-road link between two stages of the Tambellup Heritage Trail – the River Loop and the Noongar loop – will be completed.	Transport trail
B7	Lavater Street to recreation precinct shared use path (Broomehill)	Construction	Following the design process undertaken in the previous financial year, a shared use path will be constructed from the Broomehill Recreational Complex to the town centre.	Local
B8	Shared use path linking river to recreation precinct (Tambellup)	Construction	Following the design process undertaken in the previous financial year, a shared use path will be constructed from the Tambellup Sporting Complex to the River Trail, completing a loop trail for recreational trail users.	Local

Shire of Broomehill-Tambellup continued

Ref	Action	Project type	Objective/justification	Hierarchy
2026–27				
B9	Janus Street path upgrade (Broomehill)	Design and construct	The footpath on Janus Street between India Street and Javelin Street will be upgraded to shared path standards, to enhance connection between residential areas, town services and facilities, and school.	Local
2027–28				
B10	Janitor Street upgrade (Broomehill)	Design and construct	The footpath on Janitor Street between India Street and Javelin Street will be upgraded to shared path standards, to enhance connection between residential areas, town services and facilities, and school.	Local

6.2.3 Shire of Cranbrook

Ref	Action	Project type	Objective/justification	Hierarchy
2023–24–25				
C1	King Street shared use path extension (Cranbrook)	Design	The Shire of Cranbrook to consider the footpath upgrades and designs for King Street (from Grantham Street intersection to Mason Street). This connects the Cranbrook Caravan Park to the sport and recreation precinct, school, town centre, café's. Drainage and road specifications via the Shire's Pathway Policy to be included with the design.	Local
C2	Sukey Hill shared use path	Planning	Shire of Cranbrook to design a shared pathway linking Salt River Road Tourist Trail to Sukey Hill.	Local
C3	Sukey Hill Road to Ronald Shaw shared use path	Planning	Shire of Cranbrook to design a shared use pathway along Sukey Hill Road to Ronald Shaw Road, meeting at the T-section onto Salt River Road. A shared use pathway along existing gravel road.	Local
C4	Salt River Road tourist trail	Planning	The Shire of Cranbrook to commence planning a Tourist Trail along Salt River Road to the boundary of the Gnowangerup Shire to incorporate the Stirling Range National Park. Working with the Shire of Gnowangerup.	Transport trail
C5	Wingebellup Road upgrade (Frankland River)	Construction	The Shire of Cranbrook requires to ensure safety along Wingebellup Road due to it being a heavy vehicle use road, main road travelling through the centre of Frankland River separating the town north and south. Safety and accessibility from the Primary School to the shopping precinct, linking the sport and recreational, caravan park and business centre.	Local

Shire of Cranbrook continued

Ref	Action	Project type	Objective/justification	Hierarchy
2024–25				
C6	Ronald Shaw Road shared use path (Tenterden)	Design	Shire of Cranbrook has designed a shared use path along Ronald Shaw Road to Tenterden. 1.67 kilometres starting at the Railway Line on the Tenterden end through to Gardiner Street. The continuation of the design through to Salt River Road as a secondary route.	Secondary
2025–26				
C7	King Street path upgrade (Cranbrook)	Design	The Shire of Cranbrook to review the footpath from Grantham Street to Grenfell Street and design an adequate pathway that meets standards.	Local
C8	Grenfell Street to Gathorne Street upgrade (Cranbrook)	Design	The Shire of Cranbrook to review the existing pathway and design an adequate pathway that meets standards. Main areas of consideration would be from Climie Street (Great Southern Highway) to Gathorne Street via Dunn Street).	Local

6.2.4 Shire of Denmark

Ref	Action	Project type	Objective/justification	Hierarchy
2023–24–25				
D1	South Coast Highway shared use path to Springdale Beach	Design	Critical link from new subdivision to High School and town centre; supported in Corporate Business Plan.	Secondary
D2	WOW Trail Stage 2	Construction	As per Great Southern Regional Trails Master Plan, to complete the extension of the WOW Trail to join the Ocean Beach shared use path.	Transport
D3	Mokare Walk trail upgrade to shared use path	Construction	To improve surface and address erosion; key link in town centre network.	Local
D4	Berridge park to Thornton Park link	Construction	As outlined in Corporate Business Plan, upgrade to existing trail.	Local
D5	Mount Shadforth Road shared use path	Feasibility and design	To support proposed development of MTB park at Turner Road.	Transport
D6	Bike parking facilities at public facilities and recreational spaces	Construction	To address limited bike parking facilities and bike congestion at the Denmark Recreation Centre, Denmark Library and supermarket.	Not applicable
D7	Trails and paths mapping to inform local Trail Plan	Planning	As outlined in the Corporate Business Plan and Shire Sustainable Tourism Strategy.	Not applicable
D8	Activation programs	Planning	Investigate funding for activation programs such as Bike to Work/Bike to School/Your Move programs	Not applicable

Shire of Denmark continued

Ref	Action	Project type	Objective/justification	Hierarchy
2024–25				
D9	Link Berridge Park to McLean park	Feasibility and design	Berridge Park Redevelopment and Corporate Business Plan.	Local
D10	WOW Trail Stage 3	Design and construct	As per Great Southern Regional Trails Master Plan, to complete the extension of the WOW Trail to join the Ocean Beach shared use path.	Transport
D11	South Coast Highway shared use path to Springdale Beach	Construction	As per Corporate Business Plan, to connect new subdivision to high school and town centre.	Secondary
D12	Horsley Road	Design and construct	Local route to support new subdivision in progress, condition to construct path on front verge.	Local
2025–26				
D13	Rail trail completion from Parker Road to Peaceful Bay	Construction	As per Corporate Business Plan, to connect Peaceful Bay to Denmark-Nornalup Heritage Rail Trail.	Transport
D14	Minsterly Road	Design and construct	Local route to support residents in this area access Ocean Beach Road cycle path.	Local
D15	Extend Brazier Street shared use path to Haire Street	Design and construct	Linkage to recreational facility; level 2 footpath hierarchy.	Local

6.2.5 Shire of Gnowangerup

Ref	Action	Project type	Objective/justification	Hierarchy
2023–24–25				
G1	Review Strategic Community Plan	Planning	Identify community needs and aspirations in relation to cycling infrastructure.	Not applicable

6.2.6 Shire of Jerramungup

Ref	Action	Project type	Objective/justification	Hierarchy
2024–25				
J1	Cuneo Drive Transport Trail	Planning	Shire is presently updating its Trails Master Plan which captures a range of trails of various forms and function. Upon adoption this plan will assist with future prioritisation and planning for expansion of the existing trail/bike network.	Transport
J2	Garnett Road to CRC shared-use path	Planning	Objective is to extend the network in line with future release of residential land to the west of Garnett Road.	Local
J3	Bennett Street shared use path	Planning	Objective is to connect gaps within existing network to improve safety and ease of north-south movements.	Local
J4	Bremer Bay beaches tourists trails	Planning	Shire is presently updating its Trails Master Plan which captures a range of trails of various forms and function. Upon adoption this plan will assist with future prioritisation and planning for expansion of the existing trail/bike network.	Transport

6.2.7 Shire of Katanning

Ref	Action	Project type	Objective/justification	Hierarchy
2023–24–25				
KA1	CBD to WAMCO shared use path	Feasibility	Safety and links from the main place of works and end-of-trip. Critical link to main employer in town.	Primary
KA2	Park Street / Conroy to Adam	Planning	Links to amenities and community to two schools.	Local
KA3	Amhearst Street / Clive to Arbour Street Dual	Planning	Links to amenities and community to tourism and aged accommodation.	Local



Shire of Katanning continued

Ref	Action	Project type	Objective/justification	Hierarchy
2024–25				
KA4	Golf Links Road / Adam to High School	Planning	Links to amenities and community to school.	Local
KA5	Daping Street / Clive to Bay / Drove Street	Planning	Links to amenities and community to school and public amenities.	Local
KA6	Park Street/ Conroy to Adam	Design and construct	Links to amenities and community to local school amenities.	Local
KA7	Bokarup Street / Dijon to Dore Street	Design and construct	Links to amenities and community to school.	Local
KA8	CBD to WAMCO shared use path	Design and construct	Safety and links from the main place of works and end-of-trip. Critical link to main employer in town.	Primary
KA9	Clive Street Rogers to Adam	Design and construct	Links to amenities and community to local school amenities.	Local
2026–27				
KA10	Amhearst Street / Clive to Arbour Street Dual	Design and construct	Links to amenities and community to tourism and aged accommodation.	Local
KA11	Golf Links Road / Adam to High School	Design and construct	Links to amenities and community to school.	Local
KA12	Collingwood St / Marmion to Carinya Ground	Feasibility and design	Links to amenities and community to school.	Local
KA13	CBD to WAMCO shared use path	Design and construct	Safety and links from the main place of works and end-of-trip. Critical link to main employer in town.	Primary

6.2.8 Shire of Kent

Ref	Action	Project type	Objective/justification	Hierarchy
2023–24–25				
KE1	Bourke Street shared use path (Nyabing)	Design and construct	Following assessment between major service locations in Nyabing, Bourke Street was rated as the first priority in the town. This street connected houses to the school, library, shop, post office and local sports ground. It also allowed cyclists and pedestrians to move from the centre and eastern side of town to the school via a shared footpath.	Local
KE2	Carrie Street shared use path (Pingrup)	Design and construct	Following assessment between major service locations in Pingrup, Carrie Street was rated the first priority on town. This street contains a large number of residential houses which connects to the school. Currently, a number of school children reside along this street.	Local
2024–25				
KE3	Gaby Street shared use path (Pingrup)	Design and construct	Following assessment between major service locations in Pingrup, Gaby Street was rated the second priority in town. This street contains the largest number of residential houses and leads to the sporting ground. After Carrie Street is complete (in 23–24), this will link the local school, park, and local CRC to the sports ground via a shared footpath.	Local
KE4	Bourke Street shared use path (Nyabing) (between Hobley Street and Aspendale Street)	Design and construct	Following assessment between major service locations in Nyabing, Bourke Street was rated as the first priority in the town. This street connected houses to the school, library, shop, post office and local sports ground. It also allowed cyclists/ pedestrians to move from the centre and eastern side of town to the school via a shared footpath.	Local
KE5	Bike riding equipment (including, bike racks, bike maintenance stations and secure bike storing facility)	Planning	If the Rail Trail project continues, there will be infrastructure requirements for bike riders in Nyabing and Pingrup.	Transport

Shire of Kent continued

Ref	Action	Project type	Objective/justification	Hierarchy
2025–26				
KE6	Reid Street shared use path (Pingrup) (between Burston Street and Paterson Road)	Design and construct	Following assessment between major service locations in Pingrup, Reid Street was rated a priority in town. This street contains a large number of residential houses which connects to the school. Currently, a number of school children reside along this street.	Local
KE7	George Street shared use path (Nyabing) (between Hobley Street and Richmond Street)	Design and construct	Following assessment between major service locations in Nyabing, George Street was rated a priority in town. Currently, a number of school children reside along this street and will allow the connection between their homes and the school.	Local
KE8	Bike riding equipment (including, bike racks, bike maintenance stations and secure bike storing facility)	Design and construct	If the Rail Trail project continues, there will be infrastructure requirements for bike riders in Nyabing and Pingrup.	Transport
2026–27				
KE9	Aspendale Street shared use path (Nyabing) (between Martin Street and Bourke Street)	Design and construct	Following assessment between major service locations in Nyabing, Aspendale Street was rated a priority in town. This street contains the most number of residents and school children who reside, and after all other footpaths are completed, will connect from school to all amenities and park in town.	Local

6.2.9 Shire of Kojonup

Ref	Action	Project type	Objective/justification	Hierarchy
2023–24–25				
KO1	Kojonup Katanning Road shared use path	Construction	As per Shire of Kojonup Footpath plan. To provide a safe connection to St Bernard's' primary school.	Local
KO2	Bagg Street shared use path	Design and construct	As per Shire of Kojonup Footpath plan. To provide a local connection to the main street without having to use the Albany Highway.	Local
KO3	Solider Road shared use path	Design and construct	As per Shire of Kojonup Footpath plan. To provide a link from the District High School to Myrtle Benn Reserve, incorporating aged care facility.	Secondary

Shire of Kojonup continued

Ref	Action	Project type	Objective/justification	Hierarchy
2026–27				
KO4	Donnybrook Kojonup Road shared use path	Planning	To provide safe road access to the District High School.	Secondary
2027–28				
KO5	Forsythe Road shared use path	Design and construct	As per Shire of Kojonup Footpath plan. To provide a safe access to Kojonup–Katanning shared use path.	Local
KO6	Jones Road shared use path	Feasibility and design	To provide a local connection to the main street without having to use the Albany Highway.	Local

6.2.10 Shire of Plantagenet

Ref	Action	Project type	Objective/justification	Hierarchy
2023–24–25				
P1	Lowood Road path upgrade	Design and construct	Pathway is completed and links highway to highway via centre of town, but excludes the shopping precinct. Requires another 100m to connect path to Mitchell Street.	Primary
P2	Mitchell Street shared use path	Feasibility and design	Plans underway to extend the cycle path from the town centre (Wilson Park) to Albany Highway, passing the mountain bike track in bushland near St Werburghs Road.	Transport
2024–25				
P3	McDonald Avenue shared use path	Planning	Path currently runs from Lowood Road to entry gate of Sounness Park. Preliminary discussions had re-extending to hockey stadium. Plans to connect to path around cricket ground and joined to a path on Menston street, connecting to Langton Road.	Local
P4	Langton Road shared use path and path upgrade	Feasibility and design	Path on south side from Eaton Avenue to hospital will be removed during upgrade to the road with treatments added.	Local
P5	Porongurup circuit tourist trail	Planning	New tourism trail to link National Park and nearby attractions. Limited by width of road reserve.	Transport
P6	All access signage on paths and trails	Planning	Implementation of recommendation of Disability Access Group regarding signage on paths and trails.	All

6.3 Regional priority projects

The following table identifies regional strategic priorities for cycling in the Great Southern region over the next five years and are organised by financial year and lead agency.

Ref	Action	Project type	Objective/ justification	Hierarchy	Lead	Partners
2023–24–25						
R1	Kojonup to Katanning to Pingrup Rail Trail	Feasibility	Complete business case and concept plan for Stage 1: Kojonup to Katanning rail trail. Funding for concept plan provided through DLGSC Trail Planning grant awarded to Shire of Kojonup.	Transport	Outdoors Great Southern (OGS)	Katanning, Kent, Kojonup
R2	Kojonup to Katanning to Pingrup Rail Trail	Planning	Advocate for Stage 2 of rail trail (Katanning to Pingrup).	Transport	OGS	Katanning, Kent, Kojonup
R3	Regional cycle tourism routes	Planning	Establish Project Working Group (PWG) to develop strategic plan for regional cycle tourism routes. The PWG will identify all proposed regional cycle tourism routes (rail trails, gravel routes, on-road and off-road trails), identify steps required to progress each route (including any infrastructure needs), and develop an action and implementation plan.	Transport	OGS	Albany, Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kojonup, Kent, Plantagenet, Woodanilling, Main Roads, DBCA, Regional Tourism Organisation, Local Tourism Organisations, Visitor Centres
R4	Frankland River Bridge upgrade	Feasibility	Develop feasibility study to upgrade the Frankland River Bridge to ensure safe connectivity for pedestrians and cyclists from Nornalup village to the proposed new trail head west of the river. The bridge is an essential link in the new Valley of the Giants Trail Concept Plan, with trails due to open from 2023.	Secondary	OGS	Denmark, Manjimup, Great Southern Development Commission, South West Development Commission, Tourism WA, DBCA

Regional Priority Projects continued

Ref	Action	Project type	Objective/ justification	Hierarchy	Lead	Partners
2023–24–25 continued						
R5	Regional Cyclist Working Group	Planning	Establish and secure funding for a Regional Cyclist Working Group (RCWG). This group will be responsible for developing an implementation plan for the <i>Great Southern 2050 Regional Cycle Strategy</i> .	Not applicable	WestCycle	All LGAs, OGS, User groups, Peak bodies
R6	Professional development	Planning	Develop and deliver professional development for planners and decision-makers on Western Australia's Long Term Cycle Network (LTCN) to ensure effective, sustainable planning for cycling in the region. LGAs need assistance to undertake path audits, prepare cycle and/or integrated transport plan, and develop effective planning frameworks to support cycling infrastructure in new urban developments.	Not applicable	DoT	All LGAs, DPLH, DLGSC, Main Roads
2024–25						
R7	Kojonup to Katanning to Pingrup Rail Trail	Feasibility and design	Secure funding to develop Stage 1 the rail trail.	Transport	OGS	Katanning, Kent, Kojonup
R8	Tambellup to Gnowangerup Rail Trail	Planning	Advocate for the development of a rail trail using the rail corridor between Tambellup and Gnowangerup.	Transport	OGS	Broomehill-Tambellup, Gnowangerup

Regional Priority Projects continued

Ref	Action	Project type	Objective/ justification	Hierarchy	Lead	Partners
2024–25 continued						
R9	Regional road cycle routes	Planning	Establish Project Working Group (PWG) to create designated road cycle routes throughout the region. The PWG will map routes and make recommendations for signage, infrastructure upgrades (e.g. sealing of road shoulders), and education programs.	Road cycling	OGS	Albany, Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kojonup, Kent, Plantagenet, Woodanilling, Cycling clubs, Main Roads, DoT
R10	Regional cycle tourism routes	Planning	PWG to implement the initiatives outlines in the Regional Cycle Tourism Strategic Plan.	Transport	OGS	Albany, Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kojonup, Kent, Plantagenet, Woodanilling, Main Roads, DBCA, Regional Tourism Organisation, Local Tourism Organisations, Visitor Centres
R11	Frankland River Bridge upgrade	Design and construct	Pending outcomes of feasibility study, design upgrade to Frankland River Bridge and secure funding to begin construction.	Secondary	OGS	Denmark, Manjimup, Great Southern Development Commission, South West Development Commission, Tourism WA, DBCA
R12	Activation Program Development	Planning	Regional Cyclist Working Group (RCWG) to advocate for funding to develop and deliver activation programs across the region; and promote existing programs (e.g. Your Move).	Not applicable	RCWG	All LGAs, OGS

Regional Priority Projects continued

Ref	Action	Project type	Objective/ justification	Hierarchy	Lead	Partners
2024–25 continued						
R13	Regional Active Trail Officer	Feasibility	Advocate for funding to support an Active Travel Officer role that is shared across multiple local government areas. The Active Travel Officer will be responsible for developing and implementing a range of activation, participation and behaviour change programs across the region. A shared role will make the position more viable for small local governments who lack the resources to fund a full-time position.	Not applicable	RCWG	All LGAs
2025–26						
R14	Kojonup to Katanning to Pingrup Rail Trail	Design and construct	Construct Stage 1 (pending funding outcomes).	Transport	OGS	Katanning, Kent, Kojonup
R15	Albany to Woodanilling Rail Trail	Planning	Establish a Project Working Group to explore the feasibility of a rail trail using the rail corridor along the active rail line from Albany to Woodanilling.	Transport	OGS	Albany, Broomehill-Tambellup, Cranbrook, Katanning, Plantagenet, Woodanilling

6.4 Plan maintenance


Progress on the priority actions identified in Section 6 of this strategy will be reported to DoT on an annual basis by local government.

The Great Southern 2050 cycling network should remain consistent over the medium term. A review of the overarching strategy document every 8–10 years will allow new opportunities to be identified and incorporated into a revised document.

The strategic priorities will be reviewed every five years to ensure current conditions are reflected and relevant projects are prioritised. This review will include reassessing each route's classification as either existing (adequate), existing (needs improving), or non-existent (proposed) and updating the existing network maps.

Appendix A. Route Hierarchy

Reference to key planning document, the [WA Cycle Network Hierarchy](#).



Department of Transport
Main Roads Western Australia
Public Transport Authority

WESTERN AUSTRALIAN

CYCLING NETWORK HIERARCHY

The Western Australian Cycling Network Hierarchy designates routes by their function, rather than built form. Function considers the type of activities that take place along a route, and the level of demand (existing and potential). The built form of a route is based on the characteristics of the environment, including space availability, topography, traffic conditions (speed, volumes), primary users, and so on.

When considering appropriate built forms for primary, secondary and local routes, an all ages and abilities design philosophy should be adopted.

	1. PRIMARY ROUTE	2. SECONDARY ROUTE	3. LOCAL ROUTE
Function	Primary routes are high demand corridors that connect major destinations of regional importance. They form the spine of the cycle network and are often located adjacent to major roads, rail corridors, rivers and ocean foreshores. Primary routes are vital to all sorts of bike riding, including medium or long-distance commuting / utility, recreational, training and tourism trips.	Secondary routes have a moderate level of demand, providing connectivity between primary routes and major activity centres such as shopping precincts, industrial areas or major health, education, sporting and civic facilities. Secondary routes support a large proportion of commuting and utility type trips, but are used by all types of bike riders, including children and novice riders.	Local routes experience a lower level of demand than primary and secondary routes, but provide critical access to higher order routes, local amenities and recreational spaces. Predominantly located in local residential areas, local routes often support the start or end of each trip, and as such need to cater for the needs of users of all ages and abilities.
Design Philosophy	An <u>all ages and abilities</u> design philosophy is about creating places and facilities that are safe, comfortable and convenient for as many people as possible. By planning for and designing infrastructure that caters for the youngest and most vulnerable users, we create a walking and bike riding network that everyone can use. At the heart of this approach is fairness and enabling all people to use the network regardless of age, physical ability or the wheels they use.		
Form	All routes can take a number of different forms and are designed to suit the environment in which they are located. These forms include: <ul style="list-style-type: none">Bicycle only, shared and/or separated paths;Protected bicycle lanes (uni or bi-directional, depending on the environment); andSafe active streets Principal Shared Paths (PSPs) are often built along primary routes. A PSP is a high quality shared path built to MRWA PSP standard which generally means the path will be 4m wide, have adequate lighting and be grade separated at intersections (where possible). In some locations, quiet residential streets incorporating signage and wayfinding may be appropriate for local routes.		

Road Cycling Routes and Transport Trails form part of the complementary network, supporting more select user groups, primarily for recreational, sport and/or tourism purposes.

	ROAD CYCLING ROUTE	TRANSPORT TRAIL
Function	Road cycling routes are designated routes for bike riders undertaking long distance rides in (predominantly) on-road environments, for training, sports or recreational purposes.	Transport trails provide long-distance, off-road (predominantly unsealed) riding experiences through natural settings, away from motorised traffic. They often support recreational and tourism trips between towns and regions.
Form	Road cycling routes are predominantly located on lower order, rural or semi-rural roads on the outskirts of cities and towns. Sections may follow busier roads, particularly as road cycling routes typically begin and end in built up areas and often follow scenic roads popular with other road users. These routes support bike riders undertaking challenging longer distance rides by raising awareness and encouraging safe behaviour by all road users. This is achieved through advisory signage, warning technology and other road safety initiatives.	Transport trails are typically located within underutilised transport and service corridors in rural areas. Due to their relatively gentle gradients, former railways and certain utility corridors make excellent candidates for these trails. Transport trails should be constructed from materials appropriate to the environment and level of service required. Well drained, compacted gravel with supporting infrastructure such as wayfinding signage is a common form. In some instances transport trails will be sealed, such as where they intersect with busy roads or run through town sites. They will often change classification to a primary or secondary route when they pass through a town, reflecting the more holistic role they perform in the transport network in these situations.

Appendix B.

Desktop Analysis Summary

B1. Analysis of pedestrian and cyclist crash data (2017–2021)

Analysis was undertaken of the location of cyclist and pedestrian crashes occurring in the Great Southern region for the period 2017–2021. The data was sourced through the Main Roads Crash Map, which only captures reported incidents.

B1.1 Key findings

- There were no fatal crashes involving pedestrians or cyclists during the assessment period.
- There were more cyclist crashes (n=35) than pedestrian crashes (n=26);
- The majority of cyclist crashes involved minor property damage (n=22), rather than medical treatment (n=5) or hospitalisation (n=5);
- In contrast, the majority of pedestrian crashes required medical treatment (n=11) or hospitalisation (n=9); and
- Unsurprisingly, the majority of crashes occurred in the City of Albany, which is the major population centre in the region.

B1.2 Clusters

There were three clusters of pedestrian crashes:

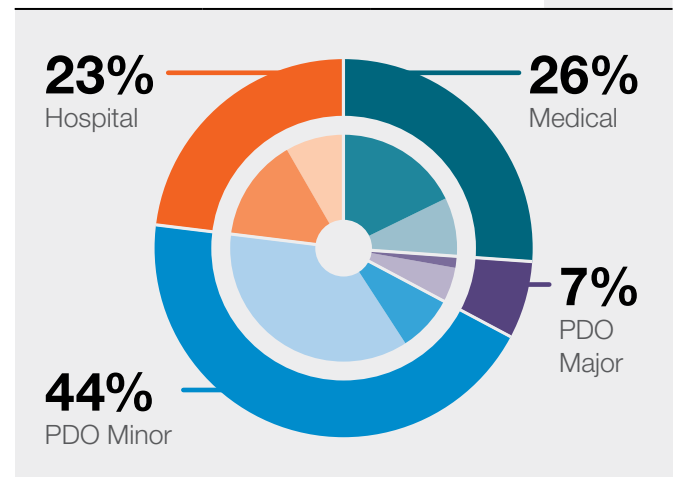
- York Street, Albany (the main shopping precinct in the CBD);
- Near the Chester Pass roundabout, Albany (Albany Highway and South Coast Highway intersection); and
- South Coast Highway, Denmark (between Ocean Beach Road and Hollings Road).

There were several clusters of cyclist crashes in Albany:

- York Street;
- Near Chester Pass roundabout;
- Albany Highway, opposite Albany Plaza;
- North Road and Campbell Road intersection; and
- Flinders Parade, Middleton Beach.

Number of Great Southern pedestrian and cyclist crashes by severity (2017–2021)

Severity	Pedestrian	Cyclist	Total
Medical	11 ●	5 ●	16 ●
PDO Major	1 ●	3 ●	4 ●
PDO Minor	5 ●	22 ●	27 ●
Fatal	0 ●	0 ●	0 ●
Hospital	9 ●	5 ●	14 ●
Total	26	35	51



B2. Analysis of GPS travel data

The GPS mapping tool, Strava Labs, was used to gain an understanding of which parts of the region's road and path network are most heavily used by cyclists.

Strava is a website and mobile app used to track activity via GPS. It is typically used by people who cycle for training and recreational purposes.

The following trends were noted in respect to the GPS travel data for the City and Albany and the Shires of Denmark and Plantagenet, which together are home to the majority of the region's population.

B2.1 High-levels of cycling activity

- Consistently high use of dual-use and cycle paths linking the Central Business Districts in Albany and Denmark to residential areas.
- Middleton Beach to Emu Point Dual-Use Path.
- Munda Biddi Trail and WOW Trail linking Ocean Beach, Lights Beach, and William Bay National Park.

B2.2 Long-distance cycling

- Munda Biddi Trail
- Denmark Nornalup Heritage Rail Trail
- WOW Trail to create loops with above

B2.3 Mountain biking

- High use in Mount Clarence/Mount Adelaide (Albany Heritage Park).
- Moderate use in Mount Melville.

B2.4 Popular road cycling routes

- Albany CBD to Gull Rock National Park and Two People's Bay Nature Reserve.
- Albany CBD to Little Grove, Quarannup Road, to Goode Beach.
- Robinson Precinct and Elleker, to Sand Patch and Mutton Bird in Albany.
- Mt Shadforth and Scotsdale Roads in Denmark.
- Lower Denmark Road to the Nullaki and Eden Road, including loops. Notably, few cyclists used the South Coast Highway between Lower Denmark Road and Rutherford Road (near Marbellup), preferring instead to use the Lower Denmark Road.
- Porongurup Road, Chester Pass Road and Yellanup Road to Narrikup.

B2.5 Walking trails

- Moderate to high level of cycling use of identified walking trails, including:
 - Luke Penn Walk (Albany); and
 - Denmark River trails (Mokare Trail, Karri Walk Trail and Community Park trails).

B2.6 Strava GPS Heat Maps – 2022

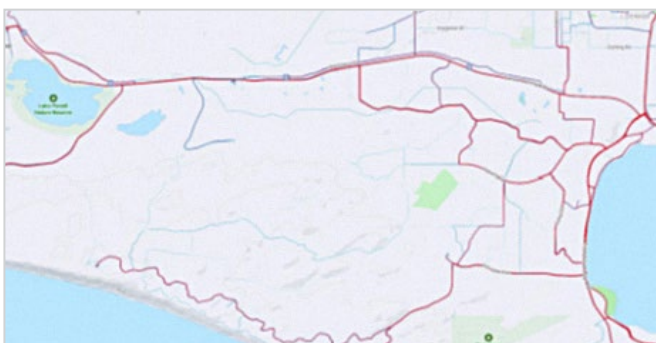
Map B.01 Albany – Urban Area



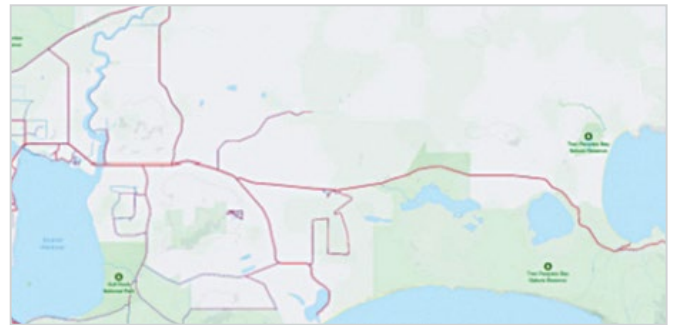
**Map B.02 Albany
Little Grove to Goode Beach**



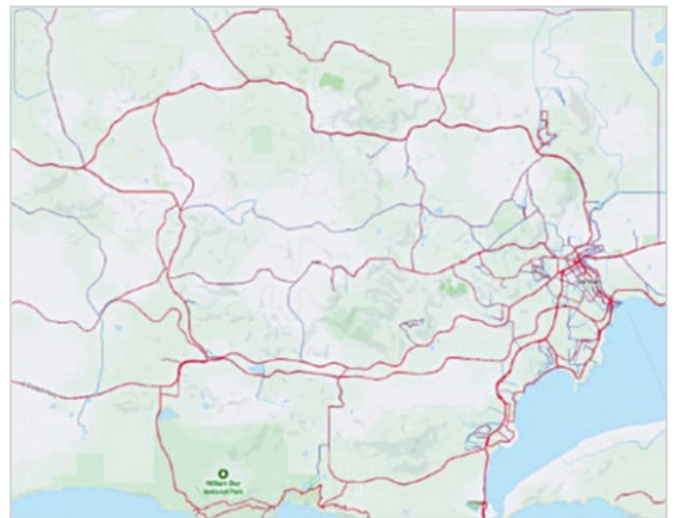
Map B.03 Albany – West



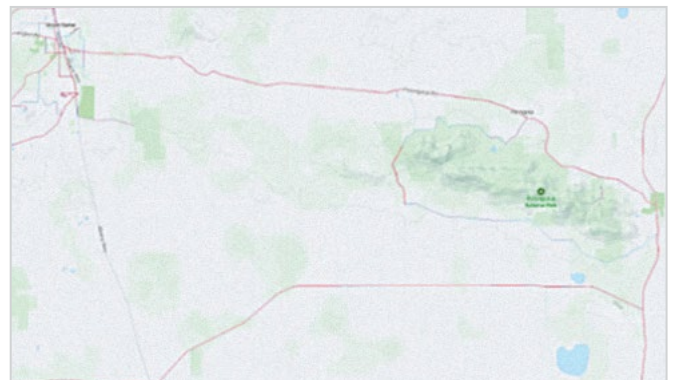
Map B.04 Albany – East



**Map B.05 Denmark
Township and Surrounds**



**Map B.06 Mount Barker
To Porongurup and Narrikup**



B3. Document review

A number of documents have been considered as part of the background review. This includes, but is not limited to:

- *Austroads National Cycling Strategy (2010)*
- *Cycling Aspects of Austroads Guides (2017)*
- *Main Roads WA Policy for Cycling Infrastructure (2000)*
- *State Planning Strategy 2050 (2014)*
- *Jina: WA Aboriginal Tourism Action Plan 2021–2025*
- *Western Australian State Disability Strategy 2020–2030*
- *Western Australian Bicycle Network Plan 2014–2031 (2017 update)*
- *Western Australian Strategic Trails Blueprint 2022–2027*
- *Western Australian Cycle Tourism Strategy (2018)*
- *Our Bike Path 2022–2026: A guiding framework for bike riding in Western Australia*
- *Great Southern Regional Investment Blueprint (2015)*
- *Great Southern Regional Trails Master Plan 2020–2029 (2019)*
- *City of Albany Strategic Community Plan – Albany 2032*
- *Cycle City Albany Strategy 2014–2019*
- *Shire of Broomehill-Tambellup Strategic Community Plan 2018–2028*
- *Shire of Cranbrook Strategic Community Plan 2021–2031*
- *Denmark 2027: Shire of Denmark Strategic Community Plan*
- *Shire of Denmark Bike Plan (2014)*
- *Shire of Gnowangerup Strategic Community Plan 2021–2031*
- *Shire of Jerramungup Strategic Community Plan 2021–2031*
- *Shire of Katanning Strategic Community Plan 2017–2027*
- *Shire of Kent Community Strategic Plan 2017–2027*
- *Shire of Kojonup Strategic Community Plan 2017–2027: 2027 Smart Possibilities*
- *Shire of Plantagenet Strategic Community Plan 2023–2033: Imagine Plantagenet*
- *Mount Barker Bicycle Master Plan (2017)*
- *Shire of Woodanilling Strategic Community Plan 2012–2022*

Appendix C. Community and Stakeholder Consultation

C1. Engagement overview

An engagement strategy designed to maximise input from the local community and key stakeholders was developed in partnership with the eleven local governments of the Great Southern region.

C1.1 Objectives

The objectives of the community and stakeholder engagement were:

- Disseminate information to stakeholders, residents and visitors to raise their awareness of the project;
- Increase understanding of the regional cycling strategy, including its context, aims, opportunities and constraints;
- Collect feedback from stakeholders, residents and other impacted groups to inform project development and ensure that outcomes meet the needs of the people impacted. The engagement outcomes sought were:
 - Identify any existing barriers and constraints to the uptake of cycling as a transport mode;
 - Discover initiatives that would support people to cycle more frequently;
 - Establish the themes, opportunities and projects that are most prioritised by the community;
 - Develop aspirational, big picture ideas for the future of cycling in the Great Southern region;
 - Provide updates about the community consultation outcomes, to keep stakeholders informed;

C1.2 Engagement overview

With the support of the eleven local governments in the Great Southern region, the following activities were completed as part of the consultation phase the project:

- **Awareness raising:** Information on the project and opportunities to offer feedback were provided via the online My Say Transport engagement platform. The project was promoted via a media release from the Minister for Transport, with follow-up social media posts by local governments and Outdoors Great Southern. The My Say Transport webpage was visited 640 times;
- **Community bike chat:** In partnership with the City of Albany, DoT and Outdoors Great Southern participated in a community bike chat as part of the Green Fair on the Square held in the Albany town centre on the 29 October 2022. This event coincided with the launch of the project online survey. As part of the bike chat, attendees were provided with information about the purpose of the regional cycle strategy; copies of the draft network maps and information sheets for the City of Albany; and access to the online survey. Approximately 60 people attended the bike chat stall as part of the fair;
- **Online survey:** To obtain feedback from the wider Great Southern community, an online survey was linked to the My Say Transport page. The survey was also available in hard copy format from the offices of each local government. The survey was open from 29 October to 2 December 2022. 140 people completed the survey;

- **Other feedback channels:** Draft network maps and community flyers were posted in the offices of each local government and at key tourism and recreation sites. Three people provided detailed feedback via email to the project consultant;
- **Stakeholder consultation:** Meetings were held with regional and state-level stakeholders in the government and non-government sectors. A workshop was held in Albany for regional representatives of state-government agencies on the 24 November 2022. It was attended by representatives of six agencies; and
- **Noongar consultation:** The project consultant provided a summary of key themes and high-level network concepts to the Great Southern Trails Master Plan Noongar Advisory Group on the 19 December 2022 in Bremer Bay.

Information collected during this phase of the project will be used to inform the final draft of the *Great Southern 2050 Cycle Strategy*.



Leaflet used to promote consultation

Credit: Department of Transport

C2. Community comment summary

C2.1 Survey results summary

Demographics

- 88 per cent of respondents to the survey are residents of the Great Southern, ten per cent are visitors, and two per cent are regular visitors (e.g. work in the region).
- The largest number of respondents (44 per cent) reside in the City of Albany, reflecting the city's status as the regional population centre'.
- Almost a third of the respondents are aged 46–55 years and a quarter are aged 56–65 years. The 18–45 year age bracket is under-represented at 24 per cent of the total number of respondents, compared to almost 32 per cent of the Great Southern total population.

Place of residence of respondents	Percentage (n=140)
City of Albany	44%
Shire of Broomehill-Tambellup	2%
Shire of Cranbrook	1%
Shire of Denmark	18%
Shire of Gnowangerup	2%
Shire of Jerramungup	1%
Shire of Katanning	4%
Shire of Kent	4%
Shire of Plantagenet	7%
Outside of region	12%
Not stated	7%

Gender of respondents	Percentage (n=140)
Female	53%
Male	42%
Prefer not to say	5%

Age of respondents	Number of respondents (n=138)
14–17 years	3
18–25 years	1
26–35 years	11
36–45 years	21
46–55 years	41
56–65 years	33
66–75 years	17
76–85 years	6
Prefer not to say	5

Bike riding habits

- The majority of respondents are frequent bike riders, with six per cent (n=9) riding everyday, 32 per cent (n=45) riding most days (i.e. 4–6 times a week), and another 28 per cent (n=39) riding a few times per week.
- 22 per cent are occasional riders with five people riding once a fortnight, four once a month and 15 riding 1–4 times in the last 12 months.
- The most frequently cited reason for riding a bike was for 'leisure, recreation or to get outdoors' (78 per cent); followed by 'for sport, health or fitness' (61 per cent).
- A significant number of respondents also rode a bike to 'get around when on holiday' (42 per cent).
- Just under one-third of respondents ride a bike to commute to work (31 per cent). Very few respondents ride a bike to a place of study, reflecting the low numbers of respondents who are engaged in secondary or tertiary education.
- About a third of respondents ride their bike to go shopping or run errands, and a third use a bike to visit friends or family.

Frequency of bike rides	Number of respondents (n=140)
Everyday	9
Most days (4–6 times)	45
A few (2–3 times) a week	39
Once a week	7
About once a fortnight	5
About once a month	4
Ridden a bike 4 or more times in the last 12 months	10
Ridden a bike 1–3 times in the last 12 months	5
Not ridden a bike in the last 12 months	6
Not ridden a bike in the last 2 years	1
I never do this activity	9

Reasons for riding a bike in the last 12 months*	Number of respondents (n=140)
For leisure, recreation or to get outdoors	109
For sport, health or fitness	85
To get around when on holiday	59
Commuting to or from work	44
Visiting friends or family	43
For shopping, appointments or other errands	38
Accompanying children to or from school	15
Multi-modal: as part of longer journeys (e.g. riding or walking to or from the train or bus station)	9
Commuting to or from a place of study (e.g. school, TAFE or university)	8
Other (please specify)	7

* Respondents could cite more than one reason.

Attitudes towards bike riding

- Over half of the frequent riders described themselves as ‘happy to ride in most circumstances’ (60 per cent); and one-fifth said that they would ‘ride no matter what’. Interestingly, twenty per cent indicated that they would ‘ride more if I felt more comfortable’.
- Of those who ride less frequently, almost half (47 per cent) said that they would ‘ride more if I felt more comfortable’ and 23 per cent said that ‘would take up riding if I felt more comfortable with it’.
- The majority (76 per cent) of respondents stated that having ‘Better paths, facilities and on-road safety features to provide for all ages and abilities’ would enable them to ride more.
- Almost a third of respondents indicated that dedicated bike parking was also important to assist them to ride more.
- In addition to cycle infrastructure, respondents also placed a strong emphasis on information about local bike paths (29 per cent) and a free app that could assist with journey mapping (17 per cent).
- Socio-cultural factors were also important. This included:
 - Time and motivation;
 - Personal confidence levels;
 - Having someone to ride with; and
 - A bike friendly culture.

These responses suggest programs to improve individual skills and abilities, as well as encourage a culture of cycling are an important part of behaviour change.

Level of comfort with different types of cycle facilities (n=128)

Cycle facilities	Very comfortable	Somewhat comfortable	Neutral	Somewhat uncomfortable	Very uncomfortable
On-road painted lanes	20%	31%	13%	24%	12%
Off-road protected bike lanes	34%	27%	14%	18%	7%
On the road in a shared space	9%	14%	17%	27%	33%
Shared bus and bike lanes	16%	18%	16%	21%	30%
Off-road cycle paths	62%	14%	6%	7%	11%
Off-road shared paths	41%	28%	10%	10%	10%

Factors that would enable respondents to ride more	Percentage (n=130)
Better paths, facilities and on-road safety features to provide for all ages and abilities	76%
Somewhere to park my bike at the places I want to go	29%
More information about biking paths in my local area	29%
Having the time	27%
Feeling more confident to ride my bike wherever I need to go	19%
Having a friend, neighbour, or family member to ride with in my neighbourhood	17%
Seeing more people outside bike riding in my neighbourhood	17%
A free journey planning app that I can use to plan my bike trips, which can tell me the route that is flattest, fastest or most traffic free	17%
Dedicated riding to school routes	13%
Bike racks on buses	12%
Motivation	10%
Knowing how to maintain my bike better	10%
Having a bike that suits my needs (e.g. comfortable, a basket to carry my things, in good working order)	8%
Having a bike that suits my fitness level (e.g. electric bike)	8%
More community bike skills training for adults	6%
More bike repair stations along the bike paths	6%
Not having to worry about commuting to work	6%
Nothing	5%

C2.2 Summary of consultation themes

During the initial round of consultation seven key themes emerged. Survey respondents were asked to rank these themes in order of priority.

When place of residence is considered, the ranking for Albany residents is similar to that for all respondents. Outside of Albany, Great Southern residents placed more emphasis on improved planning for cycling, and less emphasis on developing safe cycle routes in town centres.

Themes ranked by order of priority (n=126)	All respondents	Albany only	Denmark and Plantagenet	Upper Great Southern
Improving safety for road cyclists	Priority 1	Priority 1	Priority 2	Priority 4
Connecting people to where they live, work, learn and play	Priority 2	Priority 3	Priority 1	Priority 2
Developing safe cycle routes in town centres	Priority 3	Priority 2	Priority 5	Priority 5
Encouraging cycling for people of all ages, abilities and backgrounds	Priority 4	Priority 4	Priority 6	Priority 3
Improving planning for cycling	Priority 5	Priority 5	Priority 3	Priority 1
Creating inter-regional cycle tourism routes along corridors	Priority 6	Priority 6	Priority 4	Priority 6
Developing unique cycle tourism experiences	Priority 7	Priority 7	Priority 7	Priority 7

Open ended questions

- 58 per cent of respondents provided additional open-ended (free text) comments regarding cycling in the Great Southern. These have been grouped into common responses.
- The most frequent comments related to suggestions for improvements to the regional cycle network (22 per cent), including upgrades or extensions to existing paths/trails, and locations for new shared use paths (seven per cent).
- Safety was a common concern, raised by 15 per cent of those who provided comments.

Network suggestion	Number of comments (n=81)
Network suggestion	18
Safety	12
Support MTB trails	12
Opposition to MTB trails	9
Other	7
Shared cycle paths	6
Road maintenance	3
Action	2
End-of-trip facilities	2
Education	2
Opposition to road cyclists	2
Gravel riding	2
All abilities	1
Tourism	1
Signage	1
Connectivity	1

Endnotes

- 1 Evaluating Active Transport Benefits and Costs. Available at vtpi.org
- 2 Cycling RACWA. Available at rac.com.au
- 3 The climate change mitigation effects of daily active travel in cities – ScienceDirect. Available at sciencedirect.com
- 4 Rural and remote Australians Overview – Australian Institute of Health and Welfare. Available at aihw.gov.au
- 5 Regional and rural health is suffering – James Cook University Australia. Available at jcu.edu.au
- 6 Evaluating Active Transport Benefits and Costs. Available at vtpi.org
- 7 The (very good) economic case for riding a bike in 2023 – Bicycle Network. Available at bicyclenetwork.com.au
- 8 CWANZ Economic Costs Factsheet with References. Available at cwanz.com.au
- 9 Longitudinal associations of active commuting with wellbeing and sickness absence – ScienceDirect. Available at sciencedirect.com
- 10 The relationship between transport and disadvantage in Australia – Australian Institute of Family Studies. Available at aifs.gov.au
- 11 Transport Disadvantage, Car Dependence and Urban Form – SpringerLink. Available at link.springer.com
- 12 The climate change mitigation effects of daily active travel in cities – ScienceDirect. Available at sciencedirect.com
- 13 The climate change mitigation effects of daily active travel in cities – ScienceDirect. Available at sciencedirect.com
- 14 REMPLAN Great Southern Our Place – Our Community: Population. Available at app.remplan.com.au/greatsouthernregion
- 15 Western Australia Tomorrow population forecasts. Available at wa.gov.au
- 16 The Future of Transport: IPCC author Peter Newman offers ‘a very hopeful view’ of the electric world to come – and WA’s place in it, 6 April 2022. Available at abc.net.au
- 17 *Department of Water and Environmental Regulation (2020) Electric Vehicle Strategy*, p.13. Available at wa.gov.au
- 18 Australian Institute of Health and Welfare (2022) Australia’s Children. Overweight and obesity. Available at aihw.gov.au
- 19 Insufficient physical activity – Australian Institute of Health and Welfare. Available at aihw.gov.au
- 20 *Outdoor Council of Australia (2010) National Outdoor Strategy 2009–2012*. Available at outdoorcouncil.asn.au
- 21 Physical activity, 2020–21 financial year – Australian Bureau of Statistics. Available at abs.gov.au
- 22 Australian Research Alliance for Children and Youth (2008) Preventing Youth Disengagement and Promoting Engagement. Available at aracy.org.au
- 23 Tourism Research Australia (2019) Cycling Headline Stats for 2019. Available at tra.gov.au
- 24 See for example Bell, Claudia. 2018. ‘Great Rides’ on New Zealand’s new national cycleway: pursuing mobility capital, *Landscape Research*, 43: 400–09. Available at tandfonline.com

Contact us

Department of Transport
140 William Street, Perth WA 6000
Telephone: (08) 6551 6000
Website: www.transport.wa.gov.au



Rates to Be Written-Off

Property	Reason	Amount
A25937	Prurchase of Property	\$1,726.89
		\$1,726.89

Total Job Cost (incl GST) \$

Description	Amount Inc. GST
Shed Kit	
<u>Shed Kit by Action Sheds Australia as per supply quotation</u>	
Length (m) Width (m) Height (m) Roof Pitch	
36.00 13.00 4.20 10.00	\$141,886.00
<u>Awning Kit by Action Sheds Australia as per supply quotation</u>	
Length (m) Width (m) Height (m) Roof Pitch	
48.00 6.00 2.40 5.00	
Concrete	
<u>Concrete Slab</u>	\$64,350.00
Length (m) Width (m) Slab Thickness (mm)	
36.00 13.00 100	
<u>Awning concrete</u>	\$19,800.00
Length (m) Width (m) Slab Thickness (mm)	
48.00 3.00 100	
<i>Total Cost of concrete slab Includes awnings</i>	
Concrete cost is an estimate only & maybe subject to change, & can only be confirmed at time of scheduling.	
Includes Footings, SL62 mesh & plastic.	
Concrete cost maybe subject to a site inspection by concreter and the final engineer design dependent on load bearing on slab. To be paid in full on completion.	
Installation	
<i>Estimate cost of building installation</i>	\$77,825.13
Install cost is an estimate only & maybe subject to change, & can only be confirmed at time of scheduling.	
Cost for Machinery/lifting equipment hire and/or extra labour costs if machinery isn't used.	
Install to be paid as per payment schedule.	
Install cost is maybe subject to change upon site inspection	
Erecting schedule maybe subject to change depending on availability of contractors at time of scheduling.	
<u>Installation Payment Schedule</u>	
Structural Steel Completion	\$55,555.35
Sheeting Completed	\$21,367.44
Shed Lock up and completed	\$8,546.98
Extras	
Earthworks Cost Subject to survey/soil classification completed prior to Shire submission	\$32,937.50
Warehouse/Office Inclusions (INCLUDED BELOW Calculator)	
Electrical Cost - PC Sum	\$100,000.00
Plumbing Works - PC Sum (Excl. back flow prevention if required)	\$50,000.00
WC + Tool Store + Office - excl. Tiling/Painting	\$38,925.00
Local Council Applications - Includes Standard certified Class 7-8 Building Permit	\$12,815.00
Fees Only & occupancy permit. Building is less than 500m2 & located more than 3mtrs from boundary.And Water Corp fees.	
Owner to pay verge bond if required	
Includes MGI Construction PTY LTD Registered Builder Licence	\$21,238.74
Total cost for supply of Kit & Installation Including GST	\$567,422.00

Notes:

*Due to building demands and fluctuating commodities, your contractor prices may increase ie (Install, Concrete, Earthworks, Electrical & Plumbing) confirmed at the time when your contractor has been scheduled.

***Allowance for site bin(s), however no allowance for temporary fencing during installation - if required please let us know.**

*Install cost is based on minimum 500mm boundary/fences, please notify us if distance will be closer.

**** Roof installation to be completed with use of static lines and temporary anchor points (by install team), no allowance for edge protection or certified roof system (by others). Access to roof by EWP, if scaffold tower is required additional costs will apply.**

**** Allowance in installation to cover site inductions, pre-mobilisation paperwork and on site SWMS/JSA etc as required.**

Includes site bin.

Inclusion as explicitly listed above all other items are not list are extra.

* MGI Construction / Action sheds will not install windows & supply flashings for windows supplied by customer.

* If Earthworks done by owner & Project is going through our Registered Building company a compaction certificate maybe required. Contact office.

***** Demolition and provision for site services (Water, Sewer & Electrical metered connections) are not included in this pricing.**

***** Shire fees exclude Energy Efficiency, BAL/DFES submission. Works exclude fire services, drainage and sealing/gravel of hardstand to site.**

***** Excludes allowance for ground scans, removal of asbestos or ground tanks and demolition of existing building.**

Terms & Conditions

Commercial Terms & Conditions

*Quotation is valid for 30 Days

*Shed Edge Area to be Clear, Level & hard soil.1mtr for sheds between 2.4Mtr to 3.5Mtr high & 3mtr for machinery access on sheds above 4Mtr in height

*Concrete slab to be laid by client

Quote Number: MTLC27328

Date: 4/04/2023

Suburb: **Kojonup WA**

Name: **Kojonup Mens Shed**

- *Earthworks by client
- *Site area to be clear & flat
- *Rubbish to be disposed by client
- *Site to have power & water supplied by client
- *When customer is providing their own windows and/or doors extra charges will apply
- *Accommodation & meals supplied by client/site
- *Includes Standard 1-hour site inductions only

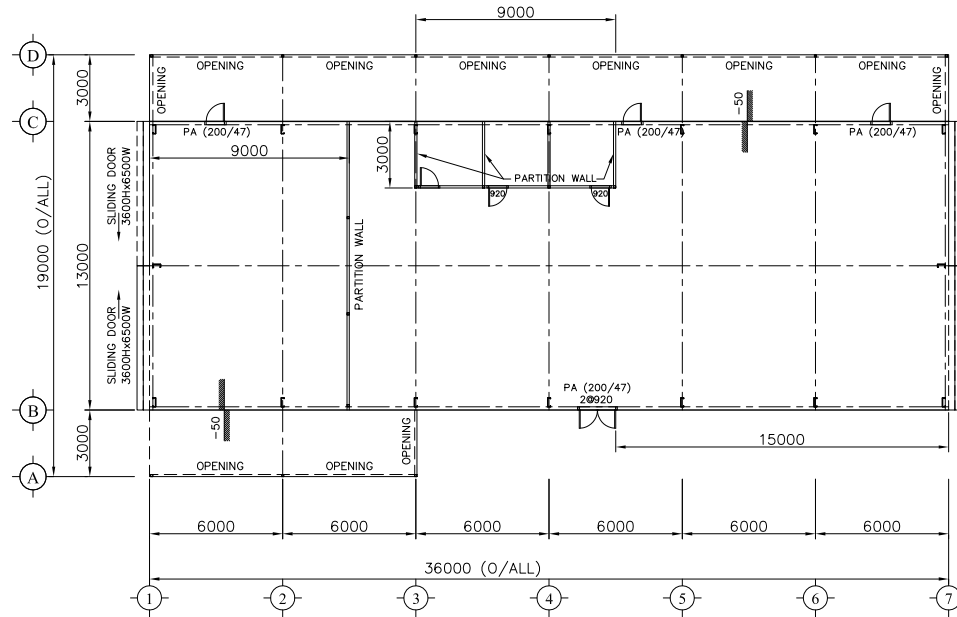
Exclusions

- *Excludes all electrical & plumbing works
- *VOC for EWP or forklift provided on site by client or mine site.

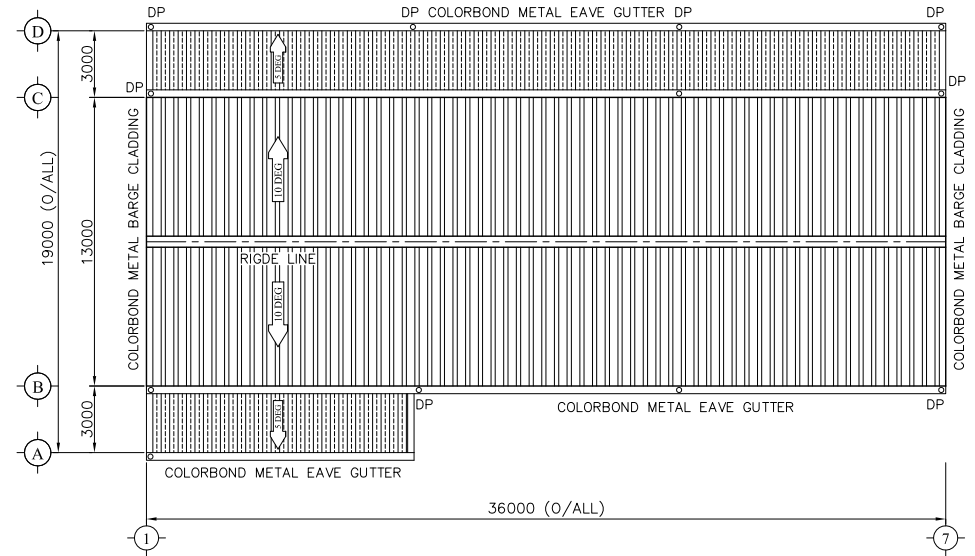
Signature:

Date:

Name and position of person signing on behalf of company:



FLOOR PLAN



ROOF SHEETING PLAN

APPROVED BY CUSTOMER:				
SIGNATURE :				
DATE :	NO.	DATE	BY	DESCRIPTION
	REVISIONS			

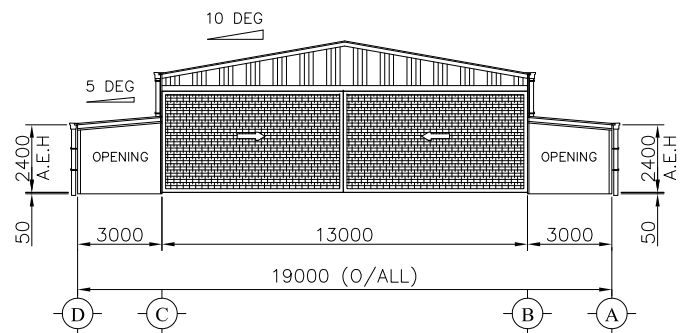


Unit 1/55 Erceg Road
Yangebup WA 6164
Ph: 1300 778 628
Fx: 086555 8043
E: sale@actionsheds.com.au
W: www.actionsheds.com.au

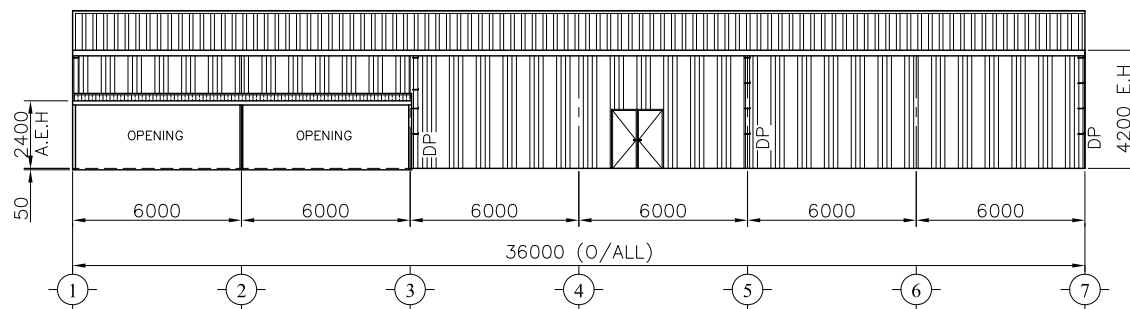
PROJECT:
Kojonup Mens Shed

SITE ADDRESS:
133-135 Albany Highway Kojonup, WA 6395

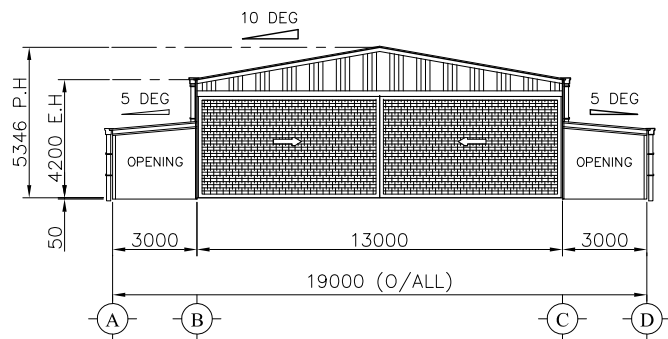
TITLE: FLOOR PLAN FOR A SHED 13.0M x 36.0M x 4.2M & 2 AWNING			
RBP CERTIFICATION:		DRAWING NO. REV.	
DESIGNED: LK	SCALE: NTS	01	B
DRAWN: THAM	JOB NO: MTLIC 27328		
CHECKED: MT	DATE: 29 MAR 23		



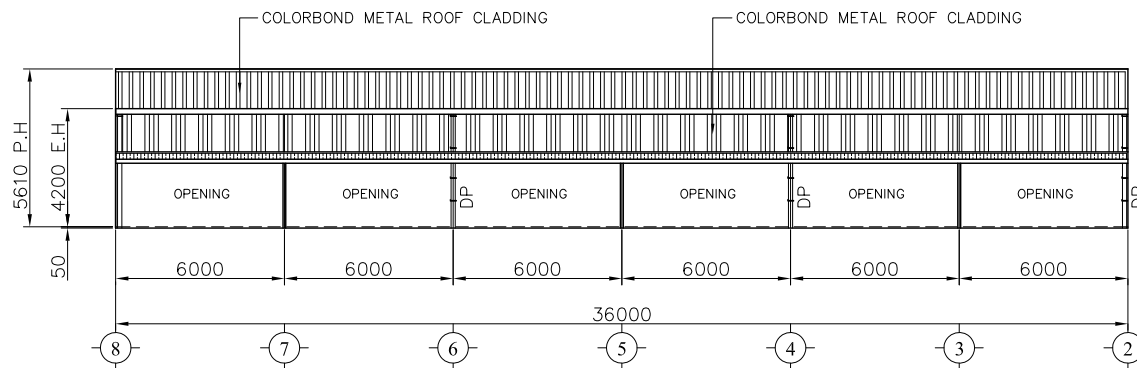
LEFT ELEVATION



FRONT ELEVATION



RIGHT ELEVATION



BACK ELEVATION

APPROVED BY CUSTOMER:

SIGNATURE :

DATE :

NO. DATE BY DESCRIPTION

REVISIONS

Unit 1/55 Erceg Road
Yangebup WA 6164

Ph: 1300 778 628

Fx: 086555 8043

E: sale@actionsheds.com.au

W: www.actionsheds.com.au

PROJECT:

Kojonup Mens Shed

SITE ADDRESS:

133-135 Albany Highway Kojonup, WA 6395

TITLE:

ELEVATION

FOR A SHED 13.0M x 36.0M x 4.2M & 2 AWNING

RBP CERTIFICATION:

DESIGNED: LK

DRAWN: THAM

CHECKED: MT

SCALE: NTS

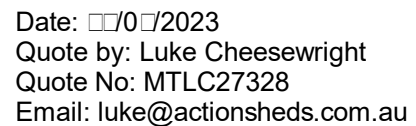
JOB NO: MTLIC 27328

DATE: 29 MAR 23

DRAWING NO. REV.

02

B



MSVN VERSION 220818.1



Action Sheds Australia
Unit 1/55 Erceg Road Yangebup WA 6164
ABN: 55 143 713 884
Ph: 1300 778 628 Fx: 08 6555 8043
www.actionsheds.com.au

Date: /0/2023
Quote by: Luke Cheesewright
Quote No: MTLC27328
Email: luke@actionsheds.com.au

7.1 In addition to its other rights at law, the Seller may suspend further deliveries or terminate this Purchase Agreement by notice in writing to the Purchaser, if the Purchaser defaults in payment of any amount due.

8 Delivery Restrictions, Delivery Date and Storage Fees

8.1 Delivery is subject to the site being accessible by a semi-trailer via sealed roads. Should the driver determine that the site is not accessible, and then at the driver's discretion, the goods shall be either

a) Unloaded as close to the property as possible for the client to move to site or b) returned to depot for the client to collect. The delivery fee shall still apply.

8.2 The delivery date is an estimate only, and the Seller is not liable for any loss, damage or expense resulting from a delay in delivery whether caused by the Seller or otherwise.

8.3 Should the Purchaser be unable to collect or accept delivery of the shed on time, then a storage fee equal to \$500 per week shall be payable prior to collection or delivery for each week or part thereof that the collection or delivery is delayed.

9 Acceptance of Materials by Purchaser

9.1 At the point of taking possession of the shed, it is the Purchaser's responsibility to ensure that all materials nominated on the delivery dockets are supplied and that they are in a satisfactory condition. Any damage or short supply must be marked on the delivery dockets and signed by the driver.

9.2 The Purchaser must give written notice to the Seller within three (3) days of any particulars of claim that the materials are not in accordance with specifications or have not been fully supplied as listed in the bill of materials provided by the seller to the Purchaser.

9.3 The Seller or its representatives must be given a reasonable opportunity to inspect materials where any notice is given. If the Purchaser fails to give that notice or provide a reasonable opportunity of inspection, then to the extent permitted by statute the materials are deemed to have been accepted by the Purchaser.

10 Retention of Title

10.1 The ownership of the shed supplied by the Seller to the Purchaser pursuant to this Agreement remains vested in the Seller and shall not pass from the Seller until all other monies due and owing by the Purchaser are paid.

11 Returns

11.1 All sheds are manufactured to the Purchaser's specific requirements, sizes and or specifications and will not be accepted for return under any circumstances.

12 Risk and Insurance

12.1 Materials supplied by the Seller are at the Purchaser's risk immediately on delivery to the Purchaser or into the Purchaser's custody (whichever is the sooner).

13 Purchaser Responsible for Specifications

13.1 The Seller will not be liable for any error, omission or inaccuracy in drawings or specifications provided or approved by the Purchaser and is under no obligation to check or confirm the conformity, accuracy or adequacy of patents, drawings or specifications provided by the Purchaser.

14 Warranty and Exclusion of Liability

14.1 Subject to acceptable variations as to tolerance, dimensions, weight or quality, the Seller warrants the materials to conform to the specifications and will be liable only for repair or replacement, at the Seller's option at the point of manufacture of the materials. Repair or replacement will be the sole and exclusive remedy of the Purchaser. The Seller also provides a warranty in respect of materials used in construction of sheds only to the extent of the original manufacturer's warranty. A copy of any manufacturer's warranty will be made available on request.

14.2 The Seller makes no warranties, either express or implied, as to merchantability, fitness for a particular purpose, or otherwise, with respect to the shed or services other than as set out above or as implied by law and which may not be excluded, restricted or modified. In no event will the Seller be liable in contract, tort (including negligence) or otherwise for any loss of prospective profits or production, wasted overheads or expenses, special, indirect or

*** Cast in bolts or straps delivered prior to kit will incur an extra charge and will be added to deposit invoice**
Please remit payment to: - ActionSheds Australia
To confirm order, email or fax your signed quote today

MSVN VERSION 220818.1



Action Sheds Australia
Unit 1/55 Erceg Road Yangebup WA 6164
ABN: 55 143 713 884
Ph: 1300 778 628 Fx: 08 6555 8043
www.actionsheds.com.au

Date: /0/2023
Quote by: Luke Cheesewright
Quote No: MTLC27328
Email: luke@actionsheds.com.au

consequential damages, machine work or labour charges, or for any expense resulting from use by the Purchaser of defective materials or an inability to use them. The Seller's liability will in any case be limited to the replacement or repair of the materials.

14.3 The Purchaser acknowledges that the Purchaser does not rely and it is unreasonable for the Purchaser to rely on the skill or judgment of the Seller as to whether the materials supplied are reasonably fit for any purpose for which they are being acquired, and that the sale is not a sale of sheds by description or sample.

15 Building Regulations

15.1 The Purchaser acknowledges that the Seller is not a licensed builder. The building is to be erected in accordance with the plans, specification and construction manual available from the Seller or as otherwise advised by the engineer.

15.2 No warranty is given by the Seller as to compliance of the sheds with any building code or regulations in any jurisdiction. All buildings are designed as class 10 buildings unless specifically nominated otherwise.

16 Force Majeure

16.1 If a party is prevented from or delayed in complying with an obligation (other than to pay money) by an event beyond its reasonable control, performance by it of that obligation is suspended during the time and to the extent that compliance is prevented or delayed.

17 Waiver

17.1 A party's failure or delay to exercise a power or right does not operate as a waiver of that power or right.

17.2 The exercise of a power or right does not preclude either its exercise in the future or the exercise of any other power or right.

17.3 A waiver is not effective unless it is in writing.

17.4 Waiver of a power or right is effective only in respect of the specific instance to which it relates and for the specific purpose for which it is given.

18 Notices

18.1 A notice given under this Agreement ("Notice") must be in writing and either sent by prepaid post, facsimile or hand delivered.

18.2 Notification of a price rise may also be given by email or advertised in "The Australian" newspaper under Public Notices.

19 Jurisdiction

19.1 This Agreement is governed by the laws of the State of Western Australia.

19.2 Each of the parties irrevocably submits to the jurisdiction of the Courts of Western Australia.

20. Rubbish Disposal. It is the responsibility of the customer to dispose of any rubbish which is leftover from the building of the shed. Action Sheds Australia will take no responsibility of removing any rubbish onsite leftover from the building of the shed. This is the full responsibility of the customer.

21. Slab: Slab estimated according to Class A, S and M soils. If class H1, H2 or D soils, slab movement will occur during seasonal changes. If these movements are to be minimised, please contact seller for a specific design.

The contract is subject to price increases in accordance with engineering changes and or steel price rises that Bluescope announce effective from a price rise date . Final price can only be confirmed once 50% payment is made and shed goes into production.

Client's Signature: _____

*** Cast in bolts or straps delivered prior to kit will incur an extra charge and will be added to deposit invoice**
Please remit payment to: - ActionSheds Australia
To confirm order, email or fax your signed quote today

MSVN VERSION 220818.1

PART 4**COMPLETE AND RETURN THIS PART****4 RESPONDENT'S OFFER****4.1 OFFER FORM**

Chief Executive Officer/Tender Box
Shire of Kojonup
93 Albany Highway
(PO Box 163)
KOJONUP WA 6395

I/We (Name of person, firm or company responding) MGI Constructions Pty Ltd

ADDRESS: nit 0000 rceg Road Yangeup W

TRADING AS: MGI Constructions Pty Ltd

REGISTERED AS: MGI Constructions Pty Ltd

ABN: 00 000 000 000 ACN 000 000 000 (if any),

hereby offer(s) to perform the requirements detailed in Shire of Kojonup Request Document **RFP 1 of 2022/2023** for the design and construction of Men's Shed Facility, Benn Parade, Kojonup, specifically the separable portion/s:

- ☒ 1.0 Site Preparation and Services Excavation
- ☒ 2.0 Plumbing Services
- ☒ 3.0 Electrical Services
- ☒ 4.0 Shed Construction

I / We agree that I am / we are bound by, accept and will comply with, all parts of this Request Document and its associated schedules, attachments, appendices and addenda, all in accordance with the Conditions of Responding contained within the Request Document, and affirm that:

- (a) this Offer shall not be withdrawn without the express written consent of the Shire of Kojonup
- (a) this Offer, including its price, shall remain valid for a period of ninety (90) calendar days from the Closing Date & Time or forty-five (45) days from the Principal's resolution for determining the Offers, whichever is the later unless extended on mutual agreement between the Principal and Respondent in writing.

I / We agree that there shall be no cost payable by the Principal towards the preparation or submission of this Offer or attending any interview, meeting or discussion during the Offer evaluation stage or associated with the submission of this Offer, irrespective of its outcome.


All documents in accordance with the conditions of this Request have been completed, signed and are submitted herewith.

Quoted Consideration: As provided under the Price Schedule in its prescribed format and submitted herewith.

PART 3**READ AND KEEP THIS PART**

I / We agree that by signing this Respondent's Offer all the conditions of this Request and all (*insert number*) addenda issued and receipted are accepted and that Part 4 has been completed in its entirety, including any required attachments, and comprises the total of this Offer.

Dated this: th day of April 2023

Signature of authorised signatory of the Respondent 

Print name of the authorised signatory Luke Cheesewright

Telephone No 00 0000 0000 Facsimile No

Email luke@actionsheds.co.uk Common seal (if any)

4.2 RESPONSE TO SELECTION CRITERIA

Respondents are required to submit written Offers in accordance with the format and headings detailed below to enable the evaluation of their Offer against the Selection Criteria for this Request.

It is essential that a **written** response addressing all criteria be provided to facilitate the evaluation process.

4.2.1 COMPLIANCE CRITERIA**(a) COMPLIANCE WITH THE CONDITIONS INCLUDED IN THIS REQUEST**

Respondents should indicate their agreement to comply with the conditions included in this Request.

Agreed and Understood – The conditions included in this Request are hereby agreed and understood.

(Yes / No)..... Y ☐ S ☐

If No, please explain - on an attachment.

Please note that if a Respondent's Offer contains conditions of Contract different to those contained in this Request, the Offer may be deemed non-conforming, unless the Offer is submitted as an Alternative Tender – Refer Clause 1.5.

(b) COMPLIANCE WITH THE REQUIREMENTS

The Respondent warrants unconditional compliance with the relevant Statement of Requirement document/s in this Request.

(Yes / No)..... Y ☐ S ☐

If No, please explain - on an attachment.

(c) SUB-CONTRACTING

Respondents shall state their intention, if successful, to sub-contract any of the services offered. Respondents shall provide full details of sub-contractors proposed as part of their Offer.

For any proposed sub-contractors, the following details are required – on an attachment:

- Service to be sub-contracted;
- Name and address of the proposed sub-contractor;
- Location of factory/premises; and

Respondents shall guarantee that all goods/services provided under this Contract by sub-contractors shall be free from deficiencies in design, performance, materials and workmanship.

Agreed and Understood

(Yes / No)..... Y ☐ S ☐

(d) CAPACITY

Are you presently able to pay all your debts in full as and when they fall due?

(Yes / No)..... Y ☐ S ☐

PART 4**COMPLETE AND RETURN THIS PART****(e) DISCOUNTS**

Are you prepared to allow discount for prompt settlement of accounts?

(Yes / No)..... ☐ O

If Yes, please provide details - on an attachment.

(f) LITIGATION

Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?

(Yes / No)..... ☐ O

If Yes, please provide details - on an attachment.

(g) CONFLICT OF INTEREST

Respondents are required to disclose any information that might be relevant to an actual or potential Conflict of Interest.

For any issues required to be disclosed please provide details - on an attachment.

Agreed and Understood

(Yes / No)..... Y ☐ S

(h) INSURANCE COVERAGE

The minimum insurance requirements for this RFP are set out below, however it is expected the Respondent will provide the appropriate insurances relevant to the Statement(s) of Requirement offered as part of their Offer and for the duration of the contract term as necessary. Certificates of Currency shall be provided to the Principal's Representative prior to the issue of a Shire of Kojonup Purchase Order that will allow the Contract to commence and at any time throughout the Contract period.

<i>Type</i>	<i>Insurer – Broker</i>	<i>Policy Number</i>	<i>Value (\$)</i>	<i>Expiry Date</i>	<i>Inclusions</i>
Worker's Compensation	<input type="checkbox"/> Illian <input type="checkbox"/>	WWH <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	As required by law	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Principal's Indemnity Extension
Professional Indemnity*	Bi <input type="checkbox"/> Cover	S <input type="checkbox"/> B/ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	\$10M	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Structural <input type="checkbox"/> ng Only
Public Liability	S <input type="checkbox"/> R <input type="checkbox"/> Construction	S <input type="checkbox"/> R <input type="checkbox"/> CO <input type="checkbox"/> S <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	\$20M	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Motor Vehicles and Equipment			Full Comprehensive		

*denotes that this class of insurance may not be appropriate for all separable portions advertised. Consideration should be given to the Statement of Requirement being submitted

Agreed and Understood – The Respondent has and shall maintain the required level of insurance coverage as detailed in this request.

(Yes / No)..... Y ☐ S

If No, please explain - on an attachment.

PART 4**COMPLETE AND RETURN THIS PART****(i) REGISTRATION, LICENCES OR QUALIFICATION DETAILS**

The Registration, Licences or Qualification requirements for this RFP, as set out below, are met and shall be kept in place as per the following table and it is agreed that copies of the Certificates of Currency/evidence of registration shall be provided to the Principal's Representative prior to the issue of a Purchase Order that will allow the Contract to commence and at any time throughout the Contract period.

Equipment operators are to be suitably qualified by evidence of having attended training courses or certification courses for all equipment to be used on site.

<i>Type</i>	<i>Issued By</i>	<i>Number</i>	<i>Expiry Date</i>
Registered Builder Licence	DMIRS <input type="checkbox"/> Govt of W <input type="checkbox"/>	<input type="text"/>	<input type="text"/> <input type="text"/> January <input type="text"/>

Agreed and Understood – The Respondent has and shall maintain the required Registration, Licence or Qualification requirements as detailed in this request.

(Yes / No)..... Y ☐ S ☐

If No, please explain - on an attachment.

4.2.2 CONTRACTOR'S WORK HEALTH AND SAFETY ACT 2020 MANAGEMENT SYSTEM QUESTIONNAIRE

This questionnaire (provided after the Offer form) forms part of the Principal's Tender evaluation process and is to be completed by Respondents and submitted with their Offer. The objective of the questionnaire is to provide an overview of the status of Contractor's safety management system. Contractors may be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

4.2.3 QUALITATIVE EVALUATION CRITERIA

The following qualitative criteria will be scored and weighted as a component of the evaluation process and the following applies:

- (a) The evaluation will be carried out on the basis of obtaining the best value for money potential for the Shire of Kojonup;




PART 4**COMPLETE AND RETURN THIS PART**

- (b) Respondents shall address on an attachment marked: Response to Qualitative Criteria each qualitative criterion using the headings provided;
- (c) Respondents shall prepare a response on the assumption that the Evaluation Panel has no knowledge of their organisation, its activities, experience, capability or previous work undertaken;
- (d) Full details shall be provided for any claims, statements or examples used to address the qualitative criteria;
- (e) Each issue identified within a qualitative criterion shall be addressed.

If required, Offer preparation advice is available from the Contractual Enquiries Officer detailed on the front cover of this Request.

4.2.4 QUALITATIVE CRITERIA FOR RFP 2 OF 2020/22

Respondents must demonstrate that they have the capacity and experience to provide the required services to meet the requirements of the Contract.

a. DEMONSTRATED UNDERSTANDING OF THE RFP REQUIREMENTS Respondents are requested to evidence this through their solution to the specified Statement of Requirement(s), noting that compliance with the requirements is as important as obtaining the lowest price within budget, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks	Weighting 40%
	Tick if attached 
b. DETAILED CONSTRUCTION TIMELINE Respondents are to provide a detailed construction timeline with a projected completion date of all work elements. This should include considerations of contingencies for weather and public holidays. Construction start date will be a main consideration in this weighting	Weighting 20%
	Tick if attached 
c. CAPACITY & DEMONSTRATED EXPERIENCE IN COMPLETING SIMILAR PROJECTS Respondents are advised that specification responses provided as part of Attachment A – Combined Pricing and Specification Schedule will be assessed as part of this criteria. Respondents must provide details of the resources that will be allocated to meet the requirements of this Contract which may include: <ul style="list-style-type: none"> • A brief history of the company addressing the period of time in business, the number of full time employees and the principal location of the business. • The structure of the business and details of the support team proposed for the Contract including the following details of key personnel; <ul style="list-style-type: none"> ○ Qualifications; ○ Professional or business associations; 	Weighting 40%
	Tick if attached 

PART 4**COMPLETE AND RETURN THIS PART**

- Length of service;
- Industry experience – emphasis on similar requirements seeking details of the scope, person’s role, involvement and the outcome. Include details of issues that arose during the project and how these were managed.
- Information about similar work carried out under Contracts for other government or private organisations; demonstrating competency and proven track record of achieving outcomes.
- An indication if additional staff will be employed if successful with this Offer
- Details of arrangements for staff replacement in the event of illness or extended unavailability

A current commitment schedule is to be provided that includes:

- Project Name
- Description
- Client
- Location
- Project Value
- Date Started
- Works Remaining

Respondents are to provide a description of similar work carried out under Contracts for other government or private organisations. The minimum information required is:

- Scope of work and Outcomes
- Period and dates of Contracts
- Referee contacts for similar works - Minimum 3 including examples of work performed for those referees.
(Referees may be contacted during the evaluation of Offers).
Please provide contact details for all referees

PART 4**COMPLETE AND RETURN THIS PART****4.3 PRICING SCHEDULE****As per Attachment A – Combined Requirements and Pricing Schedule**

The fee provided to fully cover all the obligations of the Contractor for the relevant separable portion/s under RFP 01 of 2022/2023 is detailed in Attachment A.

Important Note: Group your pricing breakout in the sections provided in the Attachment only. The Shire will accept an alternate table submitted in the same format with additional lines if required on the condition that items are grouped under the main headings provided above.

If your price includes any exclusions (e.g. rock/hard digging), please note this accordingly and attach a schedule outlining the exclusions as well as a plant/resource cost for these exclusions.

Price exclusion applies (please circle)

Yes*

No

*If yes; Tick if schedule attached ☒

If your price includes any scheduling assumptions please note this accordingly and attach a schedule outlining these assumptions.

Price scheduling assumption applies (please circle)


Yes*

No

*If yes; Tick if schedule attached ☒

4.4 OFFER CONFIRMATION

Offer prepared by (print name) Luë Cheesewright

Signature 

Date 00/00/0000

PART 4**COMPLETE AND RETURN THIS PART****CONTRACTOR'S WORK HEALTH AND SAFETY ACT 2020 MANAGEMENT SYSTEM
QUESTIONNAIRE**

WHS Policy and Management	Yes	No
Is there a written company Health and Safety Policy? If Yes, provide a copy of the policy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the company have an WHS Management System? If Yes, provide details:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the WHS Management System audited or reviewed on a regular basis? If Yes, provide details of last audit and outcomes:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are Line Managers held accountable for Health and Safety performances? If Yes, provide details:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have adequate WHS resources been allowed, budgeted and quoted for in this offer? If yes, provide details:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safe Workplace Practices and Procedures	Yes	No
Has the company prepared Safe Operating Procedures or specific safety instructions relevant to its operations? If Yes, provide a summary listing of procedures or instructions:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are safe operating procedures or specific safety instructions issued to employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PART 4**COMPLETE AND RETURN THIS PART**

If Yes, explain how this is done: <input type="checkbox"/> specific safety instructions are provided to personnel in the form of a <input type="checkbox"/> specific SWMS and Scope of Work describing all works necessary to complete specific contract		
Does the company have any Permit to Work systems? If Yes, provide a copy of a standard Incident Report form.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Which company personnel are responsible for investigating incidents?		
Do Incident Reports contain prevention recommendations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Who is responsible for implementing remedial measures recommended?		
Are there procedures for storing and handling hazardous substances? If Yes, provide details:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PART 4**COMPLETE AND RETURN THIS PART****Workplace Health and Safety**

Describe how Safety and Health Training is conducted in your company?

Provide a summary or example of Safety and Health Training courses provided for, or undertaken by employees during the past 12 months.

Is a record maintained of all training and inductions programmes undertaken for employees in your company?

☐

If Yes, provide examples of Safety Training records.

Provide details of any company safety induction programmes for company employees and or subcontractors.

PART 4**COMPLETE AND RETURN THIS PART**

Safety and Health Workplace Inspection	Yes	No
Are regular Health and Safety Inspections at work Sites undertaken? If Yes, provide details:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are standard workplace inspection checklists used to conduct Health and Safety Inspections? If Yes, provide details or examples:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Who normally completes workplace Safety and Health Inspections? The Owner/Registered Builder Max Italiano		
How are workplace Safety and Health Inspection reports dealt with? See WHS Policy		
Is there a procedure by which employees can report hazards at workplaces? If Yes, provide details:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PART 4**COMPLETE AND RETURN THIS PART**

Safety and Health Consultation	Yes	No
Is there a workplace Safety Committee? If Yes, provide details:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there guidelines on procedures governing the Safety Committee operation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there employee elected Health and Safety Representatives? If Yes, provide details:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Safety and Health Performance Monitoring	Yes	No
Is there a system for recording and analysing Safety Performance Statistics? If Yes, provide details:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is Safety Performance on the agenda of management meetings? If Yes, provide details:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is senior management involved in analysis of Safety Performance Statistics?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the company ever been convicted of an Work Health and Safety offence? If Yes, provide details:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

RESPONDENT'S SAFETY RECORD

PART 4**COMPLETE AND RETURN THIS PART**

Complete the following details for reportable instances in the last five (5) years:

PROJECT	DATE OF ACCIDENT/NOTICE	ACCIDENT OR INFRINGEMENT NOTICE	REASON	TIME LOST

HEALTH and SAFETY PROGRAM

Health & Safety Program Document Register

1. *WHS Policy*
2. *Site Safety Management Plan*
3. *Site Safety Rules*
4. *Site Safety Plan*
5. *Risk Management Procedure*
6. *Emergency Procedures*
7. *Hazardous Substances Policy*
8. *Incident and Injury Management Procedure*
9. *Incident and Injury Report Form*
10. *Return to work program*
11. *WHS Meeting Minutes template*
12. *Corrective Action Register*
13. *Disciplinary Procedures and Counselling*
14. *Non-Conformance Report Form*
15. *Waste Management Plan*
16. *Site Environmental Policy*
17. *Site Environmental Checklist*
18. *Complaint Form*
19. *Fitness for Work-Fatigue Management*
20. *Company Vehicle Policy*
21. *Vehicle Management Forms*
22. *Skills and Competency Register*
23. *Training and Competency Policy*
24. *Ladder Inspection and Use*
25. *Hot work Safety Program*
26. *Induction Schedule – Week One*
27. *Drug & Alcohol policy*
28. *Subcontractor Safety Management*
29. *Health & Safety Receipt*
30. *Install Only FULL SWMS*
31. *Hand and Power Tools*

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COMPANY WORK HEALTH AND SAFETY (WHS) POLICY

1. COMPANY DETAILS

Officer/supervisor name:

Contact number:

Issued to:

Date of issue:

Date of review:

2. INTRODUCTION

The Officer of **Actionsheds Australia PTY LTD** is committed to the protection of the health, safety and welfare of workers and others when in the workplace. In order to implement this policy, a program of activities and procedures will be set up, carried out, modified and / or updated when and where appropriate.

These programs will relate to all aspects of work health and safety including:

- Workplace Consultation;
- Work Health and Safety (WHS) information, training and supervision;
- The risk management process and systems;
- Roles and responsibilities;
- Safe Work Method Statements (SWMS);
- Review of work methods and practice when required;
- Emergency procedures and drills;
- Providing WHS equipment, services and facilities, including Personal Protective Equipment (PPE);
- Workplace inspections and evaluations;
- Reporting and recording of incidents and injuries;
- Injury management, rehabilitation, suitable duties and return-to-work;
- Auditing and monitoring WHS systems, documenting outcomes for all workers to access and give feedback through WHS Committee meetings, HSR, newsletters and other forms of in house communications; and
- Reviewing management systems to ensure compliance with current legislative requirements, National Standards, Codes of Practice, Guides etc. Any new or changed WHS requirements are disseminated to all company officers, supervisors, workers, contractors and suppliers as appropriate.

3. SCOPE

This policy applies across all departments of **Actionsheds Australia PTY LTD** and across all workplaces under this organisations control, including subcontractors and visitors to the workplace.

4. RESPONSIBILITIES

Officers and Supervisors must:

- Develop and implement procedures;

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- Investigate reported hazards and injuries and make appropriate corrective action;
- Make sure equipment is safe and properly maintained
- Identify hazards, assess risks and eliminate or control risks;
- Provide and implement emergency procedures;
- Provide first aid kits, facilities and trained first aid personnel;
- Make sure work areas are kept safe and free from hazards;
- Provide the necessary information, instruction, training and supervision to all workers;
- Keep up to date with changes in WHS legislation and standards, update procedures accordingly and provide all workers with updates;
- Make sure workers compensation insurance is up to date and procedures for prompt rehabilitation is provided to workers;
- Have a return to work program;
- Make sure contractors comply with the current statutory safety standards;
- Provide the training and facilities for the safe handling, storage and transport of plant, equipment and hazardous substances;
- Provide safety equipment and personal protective equipment (PPE) to comply with Australian Standards and make sure it is worn;
- Consult with workers about WHS matters so workers can contribute to decisions effecting their health, safety and welfare;
- Keep up-to-date records of all safety issues including injuries and make sure correct procedures are followed and appropriate forms filled out;
- Review WHS management system and procedures regularly and make appropriate changes.

Workers must:

- Work in a safe manner to protect their own health and the health and safety of other persons in the workplace;
- Participate in WHS consultation, procedures, training and wear appropriate personal protective equipment and clothing provided;
- Cooperate with PCBUs in their efforts to comply with work health and safety requirements by following the safety procedures, using equipment properly, keeping work areas clean and tidy and evacuating when told;
- Report all hazards, incidents, accidents, near misses, injuries and illness to their supervisor in a timely manner; and
- Participate in rehabilitation and return to work on suitable duties.

Subcontractors must:

- Work in a safe manner to protect their own health and safety and the health and safety of others in the workplace;
- As part of their contract, comply with work health and safety policies, procedures and programs; and
- Observe directions on health and safety from officers, supervisors or Health and Safety Representatives (HSR) appointed by **Actionsheds Australia PTY LTD**

Suppliers must:

- Work in a safe manner to protect their own health and safety and the health and safety of others in the workplace;
- As part of their contract, comply with work health and safety policies, procedures and programs; and

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- Observe directions on health and safety from officers, supervisors or Health and Safety Representatives (HSR) appointed by **Actionsheds Australia PTY LTD**

Failure to comply or observe with a direction regarding Work Health and Safety may be considered a breach of the terms of employment or contract and sufficient grounds for termination of employment or the contract.

5. SIGN OFF

Company Representative:

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

SITE SAFETY MANAGEMENT PLAN

PROJECT DETAILS

Project: _____

Address: _____

Client: _____ Telephone: _____

Prepared By: Max Italiano Date: _____Approved By: Max Italiano Date: _____

INTRODUCTION

Purpose:

This Work Health and Safety (WHS) Site Safety Management Plan defines and documents the system that **Action Sheds Australia PTY LTD** will use to protect the health, safety and welfare of all the workers of our organisation and **ClientName** representatives on this site.

Scope:

This Site Safety Management Plan covers all activities performed by **Action Sheds Australia PTY LTD** for **ClientName**. The main activities to be carried out are:

List the relevant site details and highlight the tasks, equipment and materials required to carry out the work.

KEY PERSONNEL

Change or add key personnel to suit the site/project

Officer

Name: _____ Telephone: _____

Site Supervisor

Name: _____ Telephone: _____

ROLES AND RESPONSIBILITIES

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The following table outlines the responsibilities of nominated workers and/or subcontractors in relation to WHS issues for **Action Sheds Australia PTY LTD**.

Activity	Who is responsible?	Type of action and records	When
Hazard identification, assessment and control.	Officer / supervisor, workers and subcontractors.	Development of Safe Work Method Statements (SWMS), site safety management plan and site safety rules. Inspections, incidents and injury investigations. Keep records of identified hazards and actions taken to eliminate them.	Ongoing.
Compliance with WHS legislation, regulations, standards, codes of practice and site safety rules.	Officer / supervisor and workers.	Surveillance and observations, site inspections, team briefs, toolbox meetings and monthly meetings.	Ongoing Inspections within regular time intervals.
Communicate WHS information to all site personnel in the lead up to and during the job.	Officer / supervisor and HSR.	Site induction for all Action Sheds Australia PTY LTD workers, subcontractors and visitors. Induction recording, team briefs, toolbox meetings and monthly meetings. WHS information displayed in the office and in the vehicles. Instruction into SWMS.	As and when required.
Provide site specific induction training to all site personnel.	Officer/ supervisor.	Site induction for all Action Sheds Australia PTY LTD workers, subcontractors and visitors. Induction Recording.	As and when required.
Know and initiate emergency and evacuation procedure.	Chief Fire Warden.	Explain procedures at Site Induction meeting. Display at site office.	At initial induction and organize drills.
Make sure equipment is maintained.	Officer / supervisor.	Regular check and appropriate maintenance carried out.	Ongoing. Check and record before each use.
Make sure PPE is supplied and worn.	Officer / supervisor.	Maintain records for issue of PPE. WHS Inspections and observation.	As and when required.
Provide clean work areas and cleaning materials	Officer / supervisor and workers.	Maintain clean work environment.	Ongoing.
Develop and review SWMS.	Officer / supervisor and workers.	Developed and reviewed SWMS for the identified high and medium risks.	Reviewed annually.

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Activity	Who is responsible?	Type of action and records	When
Make sure procedures are in place, and communicated to all workers and followed.	Officer/ supervisor.	SWMS Induction review.	Ongoing.
Report injuries, investigate and manage workplace injuries and incidents.	Officer / supervisor and workers.	Maintain register of injuries and medical certificates. Inform incidents/accidents to Responsible person .	Ongoing.
Participate in team brief.	Officer / supervisor and workers.	Maintain a register of attendance. Discuss WHS issues and performance.	Team briefing.
Assess new plant and equipment for hazards prior to purchase.	Officer / supervisor and workers.	Inspect and pass all new plant before admitted for use. Provide necessary training of new plant and equipment.	As required.
Operating procedures are developed and implemented.	Officer / supervisor.	Make sure any equipment required to ensure safe work practices is supplied and available at all times.	Ongoing.
Conduct WHS inspections of workplace and equipment.	Officer / supervisor.	Conduct weekly and monthly WHS inspections. Maintain records.	Weekly and monthly.
Maintain WHS records.	Officer / supervisor.	Appropriate forms are to be filled in and filed in folders for easy access. Keep all WHS records.	Ongoing.
Distribute and discuss WHS information.	Officer / supervisor and workers.	Discuss at team brief or tool box meetings.	As and when required.
Manage hazardous substances.	Officer / supervisor and workers.	Maintain Hazardous Substances Register. Review Safety Data Sheets (SDS) prior to use. Conduct Risk Assessments.	On delivery of new substances and prior to use.
Manage material handling.	Officer / supervisor and workers.	Assess manual handling risks. Maintain manual handling register.	Ongoing.
Participate in WHS consultation arrangements.	Officer / Supervisor and Health and Safety Committee.	Health and Safety Committee meetings; team brief discussion and WHS inspections.	As required.
Maintain first aid arrangements.	Officer / supervisor and first aid officer.	Maintain first aid supplies and training.	Ongoing.

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INDUCTION

General WHS induction	<ul style="list-style-type: none"> All workers, inclusive of employees and subcontractors, must successfully complete the WHS General Induction for Construction Work course and hold their card.
Work activity training	<ul style="list-style-type: none"> Legislation, Regulations & Codes of Practice governing the Work Activity. Application of hazard identification and risk assessment. Development and review of control measures and monitoring of work activity.
Site induction	<ul style="list-style-type: none"> Conduct a site specific induction for all project workers. Topics to be covered include but are not limited to: <ul style="list-style-type: none"> Safety hazards that exist for the work activities and/or specific to this site. Safety controls and revised work methods to be adopted. Use and maintenance of Personal Protective Equipment (PPE). Emergency and evacuation procedures. Location of amenities and first aid facilities. Safe Work Method Statements (SWMS).
Visitor induction	<ul style="list-style-type: none"> Briefing for all visitors to construction sites on specific safety rules and arrangements that apply.

Technical training, associated with new work practices or new equipment, incorporates instruction on safe methods of performing the work or using the equipment.

RISK MANAGEMENT

Prior to commencing work on a site, a Risk Assessment will be undertaken by **Responsible person** using the Risk Assessment Worksheet, a generic SWMS and the SWMS Template to create a new SWMS. All workers are involved in ongoing hazard identification, risk assessment and risk control.

When the work activity changes or new hazards are present, then **Responsible person** will conduct a review of the Risk Assessment and SWMS for that work activity.

Copies of SWMS's have been issued to all workers on site and a copy is displayed/filed (*where will they be displayed/filed*).

SITE SAFETY RULES

All workers, suppliers and visitors to the site must abide by the following site safety rules. A copy of these rules will be given to everyone during site induction. The rules will also be displayed (*where will they be displayed*).

WHS Issue	Site Safety Rule		
Safe work procedures	All persons working on site must have been inducted by the Officer / Supervisor. All visitors must report to the Officer / Supervisor.		
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WHS Issue	Site Safety Rule
	<p>Before commencing work on site all workers, inclusive of employees and subcontractors, must successfully complete the WHS General Induction for Construction Work course and hold their card. Subcontractors must have completed the Subcontractor Safety Checklist.</p> <p>Safe Work Method Statements (SWMS) for routine work activities will be reviewed on a regular basis to make sure continued relevance. Non-routine work activities will have a SWMS developed following a risk assessment undertaken in consultation with workers involved.</p> <p>Additional Site Specific requirements are to be entered on the SWMS in the Site Specific Requirements section by the Site Supervisor where site-specific hazards are identified.</p>
Company Rules	All workers and others must abide by the Action Sheds Australia PTY LTD Policies including and not limited to Violence in the Workplace, Drug and Alcohol use and Smoking.
Vehicle movement plans	<p>Operators of all vehicles and mobile plant entering the site will follow defined travel paths and observe site rules for parking and turning.</p> <p>All workers operating and testing plant items must have the knowledge and current operator's license and / or tickets. All mobile items of plant must be fitted with reversing beepers. All plant must have revolving/flashing lights fitted and operational.</p>
Emergency and evacuation procedures	Floor plan of emergency evacuation is located (<i>where is it displayed</i>). All persons in or around the site will be advised of emergency and evacuation procedures. Fire wardens fully trained in all procedures. The emergency and evacuation procedures will be explained at the site induction. Periodic drills will be conducted.
Housekeeping	The Site Safety Checklist must be completed daily to prevent incidents or injury occurring due to poor housekeeping. All spills must be cleaned up immediately following the appropriate procedure for the situation. The spill is to be reported immediately upon containment to the Officer/ Supervisor.
Incident Reporting	The Officer / Supervisor and First Aid Officer are all the first point of contact when an incident or accident occurs.
Hazard reporting	Any local hazards or concerns about the safety of this site must be directed to the Officer / Supervisor. Any general concerns must also be directed to Officer / Supervisor. Hazards may also be reported to Health and Safety Committee members.
Managing subcontractors	Subcontractors WHS capabilities and performance will be assessed prior to commencement of work and whilst on the job. This will involve review of Subcontractor's Safe Work Method Statements (SWMS) and observation of work activities.
Personal protective equipment (PPE)	<p>Rubber soled, steel capped boots must be worn at all times while on the site. Other PPE issued as necessary for work at the site must be used as instructed e.g.: hard hats, vests, etc. Any person not wearing appropriate PPE on the site will be again instructed to do so by the Officer / Supervisor. If this is not adhered to the person will be subject to disciplinary action.</p> <p>Any Subcontractor not wearing appropriate PPE on the site will be again instructed to do so by the Officer / Supervisor. If this is not adhered to the Subcontractor will be directed to</p>

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WHS Issue	Site Safety Rule
	leave the site.
Training	Site induction and any other relevant training must be provided to all persons associated with the site. Induction records must be maintained as evidence for 3 years from completion of the project.
WHS inspections	Continuous surveillance and observations. Site inspections to be carried out by the Officer / Supervisor. Health and Safety Committee members and workshop workers will be invited to participate in WHS inspections.
Exclusion zones	Exclusion zones in place must be adhered to.
First aid	First Aid Kits are available (<i>where will they be kept</i>). Signage and the details of the appropriate First Aid Officer will be prominently displayed.
Injury management	The Officer is responsible for assisting in the development and implementation of the Return to Work Plan for injured workers with consultation with their doctor/rehabilitation office and the worker. Workers are required by law to cooperate with Injury Management Plans.
Others	As may be deemed necessary by any person associated with the site in WHS discussion team briefs and or meetings, additional site safety rules may be developed as the need arises.

SAFE WORK METHOD STATEMENTS (SWMS)

List the SWMS required for the project.

SUPPORTING DOCUMENTS

- Refer to the [Site Safety Forms Checklist](#) for relevant forms.

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SITE SAFETY RULES

- Workers and others must abide by the following Site Safety Rules.
- Workers and others must attend the Site Safety Induction.
- All workers must wear the Personal Protective Equipment (PPE) provided, as recommended and agreed to in the Safe Work Method Statements (SWMS) contained in this manual.
- Follow safety instructions provided in the SWMS and Safety Data Sheets (SDS) relevant to work being carried out on the site.
- Traffic control measures:
 - All vehicles must use the designated Traffic Management Plan if one is in place.
 - Truck, plant and machine operators must have a current operator's license.
 - All vehicles moving about on a site must be fitted with reversing beepers.
 - When loading / unloading plant, the plant operator / float driver is to wear a seatbelt if a ROPS cabin is fitted. Load/unload plant on level ground where possible. Extra care should be taken in wet conditions.
 - Beware of overhead power lines and low branches. Minimum clearances are to be observed when working under power lines (usually 3 metres). Where this is not possible, a qualified safety observer is to be appointed. Only plant operators and truck drivers with current "Plant and Crane Electrical Safety" qualifications are to work within minimum clearances.
 - Any diesel/petrol/oil spills must be cleaned up immediately. Large spills should be isolated and contained using whatever material is available to build a bund wall around it. An oil spill kit should be available on site for use in an emergency.
- Anyone affected by alcohol or drugs are not to be permitted on the site.
- Electric leads must be:
 - Tested and tagged
 - Checked for damage prior to use
 - Plugged into the nearest point of supply
 - Supported above the floor by stands or run through protective covers
 - Checked that protective covers do not create a hazard
 - Disconnected from power when not in use.
- Use a licensed scaffolder to erect scaffold above 2.4 metres.
- All power tools are to be tested and tagged, have safety guards fitted and used in accordance with the manufacturers recommendations and instructions.
- *Insert any other site safety rules relevant to your work activities and work sites*

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SITE SAFETY RULES

- Workers and others must abide by the following Site Safety Rules.
- Workers and others must attend the Site Safety Induction.
- All workers must wear the Personal Protective Equipment (PPE) provided, as recommended and agreed to in the Safe Work Method Statements (SWMS) contained in this manual.
- Follow safety instructions provided in the SWMS and Safety Data Sheets (SDS) relevant to work being carried out on the site.
- Traffic control measures:
 - Truck, plant and machine operators must have a current operator's license.
 - When loading / unloading plant, the plant operator / float driver is to wear a seatbelt.
 - Load/unload plant on level ground where possible. Extra care should be taken in wet conditions.
 - Beware of overhead power lines and low branches. Minimum clearances are to be observed when working under power lines (usually 3 metres). Where this is not possible, a qualified safety observer is to be appointed. Only plant operators and truck drivers with current "Plant and Crane Electrical Safety" qualifications are to work within minimum clearances.
 - Any diesel/petrol/oil spills must be cleaned up immediately. Large spills should be isolated and contained using whatever material is available to build a bund wall around it. An oil spill kit should be available on site for use in an emergency.
- Anyone affected by alcohol or drugs are not to be permitted on the site.
- Electric leads must be
 - Checked for damage prior to use
 - Plugged into the nearest point of supply
 - Checked that protective covers do not create a hazard
 - Disconnected from power when not in use.
- All power tools are to be tested , have safety guards fitted and used in accordance with the manufacturers recommendations and instructions.
- *Insert any other site safety rules relevant to your work activities and work sites*

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RISK MANAGEMENT PROCEDURE

Action Sheds Australia PTY LTD has prepared this Risk Management Procedure in consultation with all workers to identify the likelihood of an injury or illness occurring from a particular hazard and the severity and type of injury should an incident or accident occur. The risk posed by a hazard is related to the severity of an incident and/or the frequency and duration of exposure to the hazard.

This Risk Management Procedure will assist to determine who might be at risk from the hazard such as workers, contractors or visitors and the factors contributing to the risk, what injuries or impact on health and welfare could result, and how likely this is to occur.

This Risk Management Procedure is to be used in conjunction with the following documents.

- **Hazard Reporting and Risk Management Process** – a flowchart showing the process to be followed for reporting new hazards and managing associated risks;
- **Hazard Identification Checklist** – used to identify and record all apparent and potential hazards in the workplace.
- **Manual Handling Hazard Checklist** – used to assist with identifying potential manual handling hazards and associated risk;
- **Plant and Equipment Hazard Checklist** – used to assist with identifying potential hazards and associated risk with plant and equipment on worksites;
- **Hazard Report Form** – used initially by workers or supervisors to record the details of newly identified hazards and then used by officers / supervisors for recording corrective actions;
- **Risk Assessment Worksheet** – used to assess the risk posed by identified hazards to establish a Risk Rating and risk treatment priority;
- **Risk Treatment Plan** – records risk treatment options for managing each risk;
- **Risk Action Plan** – used to clearly show how risks are managed including proposed corrective actions, resource requirements, responsibilities, and timing, monitoring and review details.

RISK MANAGEMENT PROCEDURE

STEP 1 – IDENTIFY THE HAZARDS

When identifying hazards, particular attention should be paid to hazards arising from:

- The workplace itself, including its location, layout, condition and accessibility;
- Design relating to any construction work;
- Working at heights;
- Hazardous substances, including the handling, use, storage, and workplace transport or disposal of hazardous substances;
- The presence of asbestos;
- Systems of work;
- Plant, including the transport, installation, erection, commissioning, use, repair, maintenance, dismantling, storage or disposal of plant;
- Manual handling, including the potential for occupational overuse injuries;
- The physical working environment, for example, the potential for electric shock, immersion or engulfment, fire or explosion, slips, trips and falls, people being struck by moving plant; and
- Objects or structures falling on people, exposure to noise, heat, cold, vibration, radiation, static electricity or a contaminated atmosphere, and the presence of a confined space.

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A person conducting a business or undertaking should also ensure there are effective procedures in place to identify and record hazards:

- Before and during the installation, erection, commissioning or alteration of plant;
- Before changes to systems of work are introduced or a significant change to the workplace, or a part of it, is implemented;
- Before hazardous substances are introduced; and
- When new or additional occupational safety and health information from an authoritative source becomes available - for example, national standards or codes of practice, guidance material produced by a regulatory authority, industry codes of practice or information from manufacturers, suppliers or designers.

Use the [Hazard Identification Checklist](#) to assist with the identification of new hazards. If you operate or work around plant and equipment, use the [Plant and Equipment Hazard Checklist](#) to assist with the identification of new hazards relevant to plant and equipment. If the work involves manual handling activities, use the [Manual Handling Hazard Checklist](#) to assist with hazard identification relevant to manual handling. Use the [Hazard Report Form](#) to record important details about any identified hazards.

STEP 2 – ASSESS THE RISKS

Assessing the associated risks will assist in determining:

- What regulated duties apply;
- How severe a risk is;
- Whether any existing control measures are effective;
- What action should be taken to control the risk;
- Whether action or control measures are necessary; and
- How urgently the action needs to be taken.

Assessing the risk includes considering things like:

- The severity of any injury or illness that could occur, for example is it a small isolated hazard that could result in a very minor injury or is it a significant hazard that could have wide ranging and severe affects; and
- The likelihood or chance that someone will suffer an illness or injury. For example, consider the number of people exposed to the hazard.

Use the [Risk Assessment Worksheet](#) to assess the risk posed by identified hazards and to establish a Risk Rating and priority, then use the [Risk Treatment Plan](#) to record risk treatment options for managing each risk.

STEP 3 – CONTROL THE RISKS

The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest. This ranking is known as the hierarchy of risk control (refer following section for further details). You must always aim to eliminate a hazard, which is the most effective control. If this is not reasonably practicable, you must minimise the risk by:

- Substitution;
- Isolation; or
- Engineering controls.

If risk remains, it must be minimised by implementing administrative controls, so far as is reasonably practicable. Any remaining risk must be minimised with suitable personal protective equipment. Administrative control measures and personal protective equipment rely on human behaviour and supervision, and when used on their own, tend to be least effective in minimising risks. In some situations a combination of control measures may need to be used.

Use the [Risk Action Plan](#) to clearly show how risks are controlled including proposed corrective actions, resource requirements, responsibilities, timing and monitoring and review details.

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HIERACHY OF RISK CONTROL

Eliminate – ‘Design out’ the hazard when new materials, equipment and work systems are being purchased for the workplace;

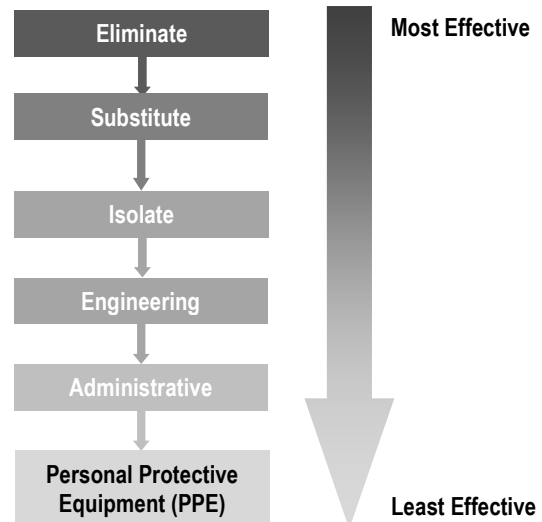
Substitute - Substitute less hazardous materials, equipment or substances and use smaller sized containers;

Isolate – separate the workers from hazards using barriers, enclosing noisy equipment and providing exhaust or ventilation systems;

Engineering – use engineering controls to reduce the risks such as guards on equipment, hoists or other lifting and moving equipment;

Administrative – Minimise the risk by adopting safe working practices or providing appropriate training, instruction or information.

Personal Protective Equipment – Make sure that appropriate PPE is available and used correctly.



When reviewing risk control measures, work procedures including Safe Work Method Statements (SWMS) and Work Health and Safety (WHS) Management Plans must also be reviewed and revised where necessary.

ELIMINATE THE RISK

This means removing the hazard or hazardous work practice from the workplace. This is the most effective control measure and must always be considered before anything else. For example, eliminate the risk of a fall from height by doing the work at ground level.

If elimination of the risk is not reasonably practicable, you must consider using substitution, isolation or engineering risk controls, or a combination of these controls, to minimise the risk.

SUBSTITUTE THE RISK

Substitute hazardous tasks, equipment, materials or substances with less hazardous tasks, equipment, materials or substances such as:

- Substituting a manual task of carrying tools from one level to another with a material hoist or craning material will minimise the risk of workers developing a musculoskeletal disorder.
- Substituting a two part epoxy substance with a water based acrylic water proofing system will minimise exposure to a hazardous substance.

ISOLATE THE RISK

Minimise the risk by isolating or separating the hazard or hazardous work practice from people involved in the work or other people at the workplace. For example, isolating a mobile plant work zone from workers and/or the public with physical barriers will minimise the risk of contact occurring between a person and the mobile plant.

ENGINEERING CONTROLS

Use an engineering control to minimise the risk if the physical characteristics of the plant, structure or work area are hazardous. For example:

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- Benching, battering or shoring the sides of the excavation will minimise the risk of a person being trapped and prevent the excavation from collapsing.
- By enclosing an open cab excavator, for example, using a falling objects protection structure (FOPS) will minimise the risk of an operator being struck by a falling object or being crushed if the excavator rolls over.

ADMINISTRATIVE CONTROLS

These are work practices that minimise the risk, such as ensuring there is no unauthorised entry of a person to a work area thus preventing them from being exposed to a particular hazard. For example:

- Using a 'keep out' sign and a person to secure an exclusions zone when dismantling scaffolding may minimise the risk of people entering the work area and being struck by a falling object.
- Using a tag and lockout procedure at the entry point of a confined space will minimise the risk of a person entering the confined space and losing consciousness or suffering asphyxiation, injury or death due to the immediate effects of airborne contaminants or oxygen deficiency.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is the lowest order control measure in the hierarchy of controls and should only be considered when other control measures are not practicable, or to increase protection from the hazard. PPE relies on a person's behaviour and the proper fit and use of the PPE and does nothing to change the hazard itself. It therefore requires thorough training and effective supervision to ensure compliance and effectiveness. For example:

- Provide workers with long sleeved shirts and trousers, wide brimmed hat (where hard hats are required then it should be a hard hat brim or neck flap), sunglasses and sunscreen to minimise the exposure to ultraviolet (UV) radiation.
- Provide workers with earplugs, earmuffs or other PPE when they are near or operating noisy machinery and powered tools to minimise the exposure to excessive noise.

COMBINATION OF RISK CONTROL MEASURES

In many cases a combination of risk control measures may be implemented. For example, to control the risk of persons working in the same area from being struck by mobile plant control measures should include:

- Using traffic lights instead of a traffic controller to control traffic at road works (substitution) replacing an item of mobile plant which has a restricted field of vision to one that has a clear field of vision (substitution)
- Using zero tail swing excavators rather than conventional tail swing excavators (substitution)
- Segregating the work processes through distance and time (isolation)
- Installing reversing cameras and audible warning devices activated when the vehicle is reversing (engineering)
- Developing and implement a traffic management plan for any traffic control activities being carried out (administrative), and requiring all workers to wear high visibility reflective clothing or vests (PPE).

When selecting and implementing a combination of risk controls it is important to consider whether any new risks might be introduced as a result and, if so, the combination of risk controls should be reviewed.

Control measures must be reviewed (and revised if necessary):

- Before any change is made to the way work is carried out;
- Before a new system of work is introduced;
- Before the place where the work is being carried is changed;
- If a new hazard is identified or if new information about a hazard becomes available (for example, an alert is published on a particular hazard);

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- If a notifiable incident occurs; and
- If a control measure does not control the risk, or a request for a review is received from a health and safety representative.

RESPONSIBILITIES

It is the Managers, Supervisors and / or Leading Hands responsibility to:

- Make sure that the requirements of this procedure are met.
- Make sure that all employees have had adequate training in Risk Management as per the requirements of this procedure.
- Make sure that all employees, contractors and visitors are aware of the requirements of this procedure.
- Conduct periodic checks to ensure that all ^[SEP] requirements of this procedure have been followed.
- Make sure that all employees, contractors and visitors follow the procedures relating to the identification of hazards and the implementation of appropriate risk ^[SEP] control measures.

It is the responsibility of employees and contractors to:

- Make sure that all aspects of this procedure are fully understood.
- Make sure that all aspects of this procedure are adhered to.
- Follow the procedures relating to the identification of hazards and implementation of the risk control measures.

The PCBU must ensure that information, training and instruction provided to a worker is suitable and adequate having regard to:

- The nature of the work carried out by the worker; and
- The nature of the risks associated with the work at the time the information, training or instruction is provided; and
- The control measures implemented.

The **Risk Assessment Table** below is used to assess the identified hazards and the consequence and likelihood of the risk to workers if not eliminated, controlled or managed.

RISK ASSESSMENT TABLE

Consequence or Impact of Hazard	Level	A	P	U	Likelihood/Probability	Risk Rating
H - Potential death, permanent or long term disability or illness, significant detrimental environmental impact	H = High	1	1	2	A = Almost certain could happen at any time	1 = Immediate action is required
M - Potential temporary disability or illness requiring medical attention, short term environmental impact	M = Medium	1	2	3	P = Possible risk could happen occasionally	2 = Control the risks/ hazards a.s.a.p.
L - Potential minor injury requiring first aid or minimal environmental impact	L = Low	2	3	3	U = Unlikely may happen rarely	3 = Control risks with routine procedures

When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person's health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

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EMERGENCY PROCEDURES

Familiarise yourself with these emergency response procedures before an emergency arises

INTRODUCTION

WHS Regulations s 43 - A person conducting a business or undertaking (PCBU) must ensure that an emergency plan is prepared for the workplace that provides for:

a) Emergency procedures, including:

- An effective response to an emergency;
- Evacuation procedures;
- Notification of emergency services at the earliest opportunity;
- Medical treatment and assistance; and
- Effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response and all persons at the workplace.

b) Testing of the emergency procedures, including how often they should be tested; and

c) Information, training and instruction to relevant workers in relation to implementing the emergency procedures.

ADDITIONAL REQUIREMENTS FOR HIGHER RISK WORKPLACES

Higher-risk workplaces may require additional information in their emergency plans. Examples of these workplaces include:

- Workplaces with confined spaces;
- Workplaces that use fall arrest harness systems;
- Major Hazard Facilities and mines;
- Workplaces that handle or manage asbestos;
- Workplaces that store or handle hazardous;
- Chemicals, and
- Workplaces that carry out demolition and refurbishment sites.

For more information about these requirements refer to the relevant chapters in the WHS Regulations and the related Codes of Practice.

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BUILDING INFORMATION	
Building Name:	
Address:	
Building Owner:	
Address:	
Phone Number:	
Email :	
Building Occupier:	
Address:	
Phone Number:	
Email:	

PERSON (S) RESPONSIBLE FOR FIRST RESPONSE AND EVACUATION INSTRUCTION		
	Fire and Evacuation	Dates for Instruction
Name:		
Phone Number:		
Email:		

PERSON(S) RESPONSIBLE FOR CONDUCTING THE EVACUATION COORDINATION (<i>Responsible Persons</i>)			
Name	Phone Number	Email	Commencement Date

EMERGENCY SERVICES	EMERGENCY PHONE NUMBERS	LOCAL SERVICES	LAST UPDATED
Fire Services	000		
Ambulance Services	000		
Police Services	000		
Poisons Hotline	(your state)		

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URGENT MEDICAL EMERGENCY

There are four main urgent medical emergencies that require immediate attention:

1. **Chest pains and breathing difficulties** should be regarded seriously and require immediate attention;
2. **Arterial bleeding** needs to be stopped immediately by applying direct pressure to the wound;
3. **Not breathing or electric shock** needs to have artificial respiration commenced immediately and performed by trained personnel. In the case of an electric shock, **make sure the power is turned off** before commencing resuscitation; and
4. **Going into shock** requires the injured or ill person to be kept warm, calm and quite.

Call for an ambulance or seek medical assistance.

MANAGING MEDICAL EMERGENCIES

Steps to manage a medical emergency:

1. **Assess the area for any dangers** to the casualty or others in the area.
 - If possible remove the danger;
 - If area is safe attend to the casualty; and
 - If it is too dangerous to access the casualty without placing your own life at risk calls **'000'** for help and explain the dangers as well as the medical emergency. If **'000'** does not work on your mobile phone call **'112'**.
2. **Assess the casualty.**
 - Check casualty is conscious, by asking their name or seeking a response;
 - If no response, use your first aid training to check airways and position casualty appropriately;
 - If responding, apply first aid to any life threatening injuries that need immediate attention; and
 - Ask bystander to call **'000'**. If **'000'** does not work on your mobile phone call **'112'**.
3. **Check breathing.**
 - If breathing place in recovery position and call **'000'**. If **'000'** does not work on your mobile phone call **'112'**;
 - If not breathing call **'000'** for an ambulance then begin CPR; and
 - Continue CPR until an ambulance arrives.
4. **Continue to manage casualty.**
 - Follow the advice and instructions provided by the emergency service;
 - Keep the casualty comfortable and calm until an ambulance arrives; and
 - If someone else is present ask them to contact the Site Supervisor.
5. **If in a location where access is difficult or difficult to find,**
 - Arrange for someone to meet the ambulance at an appropriate location to guide them to the person in need of medical attention.
6. **If poisoning occurs**
 - Raise the alarm by dialling **'000'**;
 - Administer first aid as appropriate;

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- Try to identify the poison (only if safe to do so);
- Ring “Poisons Information” on (for your state);
- Contact your Safety Officer;
- Keep uninvolved people away.

FIRE EMERGENCY

In the event of fire, or hazardous material emergency, occupants should evacuate the building and gather at a predetermined assembly area.

In the event of the fire, staff will:

- Investigate the fire situation;
- If there is any doubt regarding whether there is a fire situation, the Fire Service should still be called ‘000’ or mobile phones ‘112’;
- Ensure the safe evacuation of all occupants from the building;
- Account for all occupants at the assembly area;
- Ensure occupants do not attempt to re-enter the building until it is safe to do so;
- Meet the Fire Service and advise them of any information relevant to the emergency;

In the event of a fire being located, or hazardous material emergency staff, will:

- Ensure the evacuation of the building – alert all occupants without further compromising life and assist those which are persons with special needs; and
- Attempt to extinguish the fire if safe to do so.

If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight the fire if the following conditions exist:

- You have not been trained or instructed in using a fire extinguisher;
- You don't know what's burning;
- The fire is spreading rapidly and might block your means of escape;
- You don't have the proper equipment;
- You might inhale toxic smoke; and
- Your instincts tell you not to do so.

If the first attempts to put out the fire do not succeed, evacuate the building immediately, following the exit signs. Meet the Fire Service on arrival and inform them of the situation. If the fire has been extinguished the Fire Service will still attend.

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OPERATION OF FIRE FIGHTING EQUIPMENT

Fire Extinguishers

1. Select appropriate extinguisher for type of fire;
2. Pull pin from squeeze handle;
3. Test extinguisher by squeezing handles briefly;
4. Approach fire aiming nozzle at base of fire; and
5. Squeeze handles and operate extinguisher in a sweeping motion.

Hose Reels

1. Hose reels are used on fires involving wood, paper and textiles only, they are not to be used on live electrical appliances or flammable liquids;
2. To release the hose reel, turn the valve on this will charge the hose and release the nozzle (if fitted with a nozzle release lock);
3. The hose can then be pulled out to the fire, the nozzle operates like a garden hose in most cases by twisting the nozzle; and
4. The nozzle can be adjusted to give a spray pattern or a straight jet.

Manual Call Points

1. If the Fire system is connected to Fire and Rescue Service, break glass. The break glass alarm will activate the fire alarm in the building and also contact the fire service;
2. It is recommended that '000' or mobile phone '112' is also called to inform the Fire Service of the type and severity of the fire to allow additional resources to be despatched if required; and
3. If not connected to the Fire Service the break glass alarm should have signage above it indicating. "Local alarm only in case of fire break glass and ring '000' or mobile phone '112'. Breaking the glass will only activate the fire alarm in the building but will not contact the Fire Service.

GAS LEAKAGE EMERGENCY

Steps to manage a gas leakage emergency in the workplace:

- Call the officer/supervisor immediately, if deemed necessary call the Fire Brigade on '000'. If '000' does not work on your mobile phone call '112';
- Officer/supervisor to immediately arrange to turn off the gas supply;
- Turn off the electrical supply to the main building (Officer/supervisor responsibility);
- If deemed necessary notify all persons to evacuate the work area and assemble at the Emergency Assembly Area;
- Control the movement of people to the Emergency Assembly Area;
- Check all workers and others are in attendance; and
- Remain at the Emergency Assembly Area until notified that the area is safe to reoccupy.

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LEAK OR SPILL EMERGENCY

Steps to manage any Leak or Spill in a work site:

- Identify the source of the problem;
- Stop goods leaking;
- Contain spilt material, using spills kit or sand;
- Notify officer or supervisor;
- Remove spilt material and place in sealed container for disposal (if possible); and
- Officer or supervisor to record incident.

OR

- as suggested on Safety Data Sheet (SDS).

Any reason you may be instructed to evacuate your building.

- When alerted, immediately cease all activity.
- Follow instructions given by Evacuation Coordinator (Warden) or Emergency Services Officer;
- Evacuate building via the nearest safe Emergency EXIT;
- Go to the assembly area;
- Await instructions from an Evacuation Coordinator (Warden) or Emergency Services Officer; and
- Never use a lift in an emergency.

PERSONAL THREAT

Building Invasion, Armed Intrusion, Assault, Act of Terrorism etc.

- Always consider your safety (your #1 priority);
- Be deliberate in your actions;
- If possible, move the situation away from other staff;
- Observe the offender, (height, weight, age, clothing, speech, disabilities, accent, etc.) – make notes if you can;
- Warn others unobtrusively to raise the alarm by dialing '000' or mobile phone '112';
- Restrict access to all personnel;
- Evacuate quietly – Once notified to do so; and
- Do not approach offender;

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MANAGEMENT PROCEDURES AND INSTRUCTION TO WORKERS

Workplace consultation:

- Make sure Workplace and WHS consultation arrangements, appointing of an HSR, Committee or other arrangement have been discussed, agreed upon and implemented;
- Make sure all contractors have been consulted and aware of emergency procedures;
- Make sure the HSR has received training to successfully fulfil their role and responsibilities; and
- Make sure WHS safety meetings or toolbox / pre-start meetings are held regularly and emergency plans discussed and recorded.

For new employees:

- On day one of induction for any new employee, the fire warden (**WardenName**) will give **General Evacuation Instructions** and **First Response Instruction**;
- This instruction is to be recorded; and
- **NOTE** The Building Fire Safety Regulations require general evacuation instructions to be given within 2 days and first response instructions within a month of starting work in the building, both sets of instructions may be given at the same time.

Existing employees:

- **General Evacuation Instructions** will be given annually and **First Response Instruction** biennially; and
- Instruction will be given by a fire warden (**WardenName**) and recorded

Responsible person – evacuation coordination procedures:

- Nominated staff will receive evacuation coordination procedures *one month* prior to taking on this role and annually after that;
- Evacuation coordination procedures will be given by a competent person (**CompetentPerson**) and recorded;
- Make sure all workers are aware of and have access to company emergency plans;
- There must be emergency plans specific to each work site;
- Make sure fire drills are to be conducted every 6 months and new workers are inducted in emergency procedures within 30 days of them commencing work;
- Make sure fire fighting equipment is checked every 6 months by a registered service agent; and
- Make sure workers receive training and/or refresher training in the use of fire fighting equipment annually.

First aid:

- Make sure first aid kits are in the appropriate locations, within easy access, at each workplace/worksites and in all company vehicles;
- Make sure monthly audits are conducted to make sure first aid kits are fully stocked with appropriate supplies for the type of work and activities carried out;
- Make sure there are trained first aid officer(s);

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- Make sure first aiders attend refresher training courses as required; and
- Make sure there are signs indicating the location of the first aid station.

Hazardous substances

- Make sure all chemicals and hazardous substances that are kept or generated at the workplace are listed in the Hazardous Substances Register;
- Make sure a risk management process been completed and documented for all hazardous substance in the workplace;
- Make sure there is a current SDS (Safety Data Sheet) for all hazardous substances used and are listed in the Safety Data Sheet Register;
- Make sure SDS are reviewed to make sure they are no more than 5 years old and contain the relevant information;
- Make sure the SDS are readily available to all workers ;
- Make sure all workers work in accordance with the precautions listed on the SDS;
- Make sure all workers have been trained in the proper use, handling and transportation of the hazardous substances used;
- Make sure all workers have been trained in the procedures should a spill occurs or they are exposed to hazardous substances; and
- Make sure all hazardous substances labels are fixed to the containers and clearly legible.

Reviewing emergency plans

For emergency plans to remain current and effective they must be reviewed and revised (if necessary) on a regular basis. For example:

- When there are changes to the workplace such as re-location or refurbishments;
- When there are changes in the number or composition of staff including an increase in the use of temporary contractors;
- When new activities have been introduced, and
- After the plan has been tested.

Attach a copy of:

- Relevant building approval documents
- Fire Safety Management Procedure - Alternate Building Solutions
- Evacuation sign & diagram
- Fire training register.

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Address: 1 – 55 Erceg road
Yangebup WA 6164
PH: 865591970

SIGNOFF

Company Representative:

Signed: _____ Date: _____

Name: _____ Position: _____

Contact Number: _____

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HAZARDOUS SUBSTANCES POLICY

1. COMPANY DETAILS

Officer/supervisor name:

Contact number:

Issued to:

Date of issue:

Date of review:

2. INTRODUCTION

Actionsheds Australia PTY LTD is committed to preventing any injury or ill health due to the use of hazardous substances in the workplace and has developed the following policy to create healthy and safe workplace(s) for all workers, subcontractors, visitors, and prevent environment damage. This policy outlines the rules, responsibilities and procedures for Hazardous Substances.

3. SCOPE

This policy applies across the organisation of **Actionsheds Australia PTY LTD** and all workplaces under our control.

4. RULES

- Store all hazardous substances and dangerous goods in their original containers with the label intact at all times.
- Make sure a current Safety Data Sheet (SDS) for hazardous substances, including all chemicals and fibrous material, are available, read and understood by the relevant workers;
- Always use the chemicals and other substances for their intended use and in a safe and appropriate manner;
- Follow safety and environmental precautions for use, transport and storage of hazardous substances listed on the SDS;
- Workers are to have their appropriate PPE that it is fitted correctly and well maintained when handling hazardous substances and stored safely when not in use. Notify their officer/supervisor immediately when PPE is NOT provided or is unserviceable or unsuitable;
- Use and/or adhere to safety signs and placards when and where required; and
- Workers whose behaviour has placed the safety of themselves or other at risk will be subject to disciplinary procedures.

5. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this policy;
- Identify hazards and assess risks arising from storage and handling of herbicides, pesticides, solvents, oxidising agents and other hazardous substances and eliminate or control the risks;
- Provide information to all workers about hazardous substances used and stored in the workplace;

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- Provide resources, information, training and supervision for relevant workers to allow them to adhere to the rules and have the knowledge and resources to handle, use, transport and store hazardous substances and follow the procedures and understand their roles and responsibilities;
- Make sure the appropriate personal protective equipment (PPE) is provided to workers, worn and maintained correctly;
- Make sure an emergency plan is in place and workers notified and trained to deal with accidents either environmental or personal contamination. For example containing spills, wash down area and appropriate first aid;
- Consult with product suppliers and conduct independent research to purchase the least hazardous substance to achieve the desired result. Make sure that SDS are provided with all hazardous substances purchased;
- Make sure that SDS are available for workers and others in the workplace that may be exposed to herbicides, pesticides, solvents, oxidising agents and other hazardous substances. Make sure the SDS are no more than 5 years old;
- Provide and display appropriate signage where hazardous substances are being used or stored; and
- Monitor air quality and provide health surveillance and the choice of a medical practitioner (when required).

Workers must:

- Always wear your own clean and maintained protective equipment to prevent personal or chemical contamination or contaminate others;
- Cooperate with officers/supervisors when risks from hazardous substances are being assessed;
- Participate in consultation, induction and training of hazardous substances to allow safe completion of a required task;
- Carry out directions and control measures put in place for using, handling, transporting and storing hazardous substances;
- Always use chemicals and other substances **only** for their intended use.
- Store personal protective equipment in an appropriate manner when it is not in use;
- Always wash before eating, drinking or smoking;
- Report any defects in any control measure, device for applying, storing or handling hazardous substances promptly to the responsible officer or supervisor; and
- Cooperate when monitoring air or health surveillance programs are put in place.

6. SIGN OFF

Company Representative:

Signed: _____ **Date:** _____

Name: _____ **Position:** _____



INCIDENT AND INJURY MANAGEMENT PROCEDURE

The benefits of recording all incident and injuries reminds officers/supervisors and workers to keep health and safety in mind and helps to keep track of the hazards reported and what action was taken to prevent them happening again. Investigating the reports makes sure officers/supervisors decide how serious the hazard is, how quickly they need to respond and what action needs to be taken. Fill in the name or position of the person responsible for the following roles and other relevant details where indicated in **red**:

REPORTING A COMPLAINT

- Worker describes the incident in writing and completes the *Incident and Injury Report Form*;
- The worker(s) will be given the full details of the allegation(s) against them;
- The worker(s) whom the complaint is made will have the opportunity to respond within a reasonable time to put their side of the story before resolution is attempted; and
- Proceedings will be conducted honestly, fairly and without bias and will not be unduly delayed.

REPORTING HAZARDS / RISKS

- Worker identifies a hazard/risk and reports to **Responsible person** on **PhoneNo** and if not available contacts **Responsible person2** on **PhoneNo2**;
- **Responsible person** eliminates the hazard/risk when possible or isolates the hazard/risk from workers and records the details associated with the hazard/risk in the *Hazard Report Form*;
- **Responsible person** records any further action to be taken and when it will be completed;
- **Responsible person** signs off the report when all corrective actions have been taken and provides the Health and Safety Representative (HSR) with a copy of *Hazard Report Form*;
- The HSR checks the completed *Hazard Report Form*, notifies workers of the corrective action taken and keeps a copy for future reference; and
- **Responsible person** makes any adjustments to work procedures and notifies and trains workers in the new procedures.

REPORTING INCIDENTS / NEAR MISSES

- Worker reports an incident/near miss to **Responsible person**;
- **Responsible person** responds to the incident with a corrective action when possible or isolates hazards/risks if required and records the incident/near miss details in the *Incident and Injury Report Form*;
- **Responsible person** records any further action to be taken and when it will be completed;
- **Responsible person** signs off the report when all corrective actions have been taken and provides the HSR with a copy of *Incident and Injury Report Form*;
- The HSR checks the completed *Incident and Injury Report Form*, notifies workers of the corrective action taken and keeps a copy for future reference; and
- **Responsible person** makes any adjustments to work procedures and notifies and trains workers in the new procedures;

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REPORTING AN INJURY

- Worker reports the injury to **Responsible person**; (or a witness if worker is unable)
- **Responsible person** is to be notified on **PhoneNo** immediately of a workplace injury, if they are not available **Responsible person** is to be contacted on **PhoneNo**;
- Worker completes the **Incident and Injury Report Form**. If the worker is incapable of completing the form at the time of the injury **Responsible person** will arrange for the form to be completed when the injured worker is able. If the worker is unlikely to be able to fill in the **Incident and Injury Report Form** within 48 hours the **Responsible person** will complete the form with information from witnesses if available. Where a number of workers are affected by a common incident, and suffer similar injury, it is recommended that a common document is produced, photocopied and endorsed for each worker;
- **Responsible person** will conduct an investigation of the injury and complete the relevant sections of the **Incident and Injury Report Form**;
- **Responsible person** will take corrective action if required to prevent the cause of the injury occurring again;
- **Responsible person** records any further action to be taken and when it will be completed;
- **Responsible person** signs off the report when all corrective actions have been taken and provides the HSR with a copy of **Incident and Injury Report Form**;
- The HSR checks the completed **Incident and Injury Report Form**, notifies workers of the corrective action taken and keeps a copy for future reference.
- **Responsible person** notifies the insurance company within 48 hours of becoming aware of the injury;
- The HSR discusses the details of the injury at the monthly safety meeting when appropriate; and
- **Responsible person** makes any adjustments to work procedures and notifies and trains workers in the new procedures.

REPORTING A SERIOUS OR NOTIFIABLE INJURY

If the incident is considered to be serious, the Site Supervisor should immediately contact the PCBU for advice and make sure the work area where the incident occurred is undisturbed. The PCBU will advise the next steps following the notification of the incident to your state government authority.

The incident is deemed to be a "Notifiable Incident" and must be reported if it resulted in:

- The death of a person;
- A person requiring medical treatment within 48 hours of exposure to a substance;
- A person requiring immediate treatment as an in-patient;
- A person requiring immediate treatment for:
 - The amputation of any body part;
 - A serious head injury;
 - A serious eye injury;
 - De-gloving or scalping;
 - Electric shock;
 - A spinal injury;

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- The loss of a bodily function; or
- Serious lacerations.

If the incident is notifiable, the site of the incident is to remain undisturbed by others until a Safety Inspector arrives on site or gives permission for disturbance.

The PCBU must complete the [Incident and Injury Report Form](#) and report all notifiable incidents via phone to the relevant state government authority. The PCBU or Site Supervisor will undertake an incident investigation in consultation with the Health and Safety Representative and record the findings and recommendations within the [Incident and Injury Investigation Form](#).

In accordance with sections 35 to 39 of the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulations 2017* it is an offence to fail to make a report of a Notifiable Incident. You must report all notifiable incidents via phone to your state government authority even if the person injured or killed is not a worker (e.g. a sales representative or a visitor).

Complex investigations or investigations where there is uncertainty will be supported upon request of the Site Supervisor or the Health and Safety Representative.

MAKING A WORKERS COMPENSATION CLAIM

When a worker's injury is likely to require a worker's Compensation Claim and the worker will be away from normal duties for seven or more consecutive days. The following timeframes may form "best practice" and you are encouraged to adopt them as part of your [Incident and Injury Management Policy](#). Check with your insurer to make sure the timeframes are consistent with their claim procedures.

Determine who is to be involved in the Injury Management process as early action and intervention is the key to successfully managing injuries and claims.

- **Responsible person** is to provide the injured worker with an [Incident and Injury Report Form](#) and your insurer's Claims Form if required;
- **Responsible person** fills out [Incident and Injury Report Form](#) and insurer's Claims Form within 24 hours;
- **Responsible person** will contact injured workers within 24 hours of them leaving the workplace to make sure they have sought medical attention / opinion of their injuries;
- **Responsible person** are to take reasonable care to make sure the confidentiality of information, according to the WHS Regulations;
- **Responsible person** notifies the relevant state government authority responsible for WHS within 48 hours, for example WorkCover;
- **Responsible person** reports injury of the worker to **Insurance Company** within 48 hours of becoming aware of a workplace injury to the worker. This can be made verbally although you must confirm in writing or electronically within 3 days. The insurer must take action within 3 business days after receiving the injury notice by contacting you, the injured worker and the nominated treating doctor.
- **Responsible person** submits [Incident and Injury Report Form](#) and insurer's Claims Form and attaches the worker's Compensation Prescribed Medical Certificate and any other accounts for payment within seven days of receipt of claims;
- **Responsible person** re-contacts the injured worker and their treating medical practitioner within 3 days of the injury; and
- **Responsible person** organises rehabilitation for the injured worker - subject to advice from medical practitioner and negotiation with the worker.

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RETURN TO WORK PLAN

- **Responsible person** is to be trained and responsible for coordinating our [Return to Work Program](#);
- **Responsible person** uses the [Return to Work Program](#) to write up a Return to Work Plan, negotiating the plan with the worker and their treating doctor. The negotiated Return to Work Plan will:
 - List the worker's current duties;
 - Note suitable restricted duties as negotiated; and
 - Consider how other workers may be affected by the restricted duties and hours.
- **Responsible person** is to notify **InsuranceCompany** if unable to provide suitable duties;
- **Responsible person** monitors the return to work and up-grades duties as required;
- **Responsible person** engages or liaises with a rehabilitation provider when / where appropriate; and
- **Responsible person** maintains contact with the **InsuranceCompany**.

INVESTIGATING THE CAUSE OF AN INCIDENT AND/OR INJURY

- Officers, in consultation with health and safety representatives, shall investigate the cause of an injury. The extent of the investigation will depend upon the seriousness of the injury and/or incident. The following factors will direct the investigation:
 - The cause/contributing factors;
 - The events surrounding it;
 - The actions taken for the welfare of the injured worker; and
 - Actions to prevent recurrence.
- Begin the investigation immediately after the injured worker has received prompt medical attention.
- Do not disturb the scene except to help the injured worker until all relevant information has been gathered and the scene has been thoroughly inspected. This is particularly important if the relevant state government authority is to be notified as an inspector may wish to investigate the scene.
- Maintain objectivity and gather all the facts: i.e. Who, What, Why, When and Where;
- Discuss the circumstances surrounding the injury or incident with the injured worker and/or any witnesses;
- Review any relevant documentation: e.g. procedures, guidelines, hazard/near miss reports, maintenance records, etc.;
- Reconstruct the events that led to the injury taking into account all possible causes including underlying or procedural failures or inadequacies.

IMPLEMENTING CONTROL MEASURES TO PREVENT RECURRENCE

- Make sure remedial action is taken to prevent recurrence once all causes are clearly understood;
- Use the [Incident and Injury Report Form](#) to record the details of the injury and create additional notes if necessary;
- Base remedial actions on the hierarchy of control i.e. elimination, substitution, engineering, administration and training and the use of personal protective equipment;
- Review controls and any relevant procedures and modify when necessary; and
- Injuries over a period of time should be recorded using the [Lost Time Injury \(LTI\) Register](#) and [Medical Treatment Injury \(MTI\) Register](#).

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INCIDENT AND INJURY REPORT FORM

Report Form Number:

DETAILS OF INJURED PERSON

Surname:		Given Name(s):		DOB:	Sex <input type="checkbox"/> M <input type="checkbox"/> F
Street Address:				Suburb:	
Post code:	State:	Contact Phone Number:		Mobile:	
PCBU Business Name:					
Street Address:				Suburb:	
Post code:	State:	Work Place Location:			
Status of Injured Party:	<input type="checkbox"/> Worker <input type="checkbox"/> Subcontractor <input type="checkbox"/> Visitor <input type="checkbox"/> Other _____				

INCIDENT DETAILS DESCRIPTION OF EVENTS

Date of Incident: / /	M	T	W	T	F	S	S	Time of Incident: <input type="checkbox"/> AM <input type="checkbox"/> PM
Task/operation undertaken at the time of the incident:								
Exact location where incident occurred:								
Did the person cease work? <input type="checkbox"/> Yes <input type="checkbox"/> No								

INJURY DETAILS

Was a injury sustained as a result of the incident: <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Injury: (e.g. bruise, cut, fracture, grit in eye)
Part(s) of Body Injured: (e.g. arm, torso, head)
Cause of Injury: (what happened)
Treatment provided by First Aid Officer <input type="checkbox"/> Yes <input type="checkbox"/> No
Treatment Given/Action Taken:

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INJURY DETAILS (cont.)		
Witness Name:	Contact Number:	
Witness Address:		
DETAILS OF TREATMENT		
Doctor/ Medical Centre Attended: <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, Name:		
Hospital Attended: <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, Name:		
Date Attended:	Medical certificate Received <input type="checkbox"/> Yes <input type="checkbox"/> No	
Treatment: (e.g. x-ray)		
Has a referral for further treatment been issued? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is Injury Management Required? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, return to work coordinator shall be notified)		
INCIDENT REPORTED TO RELATIVE AUTHORITIES IF REQUIRED		
Authority reported:	Date reported:	Time reported: <input type="checkbox"/> AM <input type="checkbox"/> PM
Authority reported:	Date reported:	Time reported: <input type="checkbox"/> AM <input type="checkbox"/> PM
Authority reported:	Date reported:	Time reported: <input type="checkbox"/> AM <input type="checkbox"/> PM

PERSON COMPLETING THIS FORM		
Surname:	Signature:	
Given Name(s):	Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM

RETURN TO WORK PROGRAM

OUR COMMITMENT

Actionsheds Australia PTY LTD are committed to the return to work of our injured workers;

- We will prevent injury and illness by providing a safe and healthy working environment;
- We will participate in the development of an injury management plan and make sure that injury management commences as soon as possible after a worker is injured;
- We will support the injured worker and ensure that early return to work is a normal expectation;
- We will provide suitable duties for an injured worker as soon as possible;
- We will ensure that our injured workers (and anyone representing them) are aware of their rights and responsibilities including the right to choose their own doctor and rehabilitation provider, and the responsibility to provide accurate information about the injury and its cause);
- We will consult with our workers and, where applicable, unions to ensure that the return to work program operates as smoothly as possible;
- We will maintain the confidentiality of injured worker records; and
- We will not dismiss a worker as a result of a work related injury within six months of becoming unfit for duty.

PROCEDURES

Notifications of injuries

- All injuries must be notified to the officer/supervisor as soon as possible;
- All injuries will be recorded in the [Incident and Injury Register](#); and
- Our workers compensation Scheme Agent (see below) will be notified of any injuries within 48 hours.

Recovery

- We will ensure that the injured worker receives appropriate first aid and/or medical treatment as soon as possible; and
- The injured worker must nominate a treating doctor who will be responsible for the medical management of the injury and assist in planning return to work.

Return to work

- We will arrange a suitable person to explain the return to work process to the injured worker; and
- We will make sure that the injured worker is offered the assistance of a WorkCover-accredited rehabilitation provider if it becomes evident that they are not likely to resume their pre-injury duties, or cannot do so without changes to the workplace or work practices.

The PCBU's preferred accredited rehabilitation providers include:

-
- We will arrange for the worker's return to work (subject to medical and rehabilitation provider advice).

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Suitable duties

- When the injured worker, according to medical advice, is capable of returning to work we will develop an individual return to work plan;
- We will undertake to provide suitable duties that are consistent with medical advice and that are meaningful, productive and appropriate for the injured worker's physical and psychological condition;
- Depending on the individual circumstances of the injured worker, our suitable duties may be:
 - At the same workplace or a different workplace;
 - The same job with different hours or modified duties;
 - A different job; and
 - Full-time or part-time.

Dispute resolution

- If disagreements about the return to work program or suitable duties arise, we will work together with the injured worker and any union representing them to try to resolve them;
- If we are unable to resolve the dispute, we will involve our Scheme Agent, an accredited rehabilitation provider, the treating doctor or an injury management consultant;
- If you need help or advice on what you should do, contact the relevant state government authority; and
- Refer to the Workers Compensation Commission (WCC) who handles conciliation of all claims for most workers.

CONTACTS

Workplace contact for return to work program:

Name: _____**Phone:** _____

Workers Compensation Scheme Agent:

Name: _____**Address:** _____**Phone:** _____

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WHS MEETING MINUTES

MEETING DETAILS

Start Time:		Finish Time:		Date:	
Persons Present:					
Matters from previous meeting to be raised:					

AGENDA

Item 1	
Item 2	
Item 3	
Item 4	
Item 5	

MINUTES

ACTIONS RESULTING FROM MEETING

Action	Responsible Person	Due Date

SIGNOFF

Signed By:	
Seconded:	

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CORRECTIVE ACTION REGISTER

This Register is to be used in conjunction with the [Risk Management Procedure](#)

CORRECTIVE ACTION REGISTER						
Category:	WHS Incident / Injury <input type="checkbox"/>	Nonconformity from audits <input type="checkbox"/>	Suggestion for improvement <input type="checkbox"/>	Complaints / Notices / External parties <input type="checkbox"/>	Other _____	
Reason:	Document control <input type="checkbox"/>	System failure <input type="checkbox"/>	Wrong instructions <input type="checkbox"/>	Training <input type="checkbox"/>	Contractor fault <input type="checkbox"/>	Operator fault <input type="checkbox"/>
Raised by:	Assigned to:			Date:	Remarks:	
Description:						
Proposed immediate action (correction):						
Completed by:		Date:	Remarks:			
Root cause analysis required: Yes <input type="checkbox"/> No <input type="checkbox"/>						
Underlying / root cause:						
Determined by:		Date:	Remarks:			
Proposed action for long term solution (corrective/preventive action):						
Completed by:		Date:	Remarks:			
Comments on effectiveness of action taken:						
Closed out by:		Date:	Remarks:			
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DISCIPLINARY PROCEDURES AND COUNSELLING

Person(s) Conducting a Business or Undertaking (PCBU) have a duty of care, and condoning workers' breaches of WHS legislation is in effect a breach of the legislation. Health and safety is a serious matter and there will be times when disciplining of workers is required. It is important to set rules and guidelines for what is, and what isn't acceptable behaviour and actions. This should include the behaviour and actions your workers have towards each other and to people outside the organisation they deal with through the course of their work, such as subcontractors, customers, suppliers and the general public. Also set rules, guidelines and procedures when someone from outside your organisation acts inappropriately or endangers your workers. Create your rules, guidelines and procedures in consultation with your workers. Once you have done this, you need to communicate these rules, guidelines and procedures to your workers and let them know what the consequences will be if they choose to disregard them. This also applies to your subcontractors, suppliers and customer's behaviour, what your workers should do in certain situations and how you will deal with the inappropriate behaviour and actions directed towards your workers.

- Does the worker deal with the inappropriate behaviour themselves, if so what procedures do they follow; or
- Does the worker report the behaviour to their supervisor;
- What procedures does the supervisor follow; and
- Will you discontinue using the services of subcontractors and suppliers or not deal with customers that behave inappropriately to your workers?

By setting out the rules and the consequences before they happen you can prevent situations escalating out of control and your workers will feel empowered in the knowledge there are procedures to deal with unacceptable and dangerous behaviour.

DISCIPLINE

Workers who breach the Company's rules outlined in the policies, Site Specific Rules or have placed their own safety and/or the safety others at risk will be subject to the following disciplinary procedures:

- Workers who are performing unsatisfactorily will be counselled so they understand the standards expected of them. They will be offered assistance, guidance and appropriate support to allow them to meet the expected standards;
- Confidential records of any counselling undertaken will be made (if required). The worker will be shown and given a copy of the written records and will have an opportunity to comment on its contents. The record will only be placed on the worker's personal file when the worker has been given the opportunity of responding to the record and adding any notations regarding the contents of the record;
- Workers whose performance or behaviour is unsatisfactory will be given adequate time to demonstrate a willingness to improve. If at the end of this period the worker shows no willingness to improve in the opinion of the PCBU, a final warning in writing will be issued to the worker. This notice will inform the worker in writing that disciplinary action including dismissal may be taken if the worker does not cease the unsatisfactory performance or behaviour immediately;
- The PCBU also has the right to instantly dismiss a worker for serious and wilful misconduct; and
- At every stage of the disciplinary process, the worker has the right to have another worker or union representative present as a witness.

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FOUR PART INTERVIEW PROCESS

This procedure uses a series of interviews to guide a worker away from inappropriate behaviour, and towards safer and acceptable work practices.

Interview one

The first interview should be held between the worker, supervisor and union or other worker's representative if requested. The following should be discussed:

- Details of the unsatisfactory work performance; and
- The standard of performance required.

The PCBU/supervisor should give the worker an opportunity to discuss any factors contributing to poor work performance. If appropriate, the PCBU/supervisor should refer the worker to professional counselling (for example through an Employee Assistance Program (EAP) if one is available) with time off work to attend; and

An agreement should be reached about the time it will take for the worker to return to satisfactory performance. If in reviewing performance it is found that the worker has regained satisfactory performance no further interviews will be required.

Interview two

The second interview should be held between the worker, supervisor and union or other worker's representative if requested. Any additional details of unsatisfactory performance and the standard of performance required should be stated;

- The worker must be informed that they risk discipline and possible dismissal for failing to improve performance; and
- Repeat the offer of assistance through counselling or other appropriate professional help.

An agreement should be reached about the time it will take for the worker to return to satisfactory performance. If in reviewing performance it is found that the worker has regained satisfactory performance no further interviews will be required subject to continued good performance.

Interview three

Interview three should be held between the worker, supervisor and union representative if requested.

- All details of unsatisfactory performance should be stated;
- Inform the worker that they risk losing their job if their performance continues to be unsatisfactory;
- Repeat the offer of professional counselling;
- The performance of the worker should then be reviewed on an on-going basis; and
- If in reviewing performance it is found that the worker has regained satisfactory performance no further interviews will be required subject to continued good performance.

Interview four

Interview four should be held between the worker, a union representative (if requested) and the supervisor with the authority to take disciplinary measures and terminate employment. It is convened to arrange appropriate disciplinary measures, which may include termination of employment.

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Records of interview and confidentiality

When collecting records relating to workers, PCBU's should consider:

- The type and quality of information that is collected;
- The confidential and secure storage of information; and
- Allow workers to access their own records.

The invasion of privacy, including the misuse of personal information, is unlawful under various state and federal laws, and PCBU's should determine what their legal obligations are. For further information, refer to the Office of the NSW Privacy Commissioner www.lawlink.nsw.gov.au/privacynsw

EMPLOYEE ASSISTANCE PROGRAMS (EAPs)

An EAP is aimed at providing assistance to workers to help them resolve personal problems, health or work-related concerns. Personal issues that may be of concern include relationship, legal, gambling and financial problems, illness and the use of alcohol and drugs.

Most small businesses can't justify having an in-house EAP counsellor and workers should be referred to an appropriate professional for help such as their GP, private consultants or an organisation set up specifically to deal with their problem.

Establish your EAP procedures in consultation with workers, set out the goals of your program and alleviate workers' fears about the methods used, confidentiality and any referrals to counselling. The main aim of an EAP is to help workers restore their health and work performance and not the worker's personal problems being the business of the PCBU.

- Workers are encouraged to refer themselves for assistance with no penalties for seeking assistance through an EAP;
- Workers can refer themselves to a counsellor by contacting the counsellor personally. If a worker visits a counsellor during working hours they should advise their supervisor that they are using the service and do not have to give the reason for the visit. If they use the service outside of working hours they do not have to tell anyone;
- Certain industries or work activities may require workers to undertake mandatory counselling to protect themselves and others that would be affected by their unsafe work performance; and
- Workers requiring treatment must be allowed to use any accrued sick leave, annual leave or leave without pay.

When a supervisor speaks to a worker about poor work performance they may suggest the worker see a counsellor if required. If the worker does not want to discuss the problem with their supervisor, the worker is free to reject the offer. If the worker is interviewed for a second or third time, the supervisor should suggest seeing a counsellor again and remind them if the problem persists disciplinary action will be taken. Suggesting counselling need not be seen as a moral judgement as it should be based on a decline in work performance.

Clinical psychologists, psychiatrists and social workers are suitably qualified to be EAP counsellors. You may wish to select an EAP provider that is an accredited member of the Employee Assistance Professional Association of Australia (EAPAA). The EAPAA provides guidance for quality control for EAPs, defines professional and ethical standards in EAP provision and provides recommendations for qualifications and issues of accreditation in service provision. For further information refer to the EAPAA website www.eapaa.org.au.

Provide workers with the information about your EAP and display and distribute lists of EAP counsellors and their specialist areas. EAP counsellors may inform PCBU's that a worker will be attending a counselling session between certain times.

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NON-CONFORMANCE REPORT FORM

Project Name:		NCR Number:	
Address		Date:	
NCR issued to:		NCR issued by:	

NON CONFORMANCE DETAILS

Area of Non Conformance

- | | |
|--|--|
| <input type="checkbox"/> Site Establishment
<input type="checkbox"/> Works outlined in contract
<input type="checkbox"/> Supplier
<input type="checkbox"/> Customer complaint | <input type="checkbox"/> Work Health and Safety
<input type="checkbox"/> Environmental Management
<input type="checkbox"/> Quality Management
<input type="checkbox"/> Other: |
|--|--|

Description of Non Conformance

Outline the evidence obtained for Non Conformance

Corrective or preventive action to be taken to fix the Non Conformance	Responsible person	Date to be completed by
--	--------------------	-------------------------

Sign Off

Corrective or preventive action is complete and dealt with by the responsible person noted above

Name:	Date:
--------------	--------------

Actionsheds Australia PTY LTD agrees corrective or preventative is complete

Name:	Date:
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Date & Time Printed:	Reference:	Version: v1.4	
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WASTE MANAGEMENT PLAN

PROJECT DETAILS

Project Name: _____

Project Address: _____

Scope of Work: _____

COMPANY DETAILS

Contact Name: _____

Postal Address: _____

Suburb: _____

Postcode: _____

Telephone: _____

Fax: _____

Email: _____

The text in red and/or italics should be replaced with the relevant details specific to your business.

The details in the Waste Management Plan (WMP) accurately describe **Action Sheds Australia PTY LTD** waste management and recycling practices relating to the **ProjectName and ProjectAddress**. A copy of the WMP will be kept on site at the disposal of any Council member or Site Worker.

Responsible Person _____

CompanyName (Signature here)

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WASTE MANAGEMENT

General

Action Sheds Australia PTY LTD waste management strategies include:

Below are some examples of waste management strategies that could be used in your business. Add below waste management strategies your company would implement or currently have in your business

- delivery of materials 'as needed' to avoid wastage of spoiled materials;
- avoiding over-ordering materials;
- Re-use of excavated material on-site and disposal of any excess to an approved site;
- reducing the quantity of waste and encourage the recycling of waste generated by demolition and construction works;
- assisting the Federal and State Government waste minimization targets;
- ensuring that waste storage facilities are located appropriately and do not impact negatively on the streetscape;
- re-use of second hand building materials and recycled building products; and
- ensuring that waste can be effectively collected and managed.

Site Specific Waste Management

Action Sheds Australia PTY LTD will adopt the following site-specific waste management strategies:

(Below are some examples of waste management strategies that are site specific that could be used in your business. Add below waste management strategies your company would implement or currently have that would manage waste on site)

- waste will be minimised by reducing, re-using and recycling demolition and construction waste;
- excavated material, demolition and builders waste if not re-used or recycled will be processed in an appropriate manner at a site approved by the Department of Environment and Conservation;
- bricks, tiles and concrete will be re-used on site as appropriate, or recycled off-site;
- plasterboard re-used in landscaping on-site, or returned to supplier for recycling;
- framing timber will be re-used on site or recycled elsewhere;
- windows, doors and joinery will be recycled off-site;
- plumbing, fittings and metal elements will be recycled off-site;
- appropriate space will be provided for the temporary storage of garbage, recyclable and compostable waste to ensure separation of waste products;
- a convenient access for waste collection will be provided;
- adequate space will be provided from the street level for a collection vehicle to drive to any dumpster/bulk bins required for site;
- following completion of works, the site will be inspected and any waste removed;
- delivery of material will be programmed to minimise storage time on site;
- site disturbance will be minimised by limiting unnecessary excavation;
- all asbestos, hazardous and/or intractable wastes are to be disposed of in accordance with Workcover Authority and EPA requirements;

On-going checks will be carried out to ensure correct separation and re-use of recyclable materials is being maintained.

Demolition/Construction

During demolition and construction stages of the works, **Action Sheds Australia PTY LTD** where possible, will seek to reuse existing building materials. Where building materials cannot be used they will be disposed of at an appropriate waste

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management centre as stated below. **Action Sheds Australia PTY LTD** will ensure that all the strategies stated above are followed to minimise waste and allow the re-use of site materials.

Waste Separation

During demolition and construction on-going checks will be carried to ensure correct separation and re-use of recyclable materials is being maintained. Waste will be sorted as to have minimal impact on the environment and where waste can be utilised on site again will be stored in a nominated area where it cannot be damaged.

Disposal

Action Sheds Australia PTY LTD will ensure all waste is removed from site and disposed of in accordance with the Protection of the Environment Operations Act 1997 (POEO ACT 1997). All waste will be recorded via a tracking log sheet and will be disposed of at EPA approved waste management centres including:

- **Insert Waste Management Centre Name**
Insert Address
- **Insert Waste Management Centre Name**
Insert Address

Reporting

Action Sheds Australia PTY LTD will monitor and record volumes of waste disposal and recycling as well as the methods and locations of disposal. The homeowner will keep records on the Waste Material Log Sheet (refer **Attachment 1**).

REFERENCES

- Work Health and Safety Act 2011;
- Work Health and Safety Regulations 2017;
- Safe Work Australia Code of Practice - Demolition; and
- AS 2601: The Demolition of Structures.

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ATTACHMENT 1

Waste Material Log Sheet

Demolition - **Insert SiteAddress**

Waste Material Type E.g. soil, rock, vegetation etc.	TOTAL amount (m ³ and/or tonnes)	Date	On-site Re-use (Specify amount re-use onsite and intended use)		Off-site Re-use (Specify contractor and recycler)		Off-site Disposal			
			Amount (m ³ / tonnes)	Use/location	Amount (m ³ / tonnes)	Name of recycler	Amount (m ³ / tonnes)	Name of contractor	Pick up time/date	Destination
Excavation Material										
Bricks										
Concrete										
Roof Tiles										
Timber - Framing										
Plasterboard										
Asbestos										
Paints										
Plastics / PVC										
Metals										

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ATTACHMENT 2

Waste Material Log Sheet

Construction - **Insert SiteAddress**

Waste Material Type E.g. soil, rock, vegetation etc.	TOTAL amount (m ³ and/or tonnes)	Date	On-site Re-use (Specify amount re-use onsite and intended use)		Off-site Re-use (Specify contractor and recycler)		Off-site Disposal			
			Amount (m ³ / tonnes)	Use/location	Amount (m ³ / tonnes)	Name of recycler	Amount (m ³ / tonnes)	Name of contractor	Pick up time/date	Destination
Excavation Material										
Bricks										
Concrete										
Roof Tiles										
Timber - Framing										
Plasterboard										
Asbestos										
Paints										
Plastics / PVC										
Metals										

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SITE ENVIRONMENTAL POLICY

1. COMPANY DETAILS

Officer/supervisor name:

Contact number:

Issued to:

Date of issue:

Date of review:

2. INTRODUCTION

Actionsheds Australia PTY has developed the following policy to create a safe and healthy workplace(s). This policy outlines the rules, responsibilities and procedures for environmental protection.

3. SCOPE

This policy applies across the organisation of **Actionsheds Australia PTY** and across all workplaces/worksites under this organisations control, including contractors/sub-contractors and visitors to the workplace/worksite.

4. RULES

- Wherever practicable employees at **Actionsheds Australia PTY** will reduce the volume of waste generated and reuse and recycle. Whenever possible new products and supplies should be reusable and/or recyclable;
- Where possible purchase responsibly for example purchase local products to reduce transport emissions and support the local community, be aware of where the product or it's raw components have come from – is it causing deforestation, loss of habitat or exploiting workers in another country;
- Prevent any actions from work activities causing environmental damage by following preventative procedures In the event of an incident/accident follow the emergency procedures, making sure that the appropriate equipment is available for clean up and that a quick response is applied to eliminate or reduce any damage; and
- Be aware of environmental issues and safeguards, including erosion and sediment control, weed invasion, sensitive/rare vegetation and fauna, air quality, noise, waste, heritage and archaeological sites.

5. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this policy;
- Provide resources, information, training and supervision for workers to allow them to adhere to the rules and have the knowledge and resources to follow the procedures and understand their roles and responsibilities;
- Comply with statutory requirements, codes, standards and guidelines;
- Implement and comply with site Environmental Management Plans (EMP)

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- Make sure all equipment is serviced and not showing visible emissions;
- Make sure noise and air pollution are monitored and kept to the appropriate levels;
- Provide areas for chemical storage and hosing down;
- Make sure all incidents are investigated and if required appropriate disciplinary action carried out; and
- Undertake site environmental inspections and fill out [Site Environmental Checklist](#), and [Waste Management Plan](#) when required.

Workers must:

- Comply with the rules of this policy and follow procedures;
- Use, store and dispose of chemicals as per the Safety Data Sheet (SDS);
- Remove waste from the workplace/worksite and place in designated receptacle/waste area;
- Reduce the damage to flora and fauna;
- Make sure correct measures are in place for sediment control;
- Report any incidents or complaints to the officer/supervisor;
- Wash machinery in designated area;
- Participate in consultation and training in relation to environmental management; and
- Advise officer or supervisor of any potential breaches of plans or statements, and sightings of rare plants or animals, fauna or archaeological or heritage items.

6. PROCEDURES

Responsible Behaviour

- Dispose of rubbish responsibly, either recycle or place in designated receptacle/area;
- Prevent chemicals and other foreign material from entering drains, gutters or contaminating ground soil;
- Wash down plant and equipment in designated area if available, make sure site soil and weed seeds are contained and not spread to another site or allowed to enter drains or gutters.

Failure of Erosion/Sediment Control Device

- Prevent further escape of sediment;
- Contain escaped material, using silt fence, hay bales, pipes etc;
- Notify officer or supervisor of incident;
- Repair or replace failed device as appropriate;
- Dig/scrape up escaped material. Take care prevent further damage to the site or vegetation and monitor for effectiveness until re-stabilised; and
- Officer or supervisor to record incident.

Bank/Slope Failure

- Stabilise toe of slope to prevent sediment escape by using aggregate bags, silt fence, logs, hay bales, pipes etc;
- Notify officer/supervisor of the incident;
- Divert water away from failed fence;
- Protect area from further collapse as appropriate;
- Restore as advised by officer/supervisor; and
- Monitor for effectiveness until stabilised.

Waste

- Know what types of waste will be generated during excavation, demolition and construction;
- Check the council development consent and environment protection licence to make sure the waste facility can lawfully accept the waste;
- Prepare and implement a [Waste Management Plan](#);
- Regularly update the waste management plan to record how waste is managed and audit where waste is taken;
- Dispose of chemicals and hazardous substances as directed on the SDS;
- Keep accurate written records such as:
 - Who transported the waste (company name, ABN, vehicle registration and driver details, date and time of transport, description of waste)
 - Copies of waste dockets/receipts for the waste facility (date and time of delivery, name and address of the facility, its ABN, contact person)

Discovery of Rare or Endangered Species

- Stop work;
- Notify officer or supervisor;
- If a plant is found, mark location of plants. If an animal, mark location where sighted;
- Officer/supervisor to identify/arrange identification of species;
- If confirmed significant, officer/supervisor to liaise with relevant local and state government authorities; and
- Recommence work when cleared by officer/supervisor.

Discovery of Archaeological/Heritage Item(s)

- Stop work;
- Do not further disturb the area;
- Notify officer/supervisor;
- Officer/supervisor to arrange appraisal of specimen;
- If confirmed significant, officer/supervisor to liaise with relevant local and state government authorities; and
- Recommence work when cleared by officer/supervisor.

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Exceeding Clean Air or Noise Levels

- Stop work;
- Notify officer/supervisor;
- Confirm all plant and equipment has been suitably maintained;
- Undertake any necessary repairs or maintenance to plant and equipment;
- Implement additional mitigation measures as set out in the site EMP (if required), such as dust suppression measures;
- Recommence work when cleared by officer/supervisor.

7. SIGN OFF

Company Representative:

Signed: _____ **Date:** _____

Name: _____ **Position:** _____

SITE ENVIRONMENTAL CHECKLIST

PROJECT DETAILS

Project Name: _____
Contact Name: _____ **Telephone:** _____
Email _____ **Date:** _____

ENVIRONMENTAL ISSUES

Erosion and Sediment Control	Yes	No	N/A	Comments
Has an erosion and sediment control plan been created?				
Are sediment and control measures in place of construction works e.g. sediment traps, sediment fence etc.				
Are these being maintained and kept in correct working order?				
Have materials been contained or placed in designated areas to be away from stormwater drains/runoff.				
Are designated washout areas in place away from storm water drains?				
Is relevant protection surrounding flora in place to stop any damage.				
Is the site maintained and cleaned away of all soil, earth, mud, clay and concrete waste that may cause an environmental issue daily.				
Waste Management	Yes	No	N/A	Comments
Has a Waste Management Plan been created and implemented.				
Have stockpiles or designated waste area been created.				
Is the waste being stored in such an area as not to pollute or contaminate stormwater drains?				
Have excess materials been recycled, reused or returned.				
Hazardous Materials	Yes	No	N/A	Comments
Are spill kits available and held on site.				
Are spills attended to and cleaned up immediately.				

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Are procedures in place noting the correct methods for removing Asbestos?				
Hazardous Materials (cont.)	Yes	No	N/A	Comments
Is there a designated storage area for hazardous materials where leaks can't flow to open ground or drains.				
Are all hazardous material containers sealed properly and no leaks evident?				
Are Safety Data Sheet (SDS) on site for all hazardous materials				
Air Quality	Yes	No	N/A	Comments
Does all plant and equipment comply with the relevant codes and emission standards for air quality				
Noise Management	Yes	No	N/A	Comments
Are procedures in place to minimise noise to workers, site and surrounding areas.				
Does all plant and equipment comply with the relevant codes, guidelines and standards for noise control				

Company Representative Name: _____

Company Representative Signature: _____

Date: _____

COMPLAINT FORM

Project Name:	Complaint Number:
Address:	Date:
Complaint issued to:	Complaint issued by:

COMPLAINANT DETAILS

Name:	Position:
Address:	Contact No.:

DESCRIPTION OF COMPLAINT:

Type of Complaint

☐ Project
 ☐ Work Health and Safety (WHS)
 ☐ Environmental
 ☐ Quality
 ☐ Other _____

Description:

WORK AREA ASSOCIATED WITH COMPLAINT

Location:	Time:
	Date:

Conditions of work area when complaint occurred: *(provide photographs if possible)*

Corrective or preventive action to be taken to fix the complaint	Responsible person	Date to be completed by

SIGN OFF

Corrective or preventive action is complete and dealt with by the responsible person noted above

Name:		Date:	
Signature:			
Project Manager agrees corrective or preventative action is complete			
Name:		Date:	
Signature:			

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FITNESS FOR WORK / FATIGUE MANAGEMENT

Fatigue is more than feeling tired and drowsy. In a work context, fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively.

It can occur because of prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock.

Fatigue can be caused by factors which may be work related, non-work related or a combination of both and can accumulate over time.

In order to minimise fatigue in a work environment, Action Sheds have implemented the following controls;

WORK SCHEDULING

- Designing working hours and rosters to allow for good sleep opportunity and enough recovery time between work days or shifts for travelling, eating, washing and sleeping.
- developing procedures to manage and limit excessive working hours, for example requiring minimum breaks on a regular basis, especially during longer shifts.
- developing plans to deal with workload changes due to absenteeism.

SHIFT WORK AND ROSTERS

- structuring shifts and designing work plans so work demands are highest towards the middle of the shift and decrease towards the end.
- keeping sequential night shifts to a minimum, and
- providing information to shift workers containing tips for them to prevent and manage the risk of fatigue.

JOB DEMANDS

- ensuring fit-for-purpose plant, machinery and equipment is used at the workplace.
- developing contingency plans for potential situations where workers may have to unexpectedly work longer hours, more shifts or a long sequence of shifts, and
- introducing job rotation to limit a build-up of mental and physical fatigue (where possible)

ENVIRONMENTAL CONDITIONS

- Avoid working during periods of extreme temperature or minimise exposure time through job rotation.
- Provide a cool area where workers can take a rest break and rehydrate in hot work environments.
- Provide adequate facilities for rest, sleep, meal breaks, onsite accommodation (if appropriate).

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Company Vehicle Policy

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Policy brief and purpose	3
Prerequisites to drive a company vehicle	2
<u>Drivers obligations.....</u>	<u>2</u>
Accidents.....	2
Private use of a company vehicle.....	3
Our company's obligations.....	3
Company Vehicle Related Enforcement	4



Policy brief and purpose

- This policy applies to any employee who is eligible to use Action Sheds vehicles by Action Sheds Australia Pty Ltd for business use to perform their work duties. The purpose of this policy is to ensure that company vehicles are driven and used appropriately. The vehicle is not provided as part of a salary packaging arrangement and an employee cannot elect to receive additional remuneration in lieu of the use of the vehicle.

Prerequisites to drive a company vehicle

Our employees are only allowed to drive a company car if they:

- Have a valid driver's licence
- Have a clean driving record for at least 3 years, e.g. not arrested for driving under the influence of alcohol or drugs.

Driver's obligations

We expect employees who drive company vehicles to follow rules. They should:

- Drive safely
- Respect traffic laws and fellow drivers
- If applicable wear glasses or contacts when driving
- Check their vehicles regularly to ensure tyre pressures and fluid levels are at appropriate levels
- Report any damage or problems with their vehicles to the Directors as soon as possible
- Avoid double parking, blocking entrances and engaging in other traffic violations that may result in fines.
- Avoid driving whilst tired or sick which may impact concentration.
- Employees driving the company vehicle must not be under the influence of any drugs or alcohol.

If employees have their driver's licence suspended or revoked, they must inform the Directors immediately.

Employees are not allowed to:

- Smoke inside of a company vehicle
- Lease, sell or lend a company vehicle
- Use a phone which is not completely hands-free
- Leave the company car unlocked or parked in dangerous areas
- Deliberately damage the vehicle

Accidents

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If an employee is involved in an accident using a company vehicle, they should contact the Director so that we can get in touch with our insurance provider. Employees should not accept responsibility or guarantee payment to another party in an accident without company authorisation. Employees should follow legal guidelines for exchanging information with other drivers and call local police if accidents are serious.

Private use of a company vehicle

- Action Sheds Australia provides a vehicle to those employees who require a vehicle to perform their normal business related duties. The vehicle should not be used for private purposes.

Our company's obligations

We want to ensure that all our employees are safe at work and preserve our company's legality. For these reasons, we'll:

- Make sure our vehicles are safe to drive before assigning them to employees
- Schedule periodical maintenance to ensure cars remain in good condition
- Provide a copy of this policy to all employees who are assigned to the company vehicles usage
- Update vehicles when they are considered too old or too high in kilometres.

The company is not responsible for traffic fines or parking tickets incurred by drivers.

Company Vehicle Related Enforcement

Company employees who are provided with a company vehicle for business use are required to comply with this policy. Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Any questions or concerns regarding this company vehicle policy or the company's travel management program should be addressed to the Director.

Giselle Italiano or Max Italiano

Directors

Employee's Name

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Employee's Signature

Date

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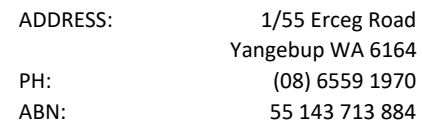
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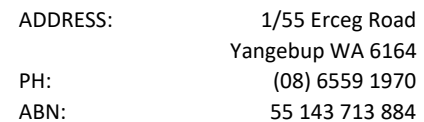
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TRAINING REGISTER FOR EACH JOB AS REQUIRED

Date	Subject	Description of Training Provided	Type of Training (e.g. toolbox talk)	Name of Trainee	Trainee Signature	Training Provided By	Trainer's Signature	Duration
COMMENTS:								

SKILLS AND COMPETENCY REGISTER

SITE DETAILS

Project Name: _____ Site Location: _____

Date of Work: _____

Worker Name	Duties	Skills/Experience	Certificates Of Competency held- <i>tickets, WHS general induction</i>		
			Type	Reference No.	Date Issued

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Action Sheds Australia – Ladder Inspection and Use

Ladders used on site are to be compliant with AS1892.

The following items should be checked before each use:

- Loose rungs, bolts, screws and other metal parts
- Dented rungs or rails
- Sharp edges, corners or burrs
- Damage from corrosion
- Bends or breaks

Positioning

If you must use a ladder, before you start work:

- conduct a hazard identification and risk assessment
- ensure that the ladder has an angle or pitch of about 1:4 (one out and four up)
- ensure that the ladder extends at least one metre above the landing
- ensure that the ladder is installed on a stable surface
- secure the top and bottom of the ladder so it cannot shift position
- install a barricade or warning signs if there is a potential hazard to people near the work area
- only position or use the ladder in a manner that does not endanger others
- use warning signs or have a person guard at the foot of the ladder if needed
- if the ladder is placed near a doorway, the door should be locked open or closed.

Safe use

When using a ladder:

- only one person should be on a ladder at any given time
- maintain three points of contact (e.g. two feet and one hand, or two hands and one foot) with the ladder at all times
- always climb and descend facing the ladder
- do not carry anything when climbing or descending
- keep your body centred between the sides of the ladder
- do not lean sideways or over-reach
- do not stand above the tread or rung on the ladder indicated as the maximum safe working height
- only conduct light work from a ladder
- use a non-conductive, insulated ladder for electrical work or near electrical hazards
- check any older steel-tubing ladders for suitability to the task.

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Inspections and maintenance

Ladders should be checked frequently and periodically serviced by a competent person (someone who is qualified either through experience and/or training).

Consideration should be given to the type of environment in which the ladder has been used. For example, aluminium ladders can easily become damaged if exposed to acids.

Load rating

Ensure compliance with the manufacturer's load rating for the ladder.

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Action Sheds PTY LTD Hot Work Program

Purpose and Scope

Action Sheds PTY LTD is committed to providing a safe and healthy work environment and to protecting our employees from injury or death caused by uncontrolled hazards in the workplace. Action Sheds PTY LTD recognizes the potential for fire from hot work operations. The Hot Work Program has been established to help protect the safety of Action Sheds PTY LTD employees and property by establishing appropriate hot work procedures and designated areas for hot work operations.

This program applies to all employees (permanent, temporary and contractors) who complete hot work or work in areas where hot work is taking place. All employees are required to follow the procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of the Program Administrator.

Program Responsibilities

Management. The management of Action Sheds PTY LTD is committed to the overall safety of its workers and facilities. Management supports the efforts of the Program Administrator by pledging leadership support and financial resources for this program and ensuring the program is being followed.

Program Administrator. The Program Administrator reports directly to upper management and is responsible for developing and implementing the Hot Work Program. The Program Administrator is responsible for:

- Developing safe usage protocols for all heat, flame and spark-producing equipment
- Providing appropriate training to all employees of Action Sheds PTY LTD that perform or authorize hot work activities
- Establishing designated hot work areas
- Establishing procedures and a permit system for performing hot work in non-designated areas
- Designating individuals on all shifts who can approve hot work activities and issue permits in non-designated areas
- Identifying the proper personal protective equipment (PPE) needed during the hot work procedures
- Completing air monitoring in the event a potentially explosive atmosphere is identified
- Providing outside contractors working on Action Sheds PTY LTD's premises with training and information on the Hot Work Program and procedures
- Retaining records of training and all hot work permits
- Reviewing program at least annually, and when changes are needed or new equipment is added

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Supervisors. Supervisors are responsible for:

- Ensuring that only qualified and trained authorized employees perform hot work activities
- Ensuring that employees who are found to have insufficient skills or understanding of hot work procedures do not perform hot work activities and receive retraining before conducting any hot work procedures
- Ensuring employees comply with all procedures described in this program
- Ensuring all hot work activities are approved prior to being performed in both designated and non-designated areas
- Completing hot work permit requests when necessary
- Identifying dangerous situations, not suitable for hot work
- Designating a fire watch employee for all hot work performed in a non-designated area during and for no less than 30 minutes after work is completed
- Conducting final inspections after a fire watch period has concluded
- Inspecting designated hot work areas after each shift to ensure no smoldering materials are present
- Providing information to the Program Administrator regarding needed improvements to this program

Hot Work Approver. A hot work approver is an employee who has been trained to approve hot work. Duties of the hot work approver include:

- Determining if the work can be completed or moved to a designated hot work area
- If the work cannot be moved, ensuring all combustible materials in the vicinity are removed
- If all combustible materials cannot be removed, ensuring that guards are in place to confine the heat, sparks and slag.
- Inspecting hot work areas and reviewing planned safety precautions before hot work operations begin
- Communicating to employees regarding hot work activities to ensure their safety
- If approval for hot work is granted, issuing and posting hot work permits which list all required precautions
- Establishing a fire watch during and for no less than 30 minutes after completion of the hot work

Authorized Personnel. Authorized personnel includes employees or contractors who are trained to perform hot work activities including soldering, welding, pipe-cutting, heat-treating, grinding, thawing pipes, hot riveting, torch-applied roofing and any other application involving heat, sparks or flames. Duties of authorized personnel include:

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- Completing all required hot work training
- Seeking approval and/or a permit to perform hot work prior to beginning operations
- Performing hot work activities and procedures in accordance with this program
- Inspecting designated hot work areas for combustibles and other hazards prior to beginning hot work
- Inspecting hot work equipment to ensure it is in safe operating condition before beginning work
- Retaining control of the equipment while hot work is in progress

Fire Watch Personnel. A fire watch is a designated employee who monitors the hot work area for fires while work is being performed and for 30 minutes after its completion. Duties of the fire watch personnel include:

- Maintaining continuous watch over hot work activity during and for 30 minutes after work has been completed
- Monitoring adjacent areas for fires
- Extinguishing small, controllable fires with extinguishing equipment available in hot work area
- Activating fire alarm if an uncontrollable fire occurs
- Signing the hot work permit 30 minutes after the work is complete and re-posting signed permit in hot work area
- After the hot work and mandatory 30 minute monitoring period is complete, periodically returning to the area where the hot work was completed to check for fires for three hours
- Ensuring that the supervisor has conducted a final inspection after the fire watch period has concluded and signs off on the permit
- Having a supervisor find another trained person to relieve him/her if the designated individual must leave for any reason

Other Personnel. This includes employees or contractors who are neither authorized personnel nor fire watch personnel but are still exposed to areas where hot work is performed. Other personnel should not perform any hot work activities. Duties include wearing proper personal protective equipment when in a 35 foot radius of hot work.

Hot Work Non-Designated Area Procedures

Basic Precautions. At a minimum all of the following precautions must be met to perform hot work in a non-designated area.

- Building fire sprinkler system is operational at the hot work location. (if applicable)
- All combustible materials within 10m of the hot work shall be moved to a safe distance or other location.

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- If combustible materials cannot be moved, they are protected by fire retardant covers or they are shielded with fire retardant or metal guards.
- Appropriate PPE is provided to employees performing hot work based upon a hazard assessment.
- A fire watch is initiated during and for 30 minutes after all hot work has stopped.
- The hot work approver has inspected the hot work area prior to beginning work.
- The hot work approver has issued and posted a hot work permit (**Appendix A**)

Special Precautions. Where any of the following conditions exist additional precautions shall also be taken above the basic precautions. The final protection measures will be determined by the hot work approver prior to beginning work.

Floor Openings/Coverings – The floors shall be protected from exposure to flames, sparks, slag or other hot materials whenever there are combustible floors or materials on the floor, floor openings or cracks in the floors. Protections may include:

- Fire-resistant shields or material
- Wetting down floors
- Covering floors with damp sand
- Sweeping combustibles from floor
- Additional protections deemed necessary by the hot work approver

Wall Openings – The walls shall be protected from exposure to flames, sparks, slag or other hot materials whenever there are combustible walls, wall openings, pipe penetrations or ducts. Protections may include:

- Fire-resistant shields or materials
- Shutting dampers
- Separate fire watch on the other side of the walls
- Additional protections deemed necessary by the hot work approver

Potentially Explosive Atmospheres – If there is a potential for mixtures of flammable gases, vapors, liquids or dust in the air, **no hot work will be conducted** until the Program Administer has completed a review and air monitoring has confirmed that there is no danger of an explosion.

Containers – No hot work will be performed on used drums, barrels, tanks or other container until they have been cleaned thoroughly. The hot work approver must determine that no flammable materials and no substance such as greases, tars, acids or other material which might produce flammable or toxic vapors if exposed to heat are present.

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Outside Contractors

Whenever outside contractors perform any hot work activity they will be informed of the Action Sheds PTY LTD's Hot Work Program and procedures by the Program Administrator or the hot work approver. All outside personnel are required to obtain a permit (**Appendix A**) from the hot work approver. All appropriate safety information will be communicated to the contractor(s) before work begins.

Protection of Personnel

General. All personnel conducting hot work or assisting with hot work on elevated platforms, scaffolds or runways will be protected from falling. The fall protection system will consist of either full railings or a fall arrest system with a full body harness, lanyard and approved connection point. Hot work personnel will position all cables, hoses and other equipment out of passageways and emergency egress paths whenever possible.

PPE. All personnel conducting hot work or assisting with hot work must wear the appropriate personal protective equipment. The appropriate protection is determined by the Personal Protective Equipment Program survey and outlined in the PPE Program document. Do not begin any hot work operations without obtaining and wearing the required protection.

Welding, cutting, heating and brazing. The following PPE must be worn when completing this type of hot work.

- **Eye and face protection**
 - Helmet with filter lens and cover plate that complies with AS/NZS 1338.1
 - Safety glasses with side shield under helmet
- **Head and ear protection**
 - Approved ear-plugs or muffs
- **Foot Protection**
 - Leather, steel-toed, high-topped boots in good condition and that meet the requirements of
 - AS 3789.6-1996
 - Do not wear pants with cuffs. The bottoms of pants should be worn over the tops of the boots
- **Hand Protection**
 - Dry, hole-free, insulated and flame-resistant welding gloves
- **Body Protection**
 - Oil-free protective clothing made of wool or heavy cotton
 - Clothing should allow for freedom of movement and should prevent skin exposure
 - Leather aprons, leggings, capes and sleeves as needed

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Equipment. All tools and equipment used to perform hot work operations will be inspected prior to use. No person should use any tool or equipment unless trained. All safety precautions as outlined in the Welding and Cutting Safety Program will be followed at all times.

Permit System

In order to ensure adequate controls and safety precautions are being used in non-designated hot work areas, a hot work permit system will be used.

Procedures.

1. Authorized person or supervisor will complete and submit hot work permit request (**Appendix A**) to hot work approver.
2. Hot work approver will review planned safety precautions and inspect the hot work site using the hot work permit checklist (**Appendix A**) within 30 minutes of receiving the request.
3. Hot work approver will inform employees in the immediate area that hot work is going to be conducted and to avoid the area.
4. Hot work approver will communicate any additional special precautions that need to be taken prior to beginning operations.
5. If all necessary precautions have been taken and work can proceed, the hot work approver will complete the hot work permit and post the warning sign in a highly visible area.
6. Copies of all hot work permit information will be sent to the Program Administrator.
7. Upon completion of the hot work operations and the 30 minute fire watch, the hot work approver will inspect the completed job and ensure the area is clear and ready to return to normal operations.
8. Hot work approver will inform the employees in the immediate area that work is completed to return to normal operations.

Voiding Permits. Hot work permits will be void and all hot work must not begin or must be immediately stopped if any of the following occur:

- Fire alarm sounds
- Work has not begun within 60 minutes of approved time
- Work has been suspended for more than 60 minutes
- A work shift ends or there is a change in authorized or approval personnel
- At any time the authorized employee, supervisor or hot work approver detects a danger or uncontrolled hazard

Whenever a hot work permit is voided, a new permit must be issued to begin or continue hot work operations.

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Employee Training

Hot Work Approvers / Authorized Personnel / Supervisors.

Before any employees designated as hot work approvers, authorized personnel or supervisors are allowed to perform any hot work operations, they must first receive training. Periodic retraining will occur if an employee has a lack of knowledge, uses equipment improperly or if work tasks change. At a minimum, the training will include the following subjects:

- Fire prevention and protection
 - Basic precautions
 - Special precautions
- Employee classifications and responsibilities
 - Hot work approver
 - Authorized personnel
 - Supervisors
 - Fire watch personnel
- Designated hot work areas
- Non-designated hot work procedures
- Protection of personnel
- Hot work permit system
- Handling and storage of hot work materials
- PPE selection and use

Periodic Program Review

All hot work procedures will be reviewed at least annually by an authorized employee who does not regularly work with the hot work procedure or by the Program Administrator. If any inadequacies are identified, the Program Administrator will update the procedures and program. The annual review will include a discussion between the reviewer and each authorized employee to determine if he/she understands their responsibilities under the program. Annual inspections are documented in the form found in **Appendix B**.

Record Retention

Written training records, which include trainee names, the type of training provided and the dates when training occurred, will be kept by the Program Administrator for 1 year. (**Appendix C**)

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Appendix A – Hot Work Permit**HOT WORK PERMIT REQUEST**

Before beginning hot work, ask yourself, “Can this job be avoided? Is there a safer way?”

Hot work permits are required for any operation involving open flame, sparks or any heat-producing process. This includes, but is not limited to, brazing, cutting, drilling, welding, grinding, soldering and torch work.

The person performing the hot work must fill out this form in its entirety and submit it to the safety director for approval prior to beginning the project.

General Information

Company: _____

Responsible person: _____

Phone number: _____

Date work to be performed: _____

Start time: AM / PM _____

Building: _____

Room number/area/equipment: _____

Type of work to be performed: _____

- ☐ Welding ☐ Cutting ☐ Grinding ☐ Soldering ☐ Drilling ☐ Pipe thawing
☐ Brazing ☐ Torch-applied roofing ☐ Electric tools ☐ Other heat-producing process

Planned Safety Precautions

- ☐ Perform fire watch. (List designated person.) _____
- ☐ Remove flammable and combustible materials within 10m of work zone.
- ☐ Guard flammable and combustible materials that cannot be removed.
- ☐ Maintain appropriate and adequate fire extinguishers.
- ☐ Sweep floors within 10m radius of work zone.
- ☐ Protect floors within 10m radius of work zone by wetting, covering with damp sand or by using fire-resistant shields where necessary.

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- ☐ Protect or shut down ducts and conveyors.
- ☐ Protect walls, partitions, ceilings and roofs with fire-resistant shields or guards where necessary.
- ☐ Other

HOT WORK PERMIT

A completed and signed hot work permit is required before any hot work process can begin. Both pages of this permit and the warning page are required to be posted at the work area during the hot work process or for the approved permit period.

Hot Work Safety Checklist

- ☐ Hot work process is located in the safest location possible or in an approved area.
- ☐ Precautions are in place to protect floors, walls, open doorways or open windows within a 10m radius of the work zone.
- ☐ Suitable fire extinguishing devices are available at the hot work site.
- ☐ If the worksite is inside a building equipped with a sprinkler system, the system is operational.
- ☐ Hot work equipment is in good repair.
- ☐ Fire watch personnel are trained on the proper use of extinguishing equipment and alarm operation.
- ☐ Fire watch is posted and will remain for at least 30 min after all hot work has been completed.
- ☐ No flammable or combustible fibers, dust, vapors, gasses or liquids are in the area.
- ☐ Floors are swept clean within a 10m radius of the work zone.
- ☐ Combustible floors are wet, covered with damp sand or protected by fire-resistant shields where necessary.
- ☐ Combustible materials are relocated at least 10m away from the work zone.
- ☐ Immovable combustibles are protected with flameproof covers or otherwise shielded with metal guards.
- ☐ Ducts and conveyors are protected or shut down.
- ☐ Combustible walls, partitions, ceilings and roofs are protected with fire-resistant shields or guards where necessary.
- ☐ No danger exists from conduction of heat through noncombustible walls, partitions, ceilings and roofs.

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- ☐ There is adequate clearance between combustible material and pipes and other metals.
- ☐ There is adequate ventilation to remove smoke, vapor and dust from the work zone.
- ☐ All required lockout/tagout procedures are in place.
- ☐ Hot work operators are adequately trained.
- ☐ Contractors are advised about all hazardous materials and conditions they may encounter.
- ☐ Supervisors and employees are notified of nearby hot work operations.

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HOT WORK PERMIT

(page 2)

Authorization

I have personally inspected the location where the above work is to be done, have checked for compliance with safety precautions listed on this permit and authorize the work to be performed.

Name: _____

Title: _____

Signature: _____

Date: _____

Permit #: _____

Authorized duration of permit: _____

To: _____

Date and Time_____
Date and Time

This permit is only valid as long as the working conditions existing at the time of issuance are maintained. The permit will automatically and immediately expire when any change in conditions adversely affects the safety of the work area while hot work is in progress. After a change occurs, another hot work permit must be issued before work can resume.

**This permit and associated warning sign
must be posted near the hot work site during all hot work.**

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WARNING

HOT WORK IN PROGRESS

WATCH FOR FIRE

**Stop work immediately if an emergency alarm
signals an emergency situation in or near your work area.**

If you have questions about these hot work operations:

Contact:

(Safety Director)

Phone number:

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WARNING

Appendix B – Annual Evaluation Report

Date of Evaluation:	Evaluated By (list all present):
Written Program Reviewed: Yes No	
Comments on Written Program:	
The following specific procedures have been reviewed:	
The following specific procedures were modified:	
The following specific procedures were added:	
A review of the Action Sheds Pty Ltd incident reports were made: Yes No	

The following injuries/fires resulted from failure to use correct hot work procedures:

Comments:

Appendix C – Personnel Training Record

This is to certify that the undersigned received training in Action Sheds Pty Ltd Hot Work Program.

Print Name	Hot Work Program Role	Sign Name

Print Instructor's Name	
Instructor's Signature	
Instructor's Title	
Date of Training	

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Induction Schedule – Week One

DAY 1		WHO	Completed
9:00am	<p>Welcome & office induction:</p> <ul style="list-style-type: none"> • Office tour and amenities • Hours of business 8:30 to 5:00 with a half hour lunch break • Fire exits & emergency evacuation procedures • First aid facilities • Introduction to staff • Action Sheds organisational chart (who's who) • OH&S induction <p>Completion of payroll forms:</p> <ul style="list-style-type: none"> • Employee details form • TFN & bank details • Superannuation choice form 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10:15am	<p>Introduction to Action Sheds philosophy and values; purpose & vision</p> <p>Action Sheds Policies & Procedures induction:</p> <ul style="list-style-type: none"> • Internet & e-mail usage, email usage with supplier • Smoking (no smoking on premises) • Drug & alcohol • Telephone (how to use system), photocopier, fax, coffee machine • Incoming/outgoing mail, how to file your emails • OH&S • Leave procedures (annual/sick/carer's), closing down period during Christmas • Holidays within the first 6 months • Supervision • Dealing with issues that arise in the office. • Communication between directors and yourself when issues arise • Parking (if any) 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12:30pm	Lunch		<input type="checkbox"/>

Date & Time Printed: 13/03/2023 4:11 PM 13/03/2023 3:59PM13/03/2023 4:11 PM13/03/2023 4:11 PM	Reference: Induction Schedule – Week One	Version: v1.3 Date: 13/03/2023	Page: 1 of 3
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1:00pm	<p>Employee induction (at own desk):</p> <ul style="list-style-type: none"> Shown to workstation/office & demonstrated use of: <ul style="list-style-type: none"> Log-in access & password details to computer How to use e-mail (signature & email set up complete) Telephone number (direct lines?) How to find / order additional stationery items Internal staff extensions and telephone list Office procedures manual induction 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2:30pm	<p>On boarding & induction plan provided & explained</p> <p>Identify any relevant training gaps & determine level of training needs during induction period</p> <p>Assign to mentor/supervisor to set week 1 tasks & expectations</p> <p>Using Nitro PDF for when you combine a contract</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4:30pm	Day 1 wrap-up meeting		<input type="checkbox"/>

DAY 2		WHO	Completed?
9:00am	<p>Commence internal training:</p> <ul style="list-style-type: none"> Microsoft office programs & internal directory tree structure (how to save documents) Filing systems Office equipment (scanner, photocopier, fax, binding machine) 		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12:30pm	Lunch break		<input type="checkbox"/>
1:00pm	Commence working on own to assigned tasks		<input type="checkbox"/>
4:30pm	Day 2 wrap-up meeting		<input type="checkbox"/>

<p>Date & Time Printed: 13/03/2023 4:11 PM 13/03/2023 3:59PM13/03/2023 4:11 PM13/03/2023 4:11 PM</p>	<p>Reference: Induction Schedule – Week One</p>	<p>Version: v1.3 Date: 13/03/2023</p>	<p>Page: 2 of 3</p>
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DAY 3		WHO	Completed?
9:00am	Commence Systems Training: <ul style="list-style-type: none"> [Insert name of system here] [Insert name of system here] 		<input type="checkbox"/>
12:30pm	Lunch break		<input type="checkbox"/>
1:00pm	Continue working on own to assigned tasks		<input type="checkbox"/>
4:30pm	Day 3 wrap-up meeting		<input type="checkbox"/>

Drug & Alcohol Program

All site-based staff are required to complete Drug & alcohol screening prior to mobilizing to site. Failure to complete the screening will make the staff member/contractor ineligible for attending site until such time as a screening is completed.

A positive result on the screening (for alcohol) prevents the staff member/contractor from mobilizing to site until such time as a negative result is obtained.

A positive result on the screening (for prohibited substances) is grounds for dismissal and will terminate the staff members employment with Action Sheds immediately.

In the case of sub-contractors, a positive result for prohibited substances is grounds to discontinue using the contractor on future works.

Action Sheds recognizes a worker's right to confidentiality. The program is confidential, any drug test results or penalties meted on an erring employee are held in the strictest confidence.

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Subcontractor Safety Management

Action Sheds Australia are committed to maintaining a safe work environment for all staff and subcontractors engaged to work on our behalf.

1. All staff and subcontractors receive a copy of our Health and Safety Program and are required to sign off that they have received and read all documents.
2. All subcontractors are required to hold and submit copies of all current High Risk Licenses (ie. Working at heights, confined spaces, Elevated work platform)
3. All site-based subcontractors are required to have completed medicals and D&A screening prior to mobilising to site.

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Action Sheds Australia – Health & Safety Program

I, _____ confirm I have received and read the Action Sheds Australia – Health & Safety Program and commit to working within the guidelines of the policy at all times.

Staff / Subcontractor Signature _____

Date Signed _____

Supervisor Signature _____

Date Signed _____

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Company Name:	Action Sheds Australia Pty Ltd	Project:	
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Company Address:	1-55 Erceg Road, Yangebup WA 6164	ABN No.	55143713884
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Job / Trade Activity: _____

SWMS Prepared by:	Name:	Max Italiano	Sign		Date:	
PERMITS TO WORK (✓)	<input checked="" type="checkbox"/> Work at Height (<i>unprotected over 2m</i>)		<input type="checkbox"/> Confined Space		<input checked="" type="checkbox"/> Hot Work	
					<input type="checkbox"/> Other (<i>specify</i>)	
MINIMUM PPE (✓)	<input checked="" type="checkbox"/> Safety Glasses (medium impact)		<input checked="" type="checkbox"/> Hi-Visibility vest or shirt		<input checked="" type="checkbox"/> Hard Hat	
	<input checked="" type="checkbox"/> Safety Footwear		<input checked="" type="checkbox"/> Hearing Protection (<85dB)		<input type="checkbox"/> Other (<i>specify</i>)	
EQUIPMENT / TOOLS (✓)	<input checked="" type="checkbox"/> Hazard Warning Signs	<input checked="" type="checkbox"/> Barricade or Guarding	<input checked="" type="checkbox"/> EWP (Scissor Lift / Boom Lift)		<input checked="" type="checkbox"/> Power Tools	
	<input checked="" type="checkbox"/> Scaffolds	<input checked="" type="checkbox"/> Portable Ladder(s)	<input checked="" type="checkbox"/> Safety Harness		<input type="checkbox"/> Other (<i>specify</i>)	

LEGISLATION	
<u>WA Acts and Regulations</u>	<div data-bbox="535 820 1165 917"> <p>Building Regulations 1989 Dangerous Goods Safety Act 2004 Occupational Safety and Health Act 1984</p> </div> <div data-bbox="1176 820 1995 917"> <p>Occupational Safety and Health Regulations 1996 Electricity Regulations 1947 Electricity (Licensing) Regulations 1991</p> </div>

<p><u>WA Codes of Practice</u></p> <p>(relevant to construction work, tick as applicable to work)</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Concrete and masonry cutting and drilling, 2004 <input type="checkbox"/> Excavation, 2005 <input checked="" type="checkbox"/> First aid, workplace amenities and personal protective clothing, 2002 <input checked="" type="checkbox"/> Manual handling, 2000 <input checked="" type="checkbox"/> Managing noise at workplaces, 2002 <input checked="" type="checkbox"/> Safe design of buildings and structures, 2008 <input checked="" type="checkbox"/> The Prevention of falls at workplaces, 2004 <input type="checkbox"/> Tilt-up and precast concrete construction, 2004 <input checked="" type="checkbox"/> Violence aggression and bullying at work, 2006 <input checked="" type="checkbox"/> Working hours, 2006
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National Standards

(relevant to construction, tick as applicable to work)

- ☒ National Standard for Construction Work [NOHSC:1016(2005)]
- ☒ Adopted National Exposure Standards For Atmospheric Contaminants In The Occupational Environment [NOHSC:1003(1995)]
- ☒ National model regulation for the control of scheduled carcinogenic substances [NOHSC:1011(1995)]
- ☒ National Standard for Manual Tasks (2007)
- ☒ National OHS Certification Standard for Users and Operators of Industrial Equipment - 3rd Edition [NOHSC:1006(2001)]
- ☒ National Standard for the Storage and Handling of Workplace Dangerous Goods [NOHSC:1015(2001)]
- ☒ National Model Regulation for the Control of Workplace Hazardous Substances
- ☒ National Standard for Licensing Persons Performing High Risk Work
- ☒ National Standard for Occupational Noise [NOHSC:1007(2000)]
- ☒ National Standard for Plant [NOHSC:1010(1994)]
- ☐ National Standard for Synthetic Mineral Fibres [NOHSC:1004(1990)]

National Codes of Practice

(relevant to construction work, tick as applicable to work)

- ☐ Safe Removal of Asbestos 2nd Edition [NOHSC:2002(2005)]
- ☐ Code of Practice for the Management and Control of Asbestos in the Workplace [NOHSC:2018(2005)]
- ☒ Code of Practice for the Control of Scheduled Carcinogenic Substances [NOHSC:2014(1995)]
- ☒ National Code of Practice for Induction for Construction Work (May 2007)
- ☐ National Code of Practice for Precast, Tilt-up and Concrete Elements in Building Construction (2008)
- ☒ National Code of Practice for the Prevention of Falls in General Construction (2008)
- ☒ National Code of Practice for the Storage and Handling of Dangerous Goods [NOHSC:2017(2001)]
- ☒ National Code of Practice for the Control of Workplace Hazardous Substances [NOHSC:2007(1994)]
- ☒ National Code of Practice for the Control of Work Related Exposure to Hepatitis and HIV (blood-borne) Viruses [NOHSC:2010(2003)]
- ☐ National Code of Practice for the Control and Safe Use of Inorganic Lead at Work [NOHSC:2015(1994)]
- ☒ National Code of Practice for the Labelling of Workplace Substances [NOHSC:2012(1994)]
- ☒ National Code of Practice for the Prevention of Musculoskeletal Disorders Caused From Performing Manual Tasks
- ☒ National Code of Practice for Noise Management and Protection of Hearing at Work - 3rd Edition [NOHSC:2009(2004)]
- ☐ National Code of Practice for the Safe Use of Synthetic Mineral Fibres [NOHSC:2006(1990)]

National Guidance Notes

- ☐ Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- ☒ Guidance Note on the Interpretation of Exposure Standards for Atmospheric Contaminants in the Occupational Environment 3rd Edition [NOHSC:3008(1995)] (HTML)
- ☒ Guidelines for Integrating OHS into National Industry Training Packages
- ☐ Guidance Note for Placarding Stores for Dangerous Goods and Specified Hazardous Substances [NOHSC:3009 1990]]
- ☒ Guidance Note for the Elimination of Environmental Tobacco Smoke in the Workplace [NOHSC:3019(2003)]
- ☒ Control Guide Management of Noise at Work
- ☒ Guidance Note for the Assessment of Health Risks Arising from Hazardous Substances in the Workplace [NOHSC:3017(1994)]
- ☒ Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight

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Australian Standards

As quoted in legislation and codes of practice

Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			L <i>Likely</i>	M <i>Moderate</i>	U <i>Unlikely</i>
H (1) <i>(High level of harm)</i>	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	H (1) <i>(High)</i>	1	1	2
M (2) <i>(Medium level of harm)</i>	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	M (2) <i>(Medium)</i>	1	2	3
L (3) <i>(Low level of harm)</i>	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained minor level clean up with no short-term environmental harm.	L (3) <i>(Low)</i>	2	3	3
Level	Likelihood / Probability				
Likely	Could happen frequently				
Moderate	Could happen occasionally				
Unlikely	May occur only in exceptional circumstances				

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Risk Hierarchy of Control - Preferred Order of Control Measures to Eliminate or reduce risks of injury or illness.

Elimination	E.g. Eliminate the need for a fall risk area by careful design	<div>Most Effective</div> <div>↑</div> <div>↓</div> <div>Least Effective</div>
Substitution	E.g. Barricading or enclosing the fall risk area with edge protection	
Isolation	E.g. Isolating the hazard or practice from people involved in the work	
Engineering	E.g. Using a fall injury prevention system	
Administrative	E.g. Procedures, training, warning signs, limiting exposure time	
PPE	E.g. Use of Personal Protective Equipment	

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To calculate Inherent and Residual risk, refer to '*Qualitative Risk Analysis Matrix: Level of Risk*' on Page 4

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No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk* <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk* <i>(Likelihood x Consequence)</i>
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1	General planning	<ul style="list-style-type: none"> Inadequate training instruction and supervision. 	2	<p>Action Sheds to ensure all employees:</p> <ul style="list-style-type: none"> Attend a construction industry “Blue Card” induction. Safety Awareness Training Attend a site-specific induction. Attend a Toolbox talk on the contents of this JSA. Provide supervision on the site. Make sure that all employees are instructed in the correct use of: Personal Protective Equipment (PPE). Elevating Work Platforms (EWP's). Scaffolding (Mobile) Tools, Equipment and plant. Material Hoists. Hazardous substances and materials (Provide Material Safety Data Sheets - MSDS). Oxy – Acetylene Equipment. Fire Extinguishers. Builders on site traffic management plan. On site permit systems. <p>Note: If you identify additional risks and their control measures are not listed on this JSA, set them out on an additional JSA Worksheet and attach to the end of this JSA.</p>	Max Italiano	3
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No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
2	General planning Inspect the work area before work begins for the day	Hazards caused through work activity: <ul style="list-style-type: none"> Obstructed access, Poor housekeeping causing manual handling injuries / slips, trips and falls, 	1	<ul style="list-style-type: none"> Inspect the work area for hazards before work commences. Eliminate or reduce hazards where possible and inform the main Contractor. Provide safe access to all work areas. Clean up work areas on a regular basis. Make sure barriers and safety signage is erected in areas where persons are exposed to hazards. Contact site management regarding the permit to work system when working near overhead power line and underground services. Comply with project traffic management plan. Have as a minimum a Dogman certificate of competency when directing a crane or unloading a Hiab truck. 	Max Italiano	3

No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
3	Planning for the job and the delivery of materials and plant to site	Unprepared loading area, Steel plant and other work materials which may cause: <ul style="list-style-type: none"> • Slips trips and falls. • Obstructed access and egress to other trades. • Overturn crane • Forklift • Falling objects • Truck/crane strikes • overhead power lines • vehicles • Workers members of the public. 	1	The employer will liaise with site management and make sure: <ul style="list-style-type: none"> • Ensure a safe lay down area is located. areas to be sign posted and barricaded off. • Crane pad to be inspected before crane is erected on site. • Service records for all plant and equipment to be provided to the site project manager before work commences. • Crane operator is competent and trained and relevant documents are provided on site before work commences. • All plant operators to hold relevant certificates of competence • The lay down area is inspected for hazards. • All plant to be operated in accordance with manufactures' instructions. 	Max Italiano	3

No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
4	Inspect the work area before work begins for the day	Hazards caused through work activity: <ul style="list-style-type: none"> Obstructed access. Poor housekeeping causing manual handling injuries/slips trips and falls. Inclement weather. Steel falls due to lack of required strength at time of lift. 	2	Inspect the work area for hazards before work commences. Eliminate or reduce the hazards where possible and inform the main contractor: <ul style="list-style-type: none"> Provide safe access to all work areas. Clean up work areas on a regular basis. Make sure signs and barriers are erected where required and follow site traffic management plan. Inclement weather rigging crew to study prevailing weather conditions. Ensure panels are the required strength at time of lift as per Engineer's design requirements Contact site management regarding the permit to work system when working near overhead power line and underground services. Comply with project traffic management plan. 	Contractor	3

No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
5	Off loading materials on site	Load may have moved when material were transported to site thus potentially creating an unsafe arrangement. <ul style="list-style-type: none"> Contact with overhead power lines. 	1	Ensure stability of the load before removing the load bearing ropes, straps etc. <ul style="list-style-type: none"> Materials not to be unloaded under overhead Power lines unless a site permit system is in place. Unload plant and materials clear of overhead power lines. Instruct personnel in correct lifting techniques. Use mechanical lifting devices and trolleys. 	Contractor	3

6	Unloading of materials on site	Crane overturns due to: <ul style="list-style-type: none"> unstable ground conditions crane falls causing load to fall 	1	Crane driver and riggers to check with site management to ensure ground conditions are suitable and capable of withstanding the weight of the crane and the steel being lifted. <ul style="list-style-type: none"> Check the weight of all steel to ensure the right selection of crane has been provided. Assess the size of steel so the selection of the correct size and type of crane used will be adequate for the job. Discuss type of rigging equipment to be used. Liaise with Site Management for the possible need for on-site transport of steel 	Contractor	3
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No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
7	Using a crane to lift steel work to work areas	<p>Contact with overhead and underground obstructions particularly power lines by the crane, causing electrocution</p> <ul style="list-style-type: none"> Crane falls over due to unstable ground causing load to fall. Load falls due to incorrect slinging or failure of rigging. Injuries to members of the public/other trade from falling loads. Obstructed access on road and public footpath by crane 	1	<p>To prevent accidents when using the crane:</p> <ul style="list-style-type: none"> Check the stability of the ground upon which the crane will be operating from or erected. The crane used will comply with Australian Standards, be fitted with load indicators, in good condition, and have logbooks and test certificates for lifting equipment. Lifting equipment will be inspected before use. An area will be cleared of materials/vehicles for crane access and mobility. Correctly set up crane All personnel not involved in the lifting of loads will be asked to clear the area. Barriers and warning signs will be erected to warn other trades and members of The public. A nominated certificated Rigger/dogger of the load will be in communication with the crane driver at all times. 	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
8	Using a crane	<p>Crane falls over due to unstable ground causing load to fall.</p> <ul style="list-style-type: none"> Load falls due to incorrect slinging or failure of rigging. Injuries to members of the public/other trade from falling loads. Obstructed access on road and public footpath by crane 	1	<p>To prevent accidents when using the crane:</p> <ul style="list-style-type: none"> Tail ropes will be used to control the load. Loads will not be lifted over personnel. Use a certificated crane operator. A competent person will sling all loads. No attempt will be made to lift loads in winds that prevent control of the load at all times. Contact site management regarding the permit to work system when working near overhead power line and underground services. Comply with project traffic management plan. Note: If you identify additional risks and their control measures are not listed on this JSA, set them out on an additional JSA Worksheet and attach to the end of this JSA. Proper permits available if the footpath or road is obstructed. Site Traffic management plan 	Contractor	3

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No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
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9	Lifting steel into place with machinery	Rigging fails and load falls.	1	<p>All plant eg: crane, lifting equipment, chains, hooks, shackles, spreader bars and will be inspected before use by competent persons. All personnel not involved in the lifting of steel will be asked to clear the area.</p> <ul style="list-style-type: none"> Barriers and warning signs will be erected to warn other trades. Nominated rigger to be certificated and in communication with crane driver at all times. Riggers will stand clear of load in case of sudden failure of rigging, eg: to one side. Tail ropes will be used to control the load. Steel will not be lifted over personnel. No attempt will be made to lift sheets in winds that prevent control of the sheets at all times. 	Contractor	3
	Lifting steel into place manually	Manual handling, back strain	1	<ul style="list-style-type: none"> Employees to seek assistance if columns too heavy for one person to lift. The use of gloves if steel is sharp or hot. Multiple personnel required on ladder that is in good working order or platform ladders to avoid undue strain from over-reaching and excess weight 		3
	Install rafters to structure manually	Manual handling, back strain				
	Roof Rafters and purlin Installation manually.		1	<p>Competent personnel Using manual Lifting equipment.</p> <ul style="list-style-type: none"> All lifting equipment to be in good working order Barricades to be in use around the area that items are being lifted. Platform ladder to be used to bolt up the eve purlins, roof purlins haunch brackets and rafters to columns 		3
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10	Manual tasks	<ul style="list-style-type: none"> • Manual Handling injuries eg: • Pulled muscles and strained backs when moving materials. 	2	<p>Where practicable locate materials close to workplace.</p> <ul style="list-style-type: none"> • Use mechanical devices eg: Forklift/Tele handler, trolley, etc when moving materials. • Provide training on manual handling risks. • Use correct lifting techniques. • Provide adequate manpower. • Use team lifts 	Contractor	3
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No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
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11	Working at heights using Elevated Work Platform	Falls while working at heights: <ul style="list-style-type: none"> Elevating work platforms. EWP collapse. 	1	Elevating work platforms and scaffold platforms will be used where possible. Where it is not practicable to use a EWP or scaffold platform, a risk assessment will be conducted taking into account the risk of serious injury from a free fall. <ul style="list-style-type: none"> When using Elevating Work platforms (EWP) on site: Make sure EWP is on firm level ground Train employees in the correct use of EWP. Make sure employees using Boom type EWP's have a certificate of competency where the height of the EWP exceeds 11 metres. Check the work area for hazards before use. For example, floor penetrations and unstable ground etc. Make sure EWP is used in accordance with manufacturer's specifications and log books are available and completed daily. Daily checks must be carried out on all Elevated work platforms and log books completed. 	Contractor	3
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No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
12	Working at heights from scaffolding	Fall from or through scaffold.	1	<p>All employees to be informed not to remove:</p> <ul style="list-style-type: none"> • Braces • Handrails / Midrails. • Planks • Fender boards • Infill mesh • Do not place tools, gear or materials near open edges. • Ensure workers are advised to report scaffolding hazards to their immediate supervisor. • Ensure weight limit of 675kg per bay is not exceeded. • Ensure scaffold platforms are cleared of all rubbish at completion of work. Rubbish to be placed in designated area or bin / skip. • Ensure workers are advised <u>not</u> to throw or drop materials gear or tools from scaffolding. • Ensure moveable handrails (GATES) are closed when not in use. <p>Ensure workers using scaffold are advised <u>not</u> to climb scaffold frame to access platform. Ensure scaffold platforms are decked out to comply with OSH regulations 1966.</p>	Contractor	3

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No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
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13	Falls from heights	Falls while working at: <ul style="list-style-type: none"> • Heights Roofs Scaffolds • Suspended slabs Ladders/step ladders Elevating work platforms • Materials Hoist 	1	When working at heights on roofs and other elevated areas: Remove or cover hazards below the work area. Wear footwear in good condition. Erect handrails or use a fall injury prevention system for heights above 3 meters. <ul style="list-style-type: none"> • Make sure ladders: • Have a stable base. • Are secured. • Extend 1 metre above work platform. • Have a 1 in 4 slope. • Are Australian Standards rated 120kg. • Ensure 3 points of contact at all times • Are in good condition; • Stepladders are used in accordance with the manufacturer's recommendations. Make sure scaffolds: That are above 4 metres in height are erected by a licensed scaffolder and tagged in accordance with OSH Regulation 3.72(scaff-tag) inspection system. Have safe access provided. That are above 2 metres in height are fitted with edge protection.	Contractor	3
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No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
14	Mobile Scaffolding	Falls from heights scaffold or collapse	1	<p>All mobile scaffolding erected by employees will not exceed a height of 4 metres.</p> <p>Further: All mobile scaffolding erected by the employee's</p> <ul style="list-style-type: none"> Will be erected to Australian Standards and the manufacturer's requirements for safe erection of mobile scaffolding. All mobile scaffolding erected above 4 metres will be erected by certificated persons. 	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
15	Use of materials hoist	<ul style="list-style-type: none"> Falling objects Falls from heights 	1	<p>When using the hoist make sure: Ensure materials hoist is installed to OSH Regulations (1996) and logbooks are maintained as required;</p> <ul style="list-style-type: none"> Ensure all employees are trained in the safe use of materials hoists. All materials hoists erected over 11 metres must be operated by a certificated persons only. Ensure hoist (base level guard rails) are used at all times Ensure sliding gates at slab edge are replaced after hoist leaves that level; Ensure workers are advised <u>not</u> to ride on hoists; Ensure safe systems of work when loading/off loading hoists;(max weight as instructed) Ensure proper access / egress onto hoist platform at base level and at subsequent levels is provided at all times; Ensure base level guarding and overhead protection is maintained; 	Contractor	3

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No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
16	Installation of sheeting, flashing and added options as part of building supply & install scope.				Contractor	
	Install of roof sheeting	Fall from heights	1	Bolt lanyard brackets to both ends of the frame and connect lanyard to Apex brackets. Lift 1 pack of sheets onto the roof by crane. Using the EWP or Scissor lift install 3 sheets starting from one end. Once the 3 sheets are installed Using the EWP or scissor lift clip harness onto the apex lanyard and install the rest of the roof sheets. EWP used by qualified personal & to be maintained in accordance with manufactures/ suppliers. Hard hats to be used Specifications. Daily pre-use inspections to be carried out by operator and recorded in logbook. Use of EWP need to have harness and clipped on. Crane to be set up correctly and outriggers set to level machine. The correct load Lifting slings used to depend on weight to be lifted. Slings to be checked before starting the job. Safety tape to be set up around crane	Contractor	3
	Fix sheeting in place manually.		1	Use of ladder that is in good working order or platform ladders		3

	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
17	Roof safety Mesh if required	Fall from Heights	1	Use of EWP by qualified personal & with one person driving and the other person clipped on to cage Screw Mesh to purlin at apex roll out Mesh from EWP or Scissor lift down to eve purlin and screw off mesh onto Eve purlin. When using EWP or scissor lift need to have harness and clipped on to cage. EWP maintained in accordance with manufactures/ suppliers Specifications. Daily pre-use inspections to be carried out by operator and recorded in logbook.	Contractor	3
	Install foil or insulation to roof if required	Fall from heights	1	Use of EWP by qualified personal & with one person driving and the other person clipped on to cage the cage will be on 45 deg angle with person extending out of cage while clipped on to install foil from EWP cage. When using EWP need to have harness and clipped on to cage. Or the use of Scissor lift if required to have harness and clipped on EWP maintained in accordance with manufactures/ suppliers Specifications. Daily pre-use inspections to be carried out by operator and recorded in logbook.	Contractor	3

No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
18	Installation of sheeting, flashing and added options as part of building supply & install scope.				Contractor	
	Install wall sheeting	Manual Handling, back strain Falling from heights Operator not qualified, authorised and/or competent	1	Employees to seek assistance if sheets are too heavy for one person to lift Employees are to use gloves. Bending of knees when lifting Use of Platform Ladder, Also Ladder to be secured, set up at correct angle and allow all employees to maintain 3 point of contact at all times. Or if sheets are too long the use of an EWP by qualified personal & at the top of the sheet to secure sheet to girts while installer on the ground lining sheet up and screwing off. EWP to be maintained in accordance with manufactures/ suppliers. Hard hats to be used Specifications. Daily pre-use inspections to be carried out by operator and recorded in logbook. Use of EWP need to have harness and clipped o. Or the use of Scissor lift if required to have harness and clipped on	Contractor	3

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	Install roof flashing	Fall from heights	1	Use of EWP by qualified personal & with one person driving and the other person clipped on to cage extending out of cage while clipped on to screw off flashing from Cage. Or the use of Scissor lift if required to have harness and clipped on	Contractor	3
No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
18a	Installation of sheeting, flashing and added options as part of building supply & install scope. Install flashing and barge flashing capping	- Working at heights	1	Use of Platform ladder Ladder to be secured, set up at correct angle and allow all employees to maintain 3 point of contact at all times. Or EWP used by qualified personal & maintained in accordance with manufactures/ suppliers Specifications. Daily pre-use inspections to be carried out by operator and recorded in logbook. Use of Ewp need to have harness and clipped on. Or the use of Scissor lift if required to have harness and clipped on	Contractor	3
	Install Ridge capping	Fall from heights	1	Set Static line on ridge and using ladder climb up and clip onto static line with their harness and climb onto the roof and sheet off. Use of EWP by qualified personal & with one person driving and the other person clipped on to cage the cage will be on 45 deg angle with person extending out of cage while clipped on to install I from EWP cage . Or the use of a scissor lift to be to be able to clip on to static line and climb from machine onto roof.	Contractor	3

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	Install P/A door	Manual Handling, back strain	3	Employees to seek assistance if columns too heavy for one person to lift Employees are to use gloves. Bending of knees when lifting	Contractor	3
No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
19	Install roller door	Manual Handling, back strain	3	Crane or Genie lift to be used depending on size of roller doors to lift door the roller door will be tied up correctly before lifting. Roller brackets to be installed by platform ladder or EWP depending on height before the roller door is lifted into place. Crane to be set up correctly and outriggers set to level machine. The correct load Lifting slings used to depend on weight to be lifted. Slings to be checked before starting the job. Safety tape to be set up around crane.	Contractor	3

No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
20	Wearing of Personal Protective Equipment.	Various harm potential can be caused to parts of the body from not wearing personal protective equipment.	1	<p>Action Sheds will ensure: All employees and associated workers will wear the following PPE (as required) when working on-site.</p> <ul style="list-style-type: none"> • Safety Helmet. • Safety footwear. • Industrial gloves. • Hearing protection. • Eye protection. Glasses/Face shield. • Respiratory protection. • Fall Injury Prevention Device as required. • High visibility vest. <p>As a minimum all workers will be required to wear safety helmets, safety footwear and high visibility vests.</p> <p>All PPE provided must comply with the relevant Australian Standard.</p>	Contractor	3

No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
21	Using Electrical equipment	Burns and electric shock caused through contact with electrical sources.	1	<p>Ensure all electrical equipment are tested and tagged by a licensed electrician on a quarterly basis.</p> <ul style="list-style-type: none"> • Ensure all equipment is protected through the use of an appropriate Residual Current Device (RCD). • Ensure “domestic” electrical appliances are not used on site, i.e. double adaptors, multi-board outlet devices, domestic leads / cords. • Ensure homemade electrical devices eg: leads are <u>not</u> used. • Ensure leads containing the colour green are <u>not</u> used on site. • Ensure leads are elevated to prevent trips • And slips occurring to site personnel. • Ensure leads are protected from physical damage eg: site traffic, wheel and brick barrows, falling objects, and wet/damp conditions. • Ensure all workers are advised through suitable training of the above safety issues. <p>Ensure all workers are advised of the dangers of working near overhead power lines especially when handling or using long lengths of conductible construction equipment and materials, or when operating plant fitted with hydraulic rams. For example; front end loaders, forklifts, bobcats, cranes etc</p>	Contractor	3

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No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
22	Using angle grinders Hammer drill and air tools.	Serious cut from high speed rotating angle grinder disk/blades. <ul style="list-style-type: none"> Hearing damage from noise of angle grinder. Burns, eyes damage and fire from sparks. Dust causing respiratory illness (silica dust). 	1	Ensure: electrical equipment is tested and tagged, every 3 monthly in accordance with OSH Regulations 1996. A/S 3012. <ul style="list-style-type: none"> Lift extension leads above the ground. Use a portable residual current device. (RCD). All operators will be trained in the correct use of angle grinders/hammer drills and air tools in accordance with manufacturers operating instructions. Angle grinder/drills will be checked before use to ensure guard and cutting disk is secure and in good condition. Ensure angle grinder/drills are in good condition and the correct cutting disk is used. Angle grinder will be well maintained. Personal Protective Equipment will be provided and worn by operators. Operator to check work area within 15 metres for combustible materials. Fire extinguisher will be available in the work area where required and workers trained in the correct use of fire extinguishers.	Contractor	3

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No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
23	Using oxy acetylene equipment	<ul style="list-style-type: none"> Burns Explosion, Manual-handling injuries, eye injuries. 	1	<p>When using oxy acetylene equipment:</p> <ul style="list-style-type: none"> Identify and control any fire hazards within 15 metres of the work area before hot work commences, eg: combustible materials. Transport cylinders in a purpose built trolley. Ensure adequate lighting is provided to all work areas Keep cylinders upright and secured. Store cylinders in a protected ventilated area away from sources of heat. When using cranes to lift cylinders use an approved lifting cradle. Check all hoses and ancillary equipment for condition before use. Fit double flash back arrestors as required (OSH Regulations). Place hoses and leads to avoid trips/slips. Use the correct PPE as required - Eye protection Safety footwear Hard hat/face shield Hearing protection Respiratory protection <p>Use the correct procedure for set up, lighting up purging, shutting down, blow pipe and closing down equipment.</p>	Contractor	3

No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
24	Using oxy acetylene equipment	Burns, Explosion, Manual-handling injuries, eye injuries.	1	Provide correct fire fighting equipment for hot work. <ul style="list-style-type: none"> Persons to be trained in the safe use of equipment in accordance with manufacturers instructions. Use permit systems which apply to the project 	Contractor	3
25	Welding	<ul style="list-style-type: none"> Welding flash. Eye injuries. Burns. 	1	When welding is being carried out on site ensure: <ul style="list-style-type: none"> Barricades and safety signage is erected. Erect safety screens in areas where required. Ensure permit systems are completed if required. 	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
26	General planning for the job UV protection	UV radiation causing skins cancers sunburns and eye damage.	1	When working outdoors: <ul style="list-style-type: none"> • Wear a wide brim and flap on hard hat; • Wear Australian Standard rated tinted safety eye protection; • Wear shirts with collars; • Use sunscreen which is provided. • Follow Work Safe procedures when working in areas where the temperatures are extreme. • Workers to be advised to drink plenty of water which is provided by the main contractor. 	Contractor	3

No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
27	First Aid	Lack of First Aid facilities or trained First Aider.	3	<ul style="list-style-type: none"> Ensure First Aid supplies are available on site at all times. Ensure a person on site is trained in First Aids per OSH Regulations 1966 	Contractor	3
28	Working near the public	<ul style="list-style-type: none"> Injury to public. Flying objects. Trips / slips / falls. Struck by plant. 	1	When working near the public: <ul style="list-style-type: none"> Erect rigid barriers and warning. Signs. Follow site traffic management plan Remove or make safe material stacks. 	Contractor	3

No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
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29	Housekeeping	<ul style="list-style-type: none"> Trips and slips. 	2	<p>Housekeeping standards are adequate to prevent other trades, personnel or members of the public from slipping or tripping on bricklaying materials or associated discarded rubbish.</p> <p>Loose materials are left in a stable condition at the end of each working day.</p> <ul style="list-style-type: none"> Work areas are left clean and safe at the end of each working day. To prevent injury from poor housekeeping make sure: Workers are trained in good housekeeping practices. Regular clean-ups occur throughout the working day and at the conclusion Of daily work. Discarded materials and rubbish is placed in designated areas or bins/skips. Access ways are not obstructed by rubbish from work activity. 	Contractor	3
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Revision	1	2	3	4	5
Initial / Date					

Employees involved in consultation, development and acceptance of this Safe Work Method Statement

Print Name:	Signature	Date signed	Print Name:	Signature	Date signed

Personnel qualifications and experience required to complete the task <i>(e.g. work at heights training)</i>	Specific training required to complete this task:	Engineering Details/Certificate/Regulatory Approvals
Site Induction		

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Construction Industry Safety Awareness Training					
Revisions	1	2	3	4	5
Initial / Date					

Employees involved in consultation, development and acceptance of this Safe Work Method Statement

Print Name:	Signature	Date signed	Print Name:	Signature	Date signed

Personnel qualifications and experience required to complete the task <i>(e.g. work at heights training)</i>	Specific training required to complete this task:	Engineering Details/Certificate/Regulatory Approvals
Site Induction		

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Hand and Power Tools Procedures

Using hand and power tools incorrectly, or tools that are not fit for the purpose they are being used for or are not suited to the user, can lead to injury.

Ensure that the tool selected is being used for its intended purpose and is in good working order.

Safety Solutions

- Always familiarise yourself with the tool owner's manual prior to use.
- Plan how you will do the work safely before you start including a plan for what you will do if something does go wrong.
- Manage the effects of muscle fatigue by working in a way that is comfortable and not in a restricted or awkward position.
- Avoid working in positions where the arms are above shoulder height or tools are held for extended periods without proper rest breaks or task rotation.

Tool selection and use

- Select tools that are designed for the task.
- Select tools that are comfortable to hold and use, and don't put localised pressure on muscles and joints in the palm and fingers.
- Inspect tools before use and keep them well maintained.
- Inform, instruct and train workers in the selection, use and maintenance of hand tools.
- Replace hand tools with power tools to reduce the level of force required to do the task.

Work area

- Ensure the work area is well lit.
- Store tools safely.

Personal protective equipment

- Wear close-fitting work clothing to avoid entanglement and sturdy work boots with a non-slip sole.
- Use personal protective equipment such as:
 - goggles/face shields to protect your eyes from flying particles and dust
 - ear muffs to protect your ears from noise damage
 - gloves.

Power tools

Power tools are extremely hazardous when not used correctly.

- Power tools must be fitted with guards and safety switches. Either a:
 - constant pressure switch which shuts off power upon release (circular saw, chainsaw, grinder, hand-held power drill) or
 - on-off switch (routers, planers, laminate trimmers, shears, jig saws, nibblers, scroll saws).
- Minimise the time you spend using tools that vibrate such as chainsaws.
- Regularly inspect power tool cords and get them tested by a qualified person.

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4.2 Response to Selection/Qualitative Criteria RFP 1 OF 2022/23

DEMONSTRATED EXPERIENCE

MGI Constructions Pty Ltd was originally established in 2005, by Max Italiano to engage in Registered Building services for clients, predominantly in sheds and associated construction.

In the last 15 years, MGI has worked with many clients from private clients for residential structures, to local governments to commercial works and mining. Along with MGI Constructions, Max also has a shed supply company Action Sheds Australia, through which sheds are supplied to MGI and other contractors as required by the project in question. Through Action Sheds we have also supplied and constructed many sheds for commercial projects and on minesites, for clients such as Fortescue Metals Group, Rio Tinto Iron Ore, DECMIL, Pindan Contracting, EMCO Contracting, ATCO Structures and many other mid-tier contractors and Registered Builders.

With this background MGI Constructions is in an excellent position to provide all manner of building services, and can draw from a number of personnel (per supplied organisation structure) and backgrounds within the company and our contractors. We also have a number of engineering companies we deal with for both standard designs and more custom shed design, including Structural Steel.

Of our current personnel, particularly within Sales and Estimating a number have over 15 years experience in estimating, supply and installation of similar structures. Should any further information be required by the Shire in review of this tender submission, please let us know.

Below we have also provided information on our Safety and Management systems and procedures, should any further information in these be required please contact Max Italiano or Luke Cheesewright.

We have also included towards the end of this document, case studies of 4 previous contracts that we have completed and detailed for review.

UNDERSTANDING REQUIREMENTS OF PROJECT

As per supplied tender documents, we understand that the Shire of Kojonup is looking to remove the existing Mens Shed and replace with a new modern and single structure to supply the local Kojonup Community Men's Shed Inc. The shed itself is of fairly simple construction and suits being done from C-section, which keeps the cost of the structure down (and in budget) from if we looked at Structural Steel.

We have quoted the supply, installation and concrete slab works as such. These items are current, although we have been made aware of a Bluescope Price rise that comes in around

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July/August, that would likely apply to this shed by the time it goes through Shire applications and is approved to enter production. Further detail and breakdowns of cost has been supplied in our provided Quotation, along with what breakdown we can provide in the Excel pricing sheet provided as part of the tender.

We also passed on the information provided, to a local earthworks contractor (Kojonup Light Civil) and provided the specifications for required Plumbing and Electrical works to our nominated sub-contractors. We received a quote from Geoff at Kojonup Light Civil, assuming previous demolition of existing buildings on site is completed by the Shire of Kojonup. They will provide for removal of top soil (incl. disposal), installation of a new 100mm thick compacted gravel pad to the direct 45m x 30m area and dust control as required.

We have nominated this area larger than initially advised, as we also want it to extend beyond the footprint to allow room for machinery during installation. This prevents us from using machinery on a fall around the building, making it safer, quicker and easier to install the shed when the works commence.

Both the Plumbing and Electrical services sections of the RFP we have at this stage included PC sums based on the Estimated Budget range supplied by the Shire of Kojonup. This has been done as both contractors come back to us wanting more detail and drawings of layout and inclusions to accurately quote their works. After discussions with our contractors and based on local works completed, we do not foresee any issues with falling within the estimated budget for these portions. This is also including consideration that our contractors will need to include travel and accommodation in their costs due to the location.

Plumbing wise we would expect to be well under the current budget if the site is currently serviced by a sewer line. If this is not the case and a new septic system is required, we do believe that it would still remain within the budget range. As an idea, we've recently completed installation of Disabled WC with shower and instantaneous HWS into a couple of sheds we're building at Two Rocks Marina and they were in the region of \$15-20,000 including GST per unit. This did also include providing a hosecock to each shed and connecting to existing sewer lines on the site.

Likewise with the Electrical, we have looked at what is required against what we're doing at 3 sheds at Two Rocks Marina, where we're also completing lighting and 3 phase connection for the clients. Based on discussion with the contractor and reviewing what is required, we would expect to be closer to the \$100,000 including GST than \$150,000 including GST side of the range, provided the existing feed to the site does not require upgrading. Whilst you're after an Air-conditioner and additional power points over what is being done at Two Rocks, the cost for Two Rocks (3 sheds @ 20m x 12m x 3m) is only around \$60-65,000 including GST. Travel, accommodation and additional requirements of the Shire of Kojonup job have a lot of space in the budget at this point in time. Gorey Electrical are more than happy to come up with a final design and ensure compliance, which also prevents the Shire of Kojonup from having to get electrical designers involved for plans. By extension these plans would also be required in our drawing set for our Building Permit application.

If the Shire has any queries with regards to the above and our understanding of the project, feel free to get in touch and request any additional information you require.

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DETAILED CONSTRUCTION TIMELINE

Please find below a preliminary construction timeline with approximate timeframes, in order to give the Shire of Kojonup an idea of scheduling of proposed works. We've based this on a start date of June 1, but this would change depending on commencement and award dates.

- 1) Start Date – June 1, 2023
- 2) Submission of Development Application – July 1st (4 weeks to cover drawings/surveys etc)
- 3) ** Assuming 4 weeks DA approval time by Shire
- 4) Submission of Building Permit (Certified Class 7b/8) – August 1st
- 5) Approval of Building Permit – 30th August
- 6) Completion of Manufacturing documents and commence shed manufacture – 15th September
- 7) Commencement on site of earthworks/prelay – 1st October
- 8) Completion of concrete slab – 1st November
- 9) Delivery of Shed kit and installation commencement – 15th November
- 10) Completion of installation of shed kit – 20th December
- 11) CHRISTMAS HOLIDAYS – 20th December – 15th January
- 12) Completion of internal fitout including Dis WC, electrical and plumbing fitoff – 15th February
- 13) Final sign-off, Certifier site visit and issue of approval for occupancy – 28th February

CURRENT COMMITMENT SCHEDULE

Between MGI Constructions and Action Sheds Australia, we collectively complete supply and build to various scopes and degrees for around 600-700 sheds every year. Due to this varied and substantial workload, we cannot provide a specific commitment schedule listing all jobs currently in various stages.

However, as we have multiple installation teams and numerous people employed in the companies to look after all aspects of the project, we can commit to a timetable as part of discussions prior to contract. This schedule would be based on what the client requires, but also what is realistic when it comes to supply of materials, installation and trades completing timely works.

We are not in the business of taking on works either with unrealistic timeframes, or promising such as especially in the wake of the last two years, it is not a good way to do business and we pride ourselves on our reputation in the industry for providing projects on time and on budget for our clients.

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PROPOSED SUB-CONTRACTORS LISTING

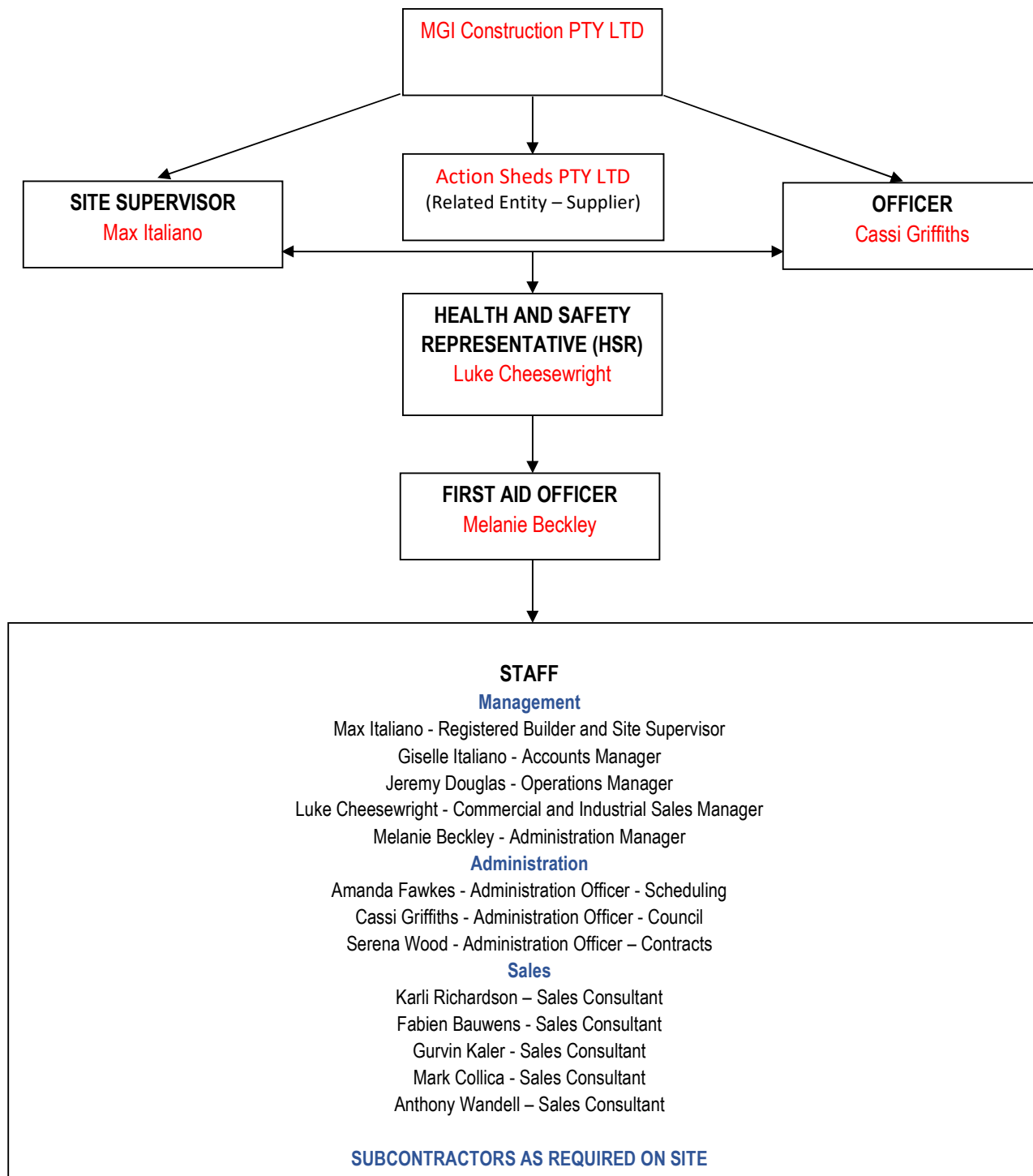
With the exception of Kojonup Light Civil who we would engage as a local contractor, all the below listed contractors are within our standard pool of contractors that we deal with week to week on projects throughout Western Australia.

As noted, we have no issue with guaranteeing works completed by these contractors, we will also provide sign off certificates as required and part of our sign off and Occupancy Certificates for the construction.

SHED CONSTRUCTION – A1 Sheds Kojonup – 583 Leggoe Road, Beaufort River WA
PLUMBING CONTRACTOR – TJJD Enterprises Pty Ltd – 339 Sevenoaks Street, Beckenham WA
ELECTRICAL CONTRACTOR – Gorey Electrical Services – 20 Davison Street, Maddington WA
EARTHWORKS CONTRACTOR – Kojonup Light Civil – 11 Thornbury Close, Kojonup WA

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ORGANISATION CHART



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CASE STUDY (1):

City Of Fremantle Men's Shed

Shepherd Street, Beaconsfield

DEMONSTRATED EXPERIENCE PROJECT 1

Project Title: City of Fremantle Men's Shed

Project Location: 70 Shepherd St, Beaconsfield WA 6162

Within WA: Yes

Client: City of Fremantle

Project Budget:

\$252,733

Project Outturn Cost:

\$282,733

Cost difference for earthworks hitting limestone on entire footprint of the shed (rock breaking required). This part was always a budget due to seismic report showing limestone.

Contractor Role (Main/Sub):

Main Contractor

Project Status:

Completed

Project Team:

Max Italiano – *Project Manager*

Karli Richardson – *Project Administration*

MGI Contractors

Detailed Project Description (Including Construction Method):

Supply & installation of 17.5m x 18m x 6m portal frame shed including earthworks and retaining wall.

DEMONSTRATED EXPERIENCE PROJECT 1

Relevance to Community Men's Shed Project:

The City of Fremantle Men's shed is a Men's Shed so MGI Construction has firsthand knowledge of the requirements and needs of the community Men's Sheds projects. Our understanding of these requirements and needs means that a smooth relationship can be achieved between MGI Construction and the principal.

Reference:

Name: Helen Drummond

Organisation: City of Fremantle

Address: 8 William Street, Fremantle WA

Email: helend@fremantle.wa.gov.au

Contact Number: 9432 9999

DEMONSTRATED EXPERIENCE PROJECT 1

CHALLENGES THE CLIENT FACED

With all the challenges we had on the site, the City of Fremantle were very pleased with how the issues were dealt with and how the project was completed.

The quality and the time it took to get the job done due to the site issues was something they were delighted with.

- 1.** We were contacted by city of Fremantle 2 years prior to the job going out to tender. At that point they hadn't confirmed a site that they would allocate to build the shed on. They needed a company that could give them an approximate ball park pricing with inclusions that we would think they would need to accommodate a workshop and staff rooms and toilets. Also, if we could provide drawings of what it would look like at no cost.

Recommendation

We spent a fair bit of time over a couple of weeks to get pricing and drawings to them, allowing for documents to be made up with the site, so they could go out to public tender.

- 2.** They required a company that could work with them. Being a Men's Shed, they had few members that could do some of the interior work themselves to save some money.

Recommendation

We were able to supervise the work done by their Men's Shed members and recommend changes required to meet the right standards. We were then able to sign off on the workmanship and save them a fair bit of money.

- 3.** Once the job was won, we had a major dilemma due to the fact that the site chosen was a mountain of solid limestone.

Recommendation

We had to rock break 2 metres of solid limestone hill to get down to the level they wanted. We had to spend 3 weeks rock breaking and take out 5 semi loads of limestone. We also had to install a lime stone retaining wall to provide the levels we needed.



MGI Construction Pty Ltd Past Projects Completed



CASE STUDY (2):

Aquinas College Walkways, Sheds & Associated Works

Mount Henry Road, Salter Point

DEMONSTRATED EXPERIENCE PROJECT 2

Project Title: Aquinas College Walkways, Sheds, Maintenance Workshops & Associated Works

Project Location: 58 Mount Henry Road, Salter Point WA 6152

Within WA: Yes

Client: Aquinas College

Project Budget:

\$1,200,000

Project Outturn Cost:

\$1,200,000

Contractor Role (Main/Sub):

Main Contractor

Project Status:

Completed

Project Team:

Max Italiano – *Project Manager*

Karli Richardson – *Project Administration*

MGI Contractors

Detailed Project Description (Including Construction Method):

Supply and install 75m x 8m x 3m machinery shed and carport 75m x 7m x 3m carport for storage and carparking. Includes earthworks and concrete and part of the scope.

DEMONSTRATED EXPERIENCE PROJECT 2

Reference:

Name: Steve Burke

Organisation: Aquinas College Grounds Manager

Address: 52 Mount Henry Road, Salter Point WA 6152

Email: Steve.Burke@aquinas.wa.edu.au

Contact Number: 0418 909 533

DEMONSTRATED EXPERIENCE PROJECT 2

CHALLENGES THE CLIENT FACED:

Maintenance Sheds

We worked with Steve and the finance manager to be able to meet the budget they had to work with for the project.

Aquinas College was thrilled that we came in under budget for the full project and over the moon with the strength and quality of the finished buildings.

1. Steve Burke, the grounds maintenance manager of Aquinas College, needed a company that not only built sheds, but was able to provide a full build from start to finish. Their site was a hill that needed to be levelled and retained to create a level ground for the buildings and retain the side of the roof structure from the road below. This required a huge amount of civil works including drainage and retaining the rear of the maintenance shed into the hill and the front of the roof cover to allow for the road below. They also needed a company that they could work with that would not break their bank, as Steve would say.

Recommendation

We had our inhouse engineers provide the engineering to accommodate for the site levels, allowing us to have a level site for the two buildings. This also ensured we had the correct drainage and retaining required to support the weights of the structures, as well as the 2 metre difference in height between the level ground required to build the sheds to the lower road.



MAINTENANCE SHEDS

CHALLENGES THE CLIENT FACED:

Walkways

With our success in producing the maintenance sheds on time and on budget, Aquinas approached Action Sheds to see if we could help them out with the walkway build.

1. The school required someone to be able to design and construct a massive 100 metre walkway that would be built around existing buildings and join onto walkways and buildings already on site. The major challenge was that one existing building and walkway were 100 metres from each other, as well as being different heights. Additionally, the ground levels were 1 metre higher at the walkway end to the building, and we also had a building that was a different height to the walkway we were building to join it. This made the project even more challenging.

2. One of the major issues Aquinas had was the original walkway was too low and very dark. They wanted something that would be aesthetically attractive and also able to create a lot of light and cover the students from the weather at the same time.

Recommendation

The school had drawings made up that would have cost the school much more than they had budgeted. We spent a few days on site, taking heights and levels of buildings and then came up with a cost-effective design that would work, look great and tick all the boxes. We also ensured that our designs met the requirements for natural light and protection from the weather for the lockers and students. In the end, our designs saved them about 50% of what their original design would of cost them if they went through with it.



WALKWAYS

Action Sheds Australia Pty Ltd Past Projects Completed



CASE STUDY (3):

St Mark's School Tennis Court Cover

St Marks Drive, Hillarys

DEMONSTRATED EXPERIENCE PROJECT 3

Project Title: St. Mark's School Tennis Court Cover

Project Location: St Mark's Drive, Hillarys WA 6025

Within WA: Yes

Client: St. Marks Anglican Community School

Project Budget:

\$300,000

Project Outturn Cost:

\$295,780

Contractor Role (Main/Sub):

Sub Contracted to Sanpro

Project Status:

Completed

Project Team:

Max Italiano – *Project Manager*

Karli Richardson – *Project Administration*

MGI Contractors

Detailed Project Description (Including Construction Method):

Supply & install roof cover for the tennis court for the school including the footings 42m x 38m x 4m.

DEMONSTRATED EXPERIENCE PROJECT 3

Reference:

Name: Alex Chirico

Organisation: St Mark's Anglican Community School Facilities Manager

Address: St Marks Drive, Hillarys WA 6025

Email: achirico@stmarks.wa.edu.au

Contact Number: 0488 279 229

DEMONSTRATED EXPERIENCE PROJECT 3

CHALLENGES THE CLIENT FACED

1. Chris Oakley from Oakley Architecture designed the original roof cover for the St Mark's tennis court / basketball courts. He went out to tender with the initial design to have the structure costed. This design consisted of structural beams. The prices that came back were way out of the budget that St Mark's had available.

Recommendation

Chris came to us to see if we had a more cost-effective way to design and construct the 40 metre x 40 metre roof structure. Due to the large span, we did the pricing as a structural design which was a bit cheaper than the others. Having the ability to design large span C-section structures, we designed the roof cover as a C-section with a row of mid columns that created two courts. The cost savings were massive for the school, which allowed them to spend the rest of the budget on the landscaping and surfaces for the courts.

Alex Chirico, the facilities manager, also required that we complete the full project during the school holidays, so there were no students at school, ensuring there were no safety issues. He was delighted with the end result of the roof structure and the completion well before school started.





CASE STUDY (4):
Office & Workshop
Boom Street, Gnangara

DEMONSTRATED EXPERIENCE PROJECT 4

Project Title: Office & Workshop

Project Location: : Gnangara WA 6077

Within WA: Yes

Client: Paul

Project Budget:

\$420.000.00

Project Outturn Cost:

\$380,000.00

Contractor Role (Main/Sub):

Main Contractor

Project Status:

Completed

Project Team:

Max Italiano – Project Manager

Karen Howarth-Ruane – *Project Administration*

MGI Contractors

Detailed Project Description (Including Construction Method):

Single storey service station with incidental office and storage, first floor mezzanine and non-habitable shed.

DEMONSTRATED EXPERIENCE PROJECT 4

Reference:

Name: Paul Boulos

Address: 6 Glebe Close, Mindarie WA

Email: boulospaul@amnet.net.au

Contact Number: 0431 139 773 / 9305 9990

DEMONSTRATED EXPERIENCE PROJECT 4

CHALLENGES THE CLIENT FACED

1. Design consultant, George, designed an office workshop for his brother's son, Paul, so he could start his mechanical workshop company. The block Paul purchased was in the Gngangara commercial industrial precinct. The Gngangara development covenant called for tilt panel design so the original idea was to construct a tilt panel building, being that most of the buildings in precinct are built with the same design. However, once George received the prices for the design, he realised he didn't have the budget to build the project.

George contacted us with his original tilt panel design and asked if we could design the same building and include the office as well with Colorbond sheeting. He required the building to look like a commercial-type building, rather than a shed, so that the shire would accept the design.

Recommendation

We designed the exterior of the building to show roof overhangs and horizontal mini orb cladding half way up the walls in a different colour to give the outside of the building a point of difference and not look like a typical rural type shed. We were able to save George over 30% with the overall cost difference between building the structure from steel compared to tilt panel. He was delighted with the cost savings and the way we finished off the exterior of the building and fitted out the offices.



MGI Construction Pty Ltd Past Projects Completed



CASE STUDY (5):
Workshop Extension
Lot 34 Leath Road Naval Base

DEMONSTRATED
EXPERIENCE
PROJECT 5

Project Title: Workshop Extension

Project Location: Lot 34 Leath Road Naval Base WA 6077

Within WA: Yes

Client: Shinagawa

Project Budget:

\$830,000.00

Project Outturn Cost:

\$780,000.00

Contractor Role (Main/Sub):

Main Contractor

Project Status:

Completed

Project Team:

Max Italiano – Project Manager Reg Builder

Lue cheesewright – *Project Administration*

Scheduler - Melanie Beckley

MGI Contractors

Detailed Project Description (Including Construction Method):

Workshop extension 30mtrs long x 35mtrs wide x5mtr high .

DEMONSTRATED EXPERIENCE PROJECT 5

Reference:

Name: Phil Bower

Address: Lot 34 Leath Road Naval Base WA 6077

Email: phil.bower@shinagawa.com.au

Contact Number: 0407401860

DEMONSTRATED EXPERIENCE PROJECT 5

CHALLENGES THE CLIENT FACED

- **1. Phil & Dirk.** Required an extension on there existing production facility at naval base, that required someone to be able to construct the extension while there plant was still producing. We had to build the extension over existing raw material product storage bins. This was going to be challenging due to the build being through winter and the product could not get wet. They also had issues with the new extension requiring fire wall and upgrading of the fire services as part of the design to comply with the fire codes.
- *Recommendation*
- We designed and engineered the steel shed extension in conjunction with a Tilt panel end wall which included a fire rated self closing sliding door, so they could have access between the existing building and new extension. We made the tilt panel wall on the slab and on the same day disassembled the sheets on the existing shed and installed the tilt panel to close up the existing shed ,so the wasn't any product damaged.
- We also left the roof cover on the product bins and built our shed over the top of the cover. Once we sheeted the new shed we dismantled the bin cover so there was no loss of product. All fire services where upgraded to meet the new fire regulations required.



MGI Construction Pty Ltd Past Projects Completed





CASE STUDY (6):
Packing Shed

Lot 61 Indian Ocean Drive, Woodridge WA

DEMONSTRATED
EXPERIENCE
PROJECT 6

Project Title: Packing Shed

Project Location: Lot 61 Indian Ocean Drive, Woodridge WA

Within WA: Yes

Client: Center West Pty Ltd

Project Budget:

\$900,000.00

Project Outturn Cost:

\$746,000.00

Contractor Role (Main/Sub):

Main Contractor

Project Status:

Completed

Project Team:

Max Italiano – Project Manager Reg Builder

Luke Cheesewright – *Project Administration*

Scheduler - Melanie Beckley

MGI Contractors

Detailed Project Description (Including Construction Method):

70.59mtrs long x 30mtrs wide x 5.45mtrs high.

DEMONSTRATED EXPERIENCE PROJECT 6

Reference:

Name: Francis Tedesco

Address: Lot 61 Indian Ocean Drive, Woodridge WA

Email: francis@centerwest.com.au

Contact Number: 08 9577 2066

DEMONSTRATED EXPERIENCE PROJECT 6

CHALLENGES THE CLIENT FACED

The client required an extension to their existing packing shed on their carrot farm that would be integrated with the existing shed to create a larger space so they were able to install their new carrot packaging system and storing of their packaging. The client also required a drainage system that could cope with the large amounts of water coming from the combined roof area of the existing and new sheds, the water discharge from washing the carrots & washing the entire 70 x 30 metre slab. The existing drainage system that flowed to the dam was not detailed on the plans for us to use as a reference.

Recommendation:

To ensure we designed and created a drainage system that would connect to the existing system, we had to dig around the existing site to find the original system to create our own blueprint of the plans. Once we had an outline of the existing drainage system, we engineered a new system that would connect to this and be able to take the enormous loads of water that would be flowing through to the dam. We designed, engineered, and created a tapered slab as a part of this system to allow for an easier process of washing out the shed. To ensure that the new shed was designed to integrate with the existing shed, we designed the new shed structure to match up with the existing shed columns on the side wall and cut two bays to create entry points from the existing shed to the new packing shed.



MGI Construction Pty Ltd Past Projects Completed



CASE STUDY (7):
Machinery Shed

Lot 61 Indian Ocean Drive, Woodridge WA

Supply of shed by Actionsheds

DEMONSTRATED EXPERIENCE PROJECT 7

Project Title: Machinery Shed

Project Location: Lot 61 Indian Ocean Drive, Woodridge WA

Within WA: Yes

Client: Center West Pty Ltd

Project Budget:

\$300,000.00

Project Outturn Cost:

\$224,000.00

Contractor Role (Main/Sub):

Main Contractor

Project Status:

Completed

Project Team:

Max Italiano – Project Manager Reg Builder

Lue Cheesewright – *Project Administration*

Scheduler - Melanie Beckley

MGI Contractors

Detailed Project Description (Including Construction Method):

30mtrs long x 30.17mtrs wide x 4.90mtrs high.

Shed Supply by:

Actionsheds

DEMONSTRATED EXPERIENCE PROJECT 7

Reference:

Name: Francis Tedesco

Address: Lot 61 Indian Ocean Drive, Woodridge WA

Email: francis@centerwest.com.au

Contact Number: 08 9577 2066

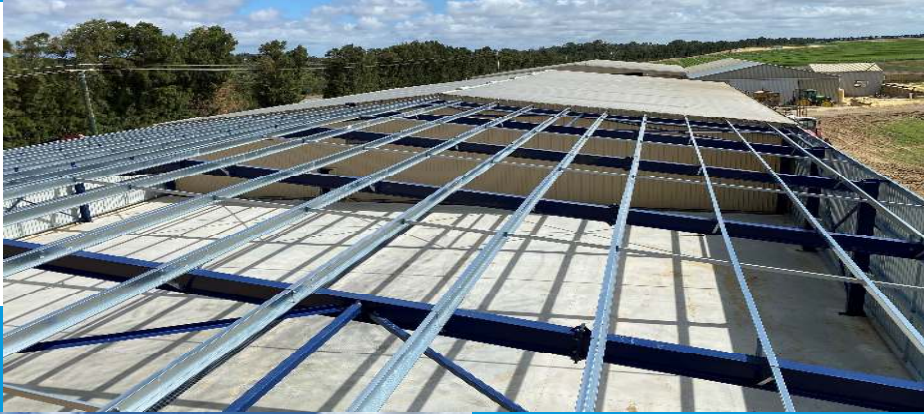
DEMONSTRATED EXPERIENCE PROJECT 7

CHALLENGES THE CLIENT FACED

The client required an extension to an existing machinery shed to create one large machinery shed area. The new shed also required a centre drainage system to connect with the existing system that was not detailed on the plans. The existing shed had differing slab and roof heights which needed to be matched with the new extension.

Recommendation:

Due to the existing drainage system not being detailed on the plans, we had to dig around the system to create our own blueprint of the plans. This allowed us to create a drainage system that could connect perfectly to the existing one. We designed, engineered, and created a slab that tapered into the centre. We also measured the existing slab heights and ensured our slab design matched up with these to create a seamless finish. We did the same for the differing heights of the existing shed – we took detailed measurements of the existing shed and match up with these in the design and engineering process. To combine the existing shed with the new one and create a large combined space for storage, we opened up the end wall of the existing shed after the extension was built.



MGI Construction Pty Ltd Past Projects Completed



Company Name:	MGI constructions PTY LTD	Project:	
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Company Address:	1-55 Erceg Road, Yangebup WA 6164	ABN No.	66 113 223 822
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Job / Trade Activity: _____ **Address** _____

SWMS Prepared by:	Name:	Max Italiano	Sign		Date:	
PERMITS TO WORK (✓)	<input checked="" type="checkbox"/> Work at Height (<i>unprotected over 2m</i>)		<input type="checkbox"/> Confined Space		<input checked="" type="checkbox"/> Hot Work	
					<input type="checkbox"/> Other (<i>specify</i>)	
MINIMUM PPE (✓)	<input checked="" type="checkbox"/> Safety Glasses (<i>medium impact</i>)		<input checked="" type="checkbox"/> Hi-Visibility vest or shirt		<input checked="" type="checkbox"/> Hard Hat	
	<input checked="" type="checkbox"/> Safety Footwear		<input checked="" type="checkbox"/> Hearing Protection (<85dB)		<input type="checkbox"/> Other (<i>specify</i>)	
EQUIPMENT / TOOLS (✓)	<input checked="" type="checkbox"/> Hazard Warning Signs	<input checked="" type="checkbox"/> Barricade or Guarding	<input checked="" type="checkbox"/> EWP (<i>Scissor Lift / Boom Lift</i>)		<input checked="" type="checkbox"/> Power Tools	
	<input checked="" type="checkbox"/> Scaffolds	<input checked="" type="checkbox"/> Portable Ladder(s)	<input checked="" type="checkbox"/> Safety Harness		<input type="checkbox"/> Other (<i>specify</i>)	
LEGISLATION						
<u>WA Acts and Regulations</u>	Building Regulations 1989 Dangerous Goods Safety Act 2004 Occupational Safety and Health Act 1984		Occupational Safety and Health Regulations 1996 Electricity Regulations 1947 Electricity (Licensing) Regulations 1991			

WA Codes of Practice

(relevant to construction work, tick as applicable to work)

- ☒ Concrete and masonry cutting and drilling, 2004
- ☐ Excavation, 2005
- ☒ First aid, workplace amenities and personal protective clothing, 2002
- ☒ Manual handling, 2000
- ☒ Managing noise at workplaces, 2002
- ☒ Safe design of buildings and structures, 2008
- ☒ The Prevention of falls at workplaces, 2004
- ☐ Tilt-up and precast concrete construction, 2004
- ☒ Violence aggression and bullying at work, 2006
- ☒ Working hours, 2006

National Standards

(relevant to construction, tick as applicable to work)

- ☒ National Standard for Construction Work [NOHSC:1016(2005)]
- ☒ Adopted National Exposure Standards For Atmospheric Contaminants In The Occupational Environment [NOHSC:1003(1995)]
- ☒ National model regulation for the control of scheduled carcinogenic substances [NOHSC:1011(1995)]
- ☒ National Standard for Manual Tasks (2007)
- ☒ National OHS Certification Standard for Users and Operators of Industrial Equipment - 3rd Edition [NOHSC:1006(2001)]
- ☒ National Standard for the Storage and Handling of Workplace Dangerous Goods [NOHSC:1015(2001)]
- ☒ National Model Regulation for the Control of Workplace Hazardous Substances
- ☒ National Standard for Licensing Persons Performing High Risk Work
- ☒ National Standard for Occupational Noise [NOHSC:1007(2000)]
- ☒ National Standard for Plant [NOHSC:1010(1994)]
- ☐ National Standard for Synthetic Mineral Fibres [NOHSC:1004(1990)]

National Codes of Practice

(relevant to construction work, tick as applicable to work)

- ☐ Safe Removal of Asbestos 2nd Edition [NOHSC:2002(2005)]
- ☐ Code of Practice for the Management and Control of Asbestos in the Workplace [NOHSC:2018(2005)]
- ☒ Code of Practice for the Control of Scheduled Carcinogenic Substances [NOHSC:2014(1995)]
- ☒ National Code of Practice for Induction for Construction Work (May 2007)
- ☐ National Code of Practice for Precast, Tilt-up and Concrete Elements in Building Construction (2008)
- ☒ National Code of Practice for the Prevention of Falls in General Construction (2008)
- ☒ National Code of Practice for the Storage and Handling of Dangerous Goods [NOHSC:2017(2001)]
- ☒ National Code of Practice for the Control of Workplace Hazardous Substances [NOHSC:2007(1994)]
- ☒ National Code of Practice for the Control of Work Related Exposure to Hepatitis and HIV (blood-borne) Viruses [NOHSC:2010(2003)]
- ☐ National Code of Practice for the Control and Safe Use of Inorganic Lead at Work [NOHSC:2015(1994)]
- ☒ National Code of Practice for the Labelling of Workplace Substances [NOHSC:2012(1994)]
- ☒ National Code of Practice for the Prevention of Musculoskeletal Disorders Caused From Performing Manual Tasks
- ☒ National Code of Practice for Noise Management and Protection of Hearing at Work - 3rd Edition [NOHSC:2009(2004)]
- ☐ National Code of Practice for the Safe Use of Synthetic Mineral Fibres [NOHSC:2006(1990)]

National Guidance Notes

- ☐ Guidance Note on the Membrane Filter Method for Estimating Airborne Asbestos Fibres 2nd Edition [NOHSC:3003(2005)]
- ☒ Guidance Note on the Interpretation of Exposure Standards for Atmospheric Contaminants in the Occupational Environment 3rd Edition [NOHSC:3008(1995)] (HTML)
- ☒ Guidelines for Integrating OHS into National Industry Training Packages
- ☐ Guidance Note for Placarding Stores for Dangerous Goods and Specified Hazardous Substances [NOHSC:3009 1990)]
- ☒ Guidance Note for the Elimination of Environmental Tobacco Smoke in the Workplace [NOHSC:3019(2003)]
- ☒ Control Guide Management of Noise at Work
- ☒ Guidance Note for the Assessment of Health Risks Arising from Hazardous Substances in the Workplace [NOHSC:3017(1994)]
- ☒ Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight

Australian Standards

As quoted in legislation and codes of practice

Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			L <i>Likely</i>	M <i>Moderate</i>	U <i>Unlikely</i>
H (1) <i>(High level of harm)</i>	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	H (1) <i>(High)</i>	1	1	2
M (2) <i>(Medium level of harm)</i>	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	M (2) <i>(Medium)</i>	1	2	3
L (3) <i>(Low level of harm)</i>	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained minor level clean up with no short-term environmental harm.	L (3) <i>(Low)</i>	2	3	3
Level	Likelihood / Probability				
Likely	Could happen frequently				
Moderate	Could happen occasionally				
Unlikely	May occur only in exceptional circumstances				

Risk Hierarchy of Control - Preferred Order of Control Measures to Eliminate or reduce risks of injury or illness.

Elimination	E.g. Eliminate the need for a fall risk area by careful design	<div>Most Effective</div> <div>↑</div> <div>↓</div> <div>Least Effective</div>
Substitution	E.g. Barricading or enclosing the fall risk area with edge protection	
Isolation	E.g. Isolating the hazard or practice from people involved in the work	
Engineering	E.g. Using a fall injury prevention system	
Administrative	E.g. Procedures, training, warning signs, limiting exposure time	
PPE	E.g. Use of Personal Protective Equipment	

To calculate Inherent and Residual risk, refer to 'Qualitative Risk Analysis Matrix: Level of Risk' on Page 4

No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk* (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk* (Likelihood x Consequence)
1	General planning	<ul style="list-style-type: none"> Inadequate training instruction and supervision. 	2	<p>Action Sheds to ensure all employees:</p> <ul style="list-style-type: none"> Attend a construction industry “Blue Card” induction. Safety Awareness Training Attend a site-specific induction. Attend a Toolbox talk on the contents of this JSA. Provide supervision on the site. Make sure that all employees are instructed in the correct use of: Personal Protective Equipment (PPE). Elevating Work Platforms (EWP's). Scaffolding (Mobile) Tools, Equipment and plant. Material Hoists. Hazardous substances and materials (Provide Material Safety Data Sheets - MSDS). Oxy – Acetylene Equipment. Fire Extinguishers. Builders on site traffic management plan. On site permit systems. <p>Note: If you identify additional risks and their control measures are not listed on this JSA, set them out on an additional JSA Worksheet and attach to the end of this JSA.</p>	Max Italiano	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
2	General planning Inspect the work area before work begins for the day	Hazards caused through work activity: <ul style="list-style-type: none"> • Obstructed access, • Poor housekeeping causing manual handling injuries / slips, trips and falls, 	1	<ul style="list-style-type: none"> • Inspect the work area for hazards before work commences. Eliminate or reduce hazards where possible and inform the main Contractor. • Provide safe access to all work areas. • Clean up work areas on a regular basis. • Make sure barriers and safety signage is erected in areas where persons are exposed to hazards. • Contact site management regarding the permit to work system when working near overhead power line and underground services. • Comply with project traffic management plan. • Have as a minimum a Dogman certificate of competency when directing a crane or unloading a Hiab truck. 	Max Italiano	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
3	Planning for the job and the delivery of materials and plant to site	Unprepared loading area, Steel plant and other work materials which may cause: <ul style="list-style-type: none"> • Slips trips and falls. • Obstructed access and egress to other trades. • Overturn crane • Forklift • Falling objects • Truck/crane strikes overhead power lines vehicles • Workers members of the public. 	1	The employer will liaise with site management and make sure: <ul style="list-style-type: none"> • Ensure a safe lay down area is located. areas to be sign posted and barricaded off. • Crane pad to be inspected before crane is erected on site. • Service records for all plant and equipment to be provided to the site project manager before work commences. • Crane operator is competent and trained and relevant documents are provided on site before work commences. • All plant operators to hold relevant certificates of competence • The lay down area is inspected for hazards. • All plant to be operated in accordance with manufactures' instructions. 	Max Italiano	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
4	Inspect the work area before work begins for the day	Hazards caused through work activity: <ul style="list-style-type: none"> • Obstructed access. • Poor housekeeping causing manual handling injuries/slips trips and falls. • Inclement weather. • Steel falls due to lack of required strength at time of lift. 	2	Inspect the work area for hazards before work commences. Eliminate or reduce the hazards where possible and inform the main contractor: <ul style="list-style-type: none"> • Provide safe access to all work areas. • Clean up work areas on a regular basis. • Make sure signs and barriers are erected where required and follow site traffic management plan. • Inclement weather rigging crew to study prevailing weather conditions. • Ensure panels are the required strength at time of lift as per Engineer's design requirements • Contact site management regarding the permit to work system when working near overhead power line and underground services. • Comply with project traffic management plan. 	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
5	Off loading materials on site	<p>Load may have moved when material were transported to site thus potentially creating an unsafe arrangement.</p> <ul style="list-style-type: none"> • Contact with overhead power lines. 	1	<p>Ensure stability of the load before removing the load bearing ropes, straps etc.</p> <ul style="list-style-type: none"> • Materials not to be unloaded under overhead • Power lines unless a site permit system is in place. • Unload plant and materials clear of overhead power lines. • Instruct personnel in correct lifting techniques. • Use mechanical lifting devices and trolleys. 	Contractor	3

6	Unloading of materials on site	<p>Crane overturns due to:</p> <ul style="list-style-type: none"> unstable ground conditions crane falls causing load to fall 	1	<p>Crane driver and riggers to check with site management to ensure ground conditions are suitable and capable of withstanding the weight of the crane and the steel being lifted.</p> <ul style="list-style-type: none"> Check the weight of all steel to ensure the right selection of crane has been provided. Assess the size of steel so the selection of the correct size and type of crane used will be adequate for the job. Discuss type of rigging equipment to be used. Liaise with Site Management for the possible need for on-site transport of steel 	Contractor	3
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No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
7	Using a crane to lift steel work to work areas	<p>Contact with overhead and underground obstructions particularly power lines by the crane, causing electrocution</p> <ul style="list-style-type: none"> Crane falls over due to unstable ground causing load to fall. Load falls due to incorrect slinging or failure of rigging. Injuries to members of the public/other trade from falling loads. Obstructed access on road and public footpath by crane 	1	<p>To prevent accidents when using the crane:</p> <ul style="list-style-type: none"> Check the stability of the ground upon which the crane will be operating from or erected. The crane used will comply with Australian Standards, be fitted with load indicators, in good condition, and have logbooks and test certificates for lifting equipment. Lifting equipment will be inspected before use. An area will be cleared of materials/vehicles for crane access and mobility. Correctly set up crane All personnel not involved in the lifting of loads will be asked to clear the area. Barriers and warning signs will be erected to warn other trades and members of The public. A nominated certificated Rigger/dogger of the load will be in communication with the crane driver at all times. 	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
8	Using a crane	<p>Crane falls over due to unstable ground causing load to fall.</p> <ul style="list-style-type: none"> • Load falls due to incorrect slinging or failure of rigging. • Injuries to members of the public/other trade from falling loads. • Obstructed access on road and public footpath by crane 	1	<p>To prevent accidents when using the crane:</p> <ul style="list-style-type: none"> • Tail ropes will be used to control the load. • Loads will not be lifted over personnel. • Use a certificated crane operator. • A competent person will sling all loads. • No attempt will be made to lift loads in winds that prevent control of the load at all times. • Contact site management regarding the permit to work system when working near overhead power line and underground services. • Comply with project traffic management plan. • Note: If you identify additional risks and their control measures are not listed on this JSA, set them out on an additional JSA Worksheet and attach to the end of this JSA. • Proper permits available if the footpath or road is obstructed. Site Traffic management plan 	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
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10	Manual tasks	<ul style="list-style-type: none"> • Manual Handling injuries eg: • Pulled muscles and strained backs when moving materials. 	2	<p>Where practicable locate materials close to workforce.</p> <ul style="list-style-type: none"> • Use mechanical devices eg: Forklift/Tele handler, trolley, etc when moving materials. • Provide training on manual handling risks. • Use correct lifting techniques. • Provide adequate manpower. • Use team lifts 	Contractor	3
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No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
11	Working at heights using Elevated Work Platform	Falls while working at heights: <ul style="list-style-type: none"> • Elevating work platforms. • EWP collapse. 	1	<p>Elevating work platforms and scaffold platforms will be used where possible. Where it is not practicable to use a EWP or scaffold platform, a risk assessment will be conducted taking into account the risk of serious injury from a free fall.</p> <ul style="list-style-type: none"> • When using Elevating Work platforms (EWP) on site: • Make sure EWP is on firm level ground • Train employees in the correct use of EWP. • Make sure employees using Boom type EWP's have a certificate of competency where the height of the EWP exceeds 11 metres. • Check the work area for hazards before use. For example, floor penetrations and unstable ground etc. • Make sure EWP is used in accordance with manufacturer's specifications and log books are available and completed daily. • Daily checks must be carried out on all Elevated work platforms and log books completed. 	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
12	Working at heights from scaffolding	Fall from or through scaffold.	1	<p>All employees to be informed not to remove:</p> <ul style="list-style-type: none"> • Braces • Handrails / Midrails. • Planks • Fender boards • Infill mesh • Do not place tools, gear or materials near open edges. • Ensure workers are advised to report scaffolding hazards to their immediate supervisor. • Ensure weight limit of 675kg per bay is not exceeded. • Ensure scaffold platforms are cleared of all rubbish at completion of work. Rubbish to be placed in designated area or bin / skip. • Ensure workers are advised <u>not</u> to throw or drop materials gear or tools from scaffolding. • Ensure moveable handrails (GATES) are closed when not in use. <p>Ensure workers using scaffold are advised <u>not</u> to climb scaffold frame to access platform. Ensure scaffold platforms are decked out to comply with OSH regulations 1966.</p>	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
13	Falls from heights	Falls while working at: <ul style="list-style-type: none"> • Heights • Roofs • Scaffolds • Suspended slabs • Ladders/step ladders • Elevating work platforms • Materials Hoist 	1	<p>When working at heights on roofs and other elevated areas:</p> <p>Remove or cover hazards below the work area. Wear footwear in good condition. Erect handrails or use a fall injury prevention system for heights above 3 meters.</p> <ul style="list-style-type: none"> • Make sure ladders: • Have a stable base. • Are secured. • Extend 1 metre above work platform. • Have a 1 in 4 slope. • Are Australian Standards rated 120kg. • Ensure 3 points of contact at all times • Are in good condition; <ul style="list-style-type: none"> • Stepladders are used in accordance with the manufacturer's recommendations. <p>Make sure scaffolds: That are above 4 metres in height are erected by a licensed scaffolder and tagged in accordance with OSH Regulation 3.72(scaff-tag) inspection system. Have safe access provided. That are above 2 metres in height are fitted with edge protection.</p>	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
14	Mobile Scaffolding	Falls from heights scaffold or collapse	1	<p>All mobile scaffolding erected by employees will not exceed a height of 4 metres.</p> <p>Further: All mobile scaffolding erected by the employee's</p> <ul style="list-style-type: none"> Will be erected to Australian Standards and the manufacturer's requirements for safe erection of mobile scaffolding. All mobile scaffolding erected above 4 metres will be erected by certificated persons. 	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
15	Use of materials hoist	<ul style="list-style-type: none"> • Falling objects • Falls from heights 	1	<p>When using the hoist make sure: Ensure materials hoist is installed to OSH Regulations (1996) and logbooks are maintained as required;</p> <ul style="list-style-type: none"> • Ensure all employees are trained in the safe use of materials hoists. • All materials hoists erected over 11 metres must be operated by a certificated persons only. • Ensure hoist (base level guard rails) are used at all times • Ensure sliding gates at slab edge are replaced after hoist leaves that level; • Ensure workers are advised <u>not</u> to ride on hoists; • Ensure safe systems of work when loading/off loading hoists;(max weight as instructed) • Ensure proper access / egress onto hoist platform at base level and at subsequent levels is provided at all times; • Ensure base level guarding and overhead protection is maintained; 	Contractor	3

No	Job Step (break the job down into steps)	Potential Hazards (what can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible? (Position Title)	Residual Risk (Likelihood x Consequence)
16	Installation of sheeting, flashing and added options as part of building supply & install scope.				Contractor	
	Install of roof sheeting	Fall from heights	1	Bolt lanyard brackets to both ends of the frame and connect lanyard to Apex brackets. Lift 1 pack of sheets onto the roof by crane. Using the EWP or Scissor lift install 3 sheets starting from one end. Once the 3 sheets are installed Using the EWP or scissor lift clip harness onto the apex lanyard and install the rest of the roof sheets. EWP used by qualified personal & to be maintained in accordance with manufactures/ suppliers. Hard hats to be used Specifications. Daily pre-use inspections to be carried out by operator and recorded in logbook. Use of EWP need to have harness and clipped on. Crane to be set up correctly and outriggers set to level machine. The correct load Lifting slings used to depend on weight to be lifted. Slings to be checked before starting the job. Safety tape to be set up around crane	Contractor	3
	Fix sheeting in place manually.		1	Use of ladder that is in good working order or platform ladders		3

	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
17	Roof safety Mesh if required	Fall from Heights	1	Use of EWP by qualified personal & with one person driving and the other person clipped on to cage Screw Mesh to purlin at apex roll out Mesh from EWP or Scissor lift down to eve purlin and screw off mesh onto Eve purlin. When using EWP or scissor lift need to have harness and clipped on to cage. EWP maintained in accordance with manufactures/ suppliers Specifications. Daily pre-use inspections to be carried out by operator and recorded in logbook.	Contractor	3
	Install foil or insulation to roof if required	Fall from heights	1	Use of EWP by qualified personal & with one person driving and the other person clipped on to cage the cage will be on 45 deg angle with person extending out of cage while clipped on to install foil from EWP cage. When using EWP need to have harness and clipped on to cage. Or the use of Scissor lift if required to have harness and clipped on EWP maintained in accordance with manufactures/ suppliers Specifications. Daily pre-use inspections to be carried out by operator and recorded in logbook.	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
18	Installation of sheeting, flashing and added options as part of building supply & install scope.				Contractor	
	Install wall sheeting	Manual Handling, back strain Falling from heights Operator not qualified, authorised and/or competent	1	Employees to seek assistance if sheets are too heavy for one person to lift Employees are to use gloves. Bending of knees when lifting Use of Platform Ladder, Also Ladder to be secured, set up at correct angle and allow all employees to maintain 3 point of contact at all times. Or if sheets are too long the use of an EWP by qualified personal & at the top of the sheet to secure sheet to girts while installer on the ground lining sheet up and screwing off. EWP to be maintained in accordance with manufactures/ suppliers. Hard hats to be used Specifications. Daily pre-use inspections to be carried out by operator and recorded in logbook. Use of EWP need to have harness and clipped o. Or the use of Scissor lift if required to have harness and clipped on	Contractor	3
	Install roof flashing	Fall from heights	1	Use of EWP by qualified personal & with one person driving and the other person clipped on to cage extending out of cage while clipped on to screw off flashing from Cage. Or the use of Scissor lift if required to have harness and clipped on	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
18a	<p>Installation of sheeting, flashing and added options as part of building supply & install scope.</p> <p>Install flashing and barge flashing capping</p>	- Working at heights	1	<p>Use of Platform ladder Ladder to be secured, set up at correct angle and allow all employees to maintain 3 point of contact at all times. Or EWP used by qualified personal & maintained in accordance with manufactures/ suppliers Specifications. Daily pre-use inspections to be carried out by operator and recorded in logbook. Use of Ewp need to have harness and clipped on. Or the use of Scissor lift if required to have harness and clipped on</p>	Contractor	3
	Install Ridge capping	Fall from heights	1	<p>Set Static line on ridge and using ladder climb up and clip onto static line with their harness and climb onto the roof and sheet off. Use of EWP by qualified personal & with one person driving and the other person clipped on to cage the cage will be on 45 deg angle with person extending out of cage while clipped on to install I from EWP cage . Or the use of a scissor lift to be able to clip on to static line and climb from machine onto roof.</p>	Contractor	3
	Install P/A door	Manual Handling, back strain	3	<p>Employees to seek assistance if columns too heavy for one person to lift Employees are to use gloves. Bending of knees when lifting</p>	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
19	Install roller door	Manual Handling, back strain	3	Crane or Genie lift to be used depending on size of roller doors to lift door the roller door will be tied up correctly before lifting. Roller brackets to be installed by platform ladder or EWP depending on height before the roller door is lifted into place. Crane to be set up correctly and outriggers set to level machine. The correct load Lifting slings used to depend on weight to be lifted. Slings to be checked before starting the job. Safety tape to be set up around crane.	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
20	Wearing of Personal Protective Equipment.	Various harm potential can be caused to parts of the body from not wearing personal protective equipment.	1	<p>Action Sheds will ensure: All employees and associated workers will wear the following PPE (as required) when working on-site.</p> <ul style="list-style-type: none"> • Safety Helmet. • Safety footwear. • Industrial gloves. • Hearing protection. • Eye protection. Glasses/Face shield. • Respiratory protection. • Fall Injury Prevention Device as required. • High visibility vest. <p>As a minimum all workers will be required to wear safety helmets, safety footwear and high visibility vests.</p> <p>All PPE provided must comply with the relevant Australian Standard.</p>	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
21	Using Electrical equipment	Burns and electric shock caused through contact with electrical sources.	1	<p>Ensure all electrical equipment are tested and tagged by a licensed electrician on a quarterly basis.</p> <ul style="list-style-type: none"> • Ensure all equipment is protected through the use of an appropriate Residual Current Device (RCD). • Ensure “domestic” electrical appliances are not used on site, i.e. double adaptors, multi-board outlet devices, domestic leads / cords. • Ensure homemade electrical devices eg: leads are <u>not</u> used. • Ensure leads containing the colour green are <u>not</u> used on site. • Ensure leads are elevated to prevent trips • And slips occurring to site personnel. • Ensure leads are protected from physical damage eg: site traffic, wheel and brick barrows, falling objects, and wet/damp conditions. • Ensure all workers are advised through suitable training of the above safety issues. <p>Ensure all workers are advised of the dangers of working near overhead power lines especially when handling or using long lengths of conductible construction equipment and materials, or when operating plant fitted with hydraulic rams. For example; front end loaders, forklifts, bobcats, cranes etc</p>	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
22	Using angle grinders Hammer drill and air tools.	<p>Serious cut from high speed rotating angle grinder disk/blades.</p> <ul style="list-style-type: none"> • Hearing damage from noise of angle grinder. • Burns, eyes damage and fire from sparks. • Dust causing respiratory illness (silica dust). 	1	<p>Ensure: electrical equipment is tested and tagged, every 3 monthly in accordance with OSH Regulations 1996. A/S 3012.</p> <ul style="list-style-type: none"> • Lift extension leads above the ground. • Use a portable residual current device. (RCD). • All operators will be trained in the correct use of angle grinders/hammer drills and air tools in accordance with manufacturers operating instructions. • Angle grinder/drills will be checked before use to ensure guard and cutting disk is secure and in good condition. • Ensure angle grinder/drills are in good condition and the correct cutting disk is used. • Angle grinder will be well maintained. • Personal Protective Equipment will be provided and worn by operators. • Operator to check work area within 15 metres for combustible materials. <p>Fire extinguisher will be available in the work area where required and workers trained in the correct use of fire extinguishers.</p>	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
23	Using oxy acetylene equipment	<ul style="list-style-type: none"> • Burns • Explosion, • Manual-handling injuries, eye injuries. 	1	<p>When using oxy acetylene equipment:</p> <ul style="list-style-type: none"> • Identify and control any fire hazards within 15 metres of the work area before hot work commences, eg: combustible materials. • Transport cylinders in a purpose built trolley. • Ensure adequate lighting is provided to all work areas • Keep cylinders upright and secured. • Store cylinders in a protected ventilated area away from sources of heat. • When using cranes to lift cylinders use an approved lifting cradle. • Check all hoses and ancillary equipment for condition before use. • Fit double flash back arrestors as required (OSH Regulations). • Place hoses and leads to avoid trips/slips. • Use the correct PPE as required - • Eye protection • Safety footwear • Hard hat/face shield • Hearing protection • Respiratory protection <p>Use the correct procedure for set up, lighting up purging, shutting down, blow pipe and closing down equipment.</p>	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
24	Using oxy acetylene equipment	Burns, Explosion, Manual-handling injuries, eye injuries.	1	Provide correct fire fighting equipment for hot work. <ul style="list-style-type: none"> Persons to be trained in the safe use of equipment in accordance with manufacturers instructions. Use permit systems which apply to the project 	Contractor	3
25	Welding	<ul style="list-style-type: none"> Welding flash. Eye injuries. Burns. 	1	When welding is being carried out on site ensure: <ul style="list-style-type: none"> Barricades and safety signage is erected. Erect safety screens in areas where required. Ensure permit systems are completed if required. 	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
26	General planning for the job UV protection	UV radiation causing skins cancers sunburns and eye damage.	1	<p>When working outdoors:</p> <ul style="list-style-type: none"> • Wear a wide brim and flap on hard hat; • Wear Australian Standard rated tinted safety eye protection; • Wear shirts with collars; • Use sunscreen which is provided. • Follow Work Safe procedures when working in areas where the temperatures are extreme. • Workers to be advised to drink plenty of water which is provided by the main contractor. 	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
27	First Aid	Lack of First Aid facilities or trained First Aider.	3	<ul style="list-style-type: none"> Ensure First Aid supplies are available on site at all times. Ensure a person on site is trained in First Aids per OSH Regulations 1966 	Contractor	3
28	Working near the public	<ul style="list-style-type: none"> Injury to public. Flying objects. Trips / slips / falls. Struck by plant. 	1	When working near the public: <ul style="list-style-type: none"> Erect rigid barriers and warning. Signs. Follow site traffic management plan Remove or make safe material stacks. 	Contractor	3

No	Job Step <i>(break the job down into steps)</i>	Potential Hazards <i>(what can harm you or others?)</i>	Inherent Risk <i>(Likelihood x Consequence)</i>	Controls & Checks Required <i>(What are you going to do to carry out the work safely – apply risk hierarchy of control)</i>	Who is Responsible? <i>(Position Title)</i>	Residual Risk <i>(Likelihood x Consequence)</i>
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29	Housekeeping	<ul style="list-style-type: none"> Trips and slips. 	2	<p>Housekeeping standards are adequate to prevent other trades, personnel or members of the public from slipping or tripping on bricklaying materials or associated discarded rubbish.</p> <p>Loose materials are left in a stable condition at the end of each working day.</p> <ul style="list-style-type: none"> Work areas are left clean and safe at the end of each working day. To prevent injury from poor housekeeping make sure: Workers are trained in good housekeeping practices. Regular clean-ups occur throughout the working day and at the conclusion of daily work. Discarded materials and rubbish is placed in designated areas or bins/skips. Access ways are not obstructed by rubbish from work activity. 	Contractor	3
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Revision	1	2	3	4	5
Initial / Date					

Employees involved in consultation, development and acceptance of this Safe Work Method Statement

Print Name:	Signature	Date signed	Print Name:	Signature	Date signed

Personnel qualifications and experience required to complete the task (e.g. work at heights training)	Specific training required to complete this task:	Engineering Details/Certificate/Regulatory Approvals
Site Induction		
Construction Industry Safety Awareness Training		

Revisions	1	2	3	4	5
Initial / Date					

Employees involved in consultation, development and acceptance of this Safe Work Method Statement

Print Name:	Signature	Date signed	Print Name:	Signature	Date signed

Personnel qualifications and experience required to complete the task (e.g. work at heights training)	Specific training required to complete this task:	Engineering Details/Certificate/Regulatory Approvals
Site Induction		
Construction Industry Safety Awareness Training		

ATTACHMENT A: COMBINED REQUIREMENTS AND PRICING SCHEDULE

4.0 SHED CONSTRUCTION

SUPPLIER TO COMPLETE THESE COLUMNS

Scope Item descriptor (separable portion)		Mandatory Requirement / N	Complies with this requirement Y/N?	Multiple materials + pricing options provided Y/N?	Supply availability indicated Y/N?	PRICING (MANDATORY)	Electrical Pricing of design portion included Y / N	Guidance notes
4.0 SHED CONSTRUCTION		Y	Y	N	Y	\$ 384,484.50		NOTE:Pricing should be provided against all individual options/elements listed, on the list following and not on a separate attachment. If pricing is supplied for the stated separable portion in the aggregate (as a total) a breakdown of that pricing will be requested. Pricing of items that may have been inadvertently missed cannot be included after the close of advertising. In the event pricing is not provided for a key feature or element of the submitted design, that element will be excluded from further evaluation and deemed to not have been included (unless stated otherwise). This may impact your assessment score for the relevant qualitative criterion.
4.1	Shed pad	Y	Y	N	Y	\$ 84,150.00		1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
4.2	Shed inclusive of floor, external doors, guttering and downpipes	Y	Y	N	Y	\$ 141,886.00		1. List option one - Re-use of donated lights
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
4.3	North side verandah inclusive of concrete floor	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
4.4	South side verandah inclusive of concrete floor and concrete extension	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
4.5	Guttering and downpipes	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
4.6	Sliding doors - gable ends	Y	Y	N	Y			1. List option one

								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
4.7	PA doors - 3 single, 1 double	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
4.8	Internal separation wall incl. cavity sliding doors	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
4.9	Internal office and storeroom, inclusive of doors and office windows	Y	Y	N	Y	\$ 25,950.00		1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
4.10	Internal UAT facility inclusive of doors	Y	Y	N	Y	\$ 12,975.00		1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.

ATTACHMENT A: COMBINED REQUIREMENTS AND PRICING SCHEDULE

3.0 ELECTRICAL SERVICES

SUPPLIER TO COMPLETE THESE COLUMNS

Scope Item descriptor (separable portion)		Mandatory Requirement / N	Complies with this requirement Y/N?	Multiple materials + pricing options provided Y/N?	Supply availability indicated Y/N?	PRICING (MANDATORY)	Electrical Pricing of design portion included Y / N	Guidance notes
3.0 ELECTRICAL SERVICES - DESIGN, SUPPLY AND INSTALLATION		Y	Y	N	Y	\$ 100,000.00	Y	NOTE:Pricing should be provided against all individual options/elements listed, on the list following and not on a separate attachment. If pricing is supplied for the stated separable portion in the aggregate (as a total) a breakdown of that pricing will be requested. Pricing of items that may have been inadvertently missed cannot be included after the close of advertising. In the event pricing is not provided for a key feature or element of the submitted design, that element will be excluded from further evaluation and deemed to not have been included (unless stated otherwise). This may impact your assessment score for the relevant qualitative criterion.
3.1	Subs mains, distribution system, compliant switchboard with RCD's	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
3.2	High-Bay LED lighting to Shed	Y	Y	N	Y			1. List option one - Re-use of donated lights
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
3.3	Office lighting	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
3.4	Tool store lighting	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
3.5	UAT lighting	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
3.6	GPO's - Shed	Y	Y	N	Y			1. List option one

							2. List option two (if applicable)
							3. Respondent to list additional material and pricing options here. Add more lines as necessary.
3.7	GPO's - Office	Y	Y	N	Y		1. List option one
							2. List option two (if applicable)
							3. Respondent to list additional material and pricing options here. Add more lines as necessary.
3.8	GPO's - Tool store	Y	Y	N	Y		1. List option one
							2. List option two (if applicable)
							3. Respondent to list additional material and pricing options here. Add more lines as necessary.
3.9	3 Phase - External	Y	Y	N	Y		1. List option one
							2. List option two (if applicable)
							3. Respondent to list additional material and pricing options here. Add more lines as necessary.
3.10	3 Phase - Internal	Y	Y	N	Y		1. List option one
							2. List option two (if applicable)
							3. Respondent to list additional material and pricing options here. Add more lines as necessary.

ATTACHMENT A: COMBINED REQUIREMENTS AND PRICING SCHEDULE

2.0 PLUMBING SERVICES

SUPPLIER TO COMPLETE THESE COLUMNS

Scope Item descriptor (separable portion)		Mandatory Requirement / N	Complies with this requirement Y/N?	Multiple materials + pricing options provided Y/N?	Supply availability indicated Y/N?	PRICING (MANDATORY)	Electrical Pricing of design portion included Y / N	Guidance notes
2.0 PLUMBING SERVICES - DESIGN, SUPPLY AND INSTALLATION		Y	Y	N	Y	\$ 50,000.00	N	NOTE:Pricing should be provided against all individual options/elements listed, on the list following and not on a separate attachment. If pricing is supplied for the stated separable portion in the aggregate (as a total) a breakdown of that pricing will be requested. Pricing of items that may have been inadvertently missed cannot be included after the close of advertising. In the event pricing is not provided for a key feature or element of the submitted design, that element will be excluded from further evaluation and deemed to not have been included (unless stated otherwise). This may impact your assessment score for the relevant qualitative criterion.
2.1	UAT with included handbasin	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
2.2	Industrial sink & hardware	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
2.3	Instant hot water unit in office	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
2.4	Double sink, hardware & cabinet in office	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
2.5	Hot water unit	Y						1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.

2.6	External water point & hardware	Y						1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
2.7	External emergency eye wash & shower	Y						1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.

ATTACHMENT A: COMBINED REQUIREMENTS AND PRICING SCHEDULE								
1.0 SITE PREPARATION AND SERVICES EXCAVATION								
			SUPPLIER TO COMPLETE THESE COLUMNS					
Scope Item descriptor (separable portion)		Mandatory Requirement / N	Complies with this requirement Y/N?	Multiple materials + pricing options provided Y/N?	Supply availability indicated Y/N?	PRICING (MANDATORY)	Electrical Pricing of design portion included Y / N	Guidance notes
1.0 SITE PREPARATION AND SERVICES EXCAVATION		Y	Y	N	Y	\$ 32,937.50	N/A	NOTE:Pricing should be provided against all individual options/elements listed, on the list following and not on a separate attachment. If pricing is supplied for the stated separable portion in the aggregate (as a total) a breakdown of that pricing will be requested. Pricing of items that may have been inadvertently missed cannot be included after the close of advertising. In the event pricing is not provided for a key feature or element of the submitted design, that element will be excluded from further evaluation and deemed to not have been included (unless stated otherwise). This may impact your assessment score for the relevant qualitative criterion.
1.1	Cut and fill to required levels	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
1.2	Services excavation and sand layer	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.
1.3	Sub grade construction	Y	Y	N	Y			1. List option one
								2. List option two (if applicable)
								3. Respondent to list additional material and pricing options here. Add more lines as necessary.



CONTRACT VARIATION



Address:
Unit 1 .55 Erceg Road
Yangbup 6164

*The following variations have either been requested by the client or have become necessary in order for Action Sheds to fulfill the contract in full without delay.

Client:	Shire of Kojonup – Kojonup Mens Shed			MTLC27328
Site Address:	133-135 Albany Highway			27/05/2024
Building Size:	36mtr length x 13 mtr width			\$467,422.00
			ORIGINAL CONTRACT VALUE (Inc GST) :	
			</	

I have requested the above variation/s to the contract indicated.
I accept the change in value of the contract as shown.

I agree that the 'NEW CONTRACT VALUE' is now the full amount payable for this contract and this total sum can only be modified via a further "Variation to the contract" agreed to and signed by myself.

Name :

GIAN MARINSON

CEO

Date :

Signature :

29 / 5 / 24



SCOPE AND CONTRACT VARIATION REQUEST FORM

Pursuant to the terms and conditions of this Contract, this Variation is issued to vary the Contract, as detailed below. All terms and conditions of the Contract shall remain in full force and effect, with the only exclusion(s) as expressly modified in this Variation.

GENERAL CONTRACT INFORMATION (ALL PRICES GST EXCLUSIVE)

Date	28-May-24
Project Name / No.	Menshed
Contract No.	SoK - 01 - 23/24
Variation No.	01-Jan-00
Original Contract Price	\$ 467,422.00
Contractor	Actionsheds Australia

DESCRIPTION OF VARIATION*

Additional earthworks needed

COST OF VARIATION

Contract Price (up to and including last Variation)	\$	513,024.50
Value of this Variation	\$	25,475.00
Revised Contract Price (including this Variation)	\$	538,499.50

COMPLETION DATE

Completion date up to and including last Variation	Date:
Extension of time for this Variation	
Revised Contract Completion Date	Date: 30/06/2024

CONTRACTOR'S ACCEPTANCE

Date: 28/05/2024 Title: Chief Executive Officer Signature:

*Proposed Contract Variations are to be submitted with the appropriate support documentation (eg. -authorised time sheets, equipment hire invoices, material supply invoices, transportation invoices, site instructions etc.)

Submitted for Approval

Date: 28/05/2024

Project Owner

Approved for Council Consideration

Date: 29, 5, 2024

CEO



CONTRACT VARIATION

Client:	Shire of Kojonup - Kojonup Mens Shed	Contract Number	MTLC27328
Site Address:	133-135 Albany Highway	Contract Date	29/04/2024
Building Size:	36mtr length x 13 mtr width	ORIGINAL CONTRACT VALUE (Inc GST) :	\$467,422.00
	Date	Approved date	Description of Variation
	29/04/2024		Additional Earthworks as required to site. New scope includes pad works (including aprons) to meet final DA/BP drawings to noted FFLs, including removal of old concrete pads, sewer pipework and surface soil as part of removing demolished portion of old Mens Shed. This additional cost does not include any drainage works, bitumen works or hardstand to yard - this to be added separately or completed separately by Shire - prior to Construction Compliance and Occupancy Permits being completed.
			Cost (\$)
			TOTAL COST OF VARIATIONS
			\$45,602.50

Name : Grant Thompson
signed by myself

Signature : [Signature]

30/04/2024



PHONE: 08 9353 2053
ORDERS / QUERIES / QUOTES:
info@telfordindustries.com.au
ACCOUNTS:
info@telfordindustries.com.au
WEBSITE: www.telfordindustries.com.au

Quotation No: 182933

ABN # 13 008 935 760
Account # 990
Order Date 06.06.2024
Reference
Your Ref RFQ
Staff Member Alec
Ship Via: MATHWIN TRANS L



PHONE: 08 9345 2233
ORDERS / QUERIES / QUOTES:
info@sigmachemicals.com.au
ACCOUNTS:
sigmaaccounts@sigmachemicals.com.au
WEBSITE: www.sigmachemicals.com.au

OFFICES

7 Valentine Street, Kewdale, WA 6105

ALL COLLECTIONS

From yard - Rear entrance off Glassford Road

TO ACCOUNT

SHIRE OF KOJONUP
C/O ALLWEST RECEIVALS 186 MILL
KOJONUP WA 6395

DELIVERY:

SHIRE OF KOJONUP
C/O ALLWEST RECEIVALS 186 MILL
KOJONUP WA 6395

Mathwin Transport
0428 328 020

Code	Description	Qty	Unit Price	Total
9999059-AU	DOLPHIN COMM EXPERT PRO (2X2) CB W CADDY	1.0000	\$11,895.00	\$11,895.00

Notes:

SubTotal \$11,895.00
G.S.T. \$1,189.50
Total \$13,084.50

To: Shire of Kojonup

Date: 6/06/2024

Attention: Estelle Lottering

From: Josh Darragh

Email: pmcs@kojonup.wa.gov.au / rsadmin@kojonup.wa.gov.au Page: 1 of 1

Dear Estelle,

Thank you for your enquiry.

The **Dolphin WAVE 300 XL** is the ideal robotic cleaner for large commercial pools and for Olympic centres, water parks and other sites with pools 25 to 60m in length. Designed for long-lasting reliability with daily operation, the Dolphin WAVE 300 XL excels at heavy-duty dirt collection and delivers the best end-to-end cleaning performance in its class. It works efficiently and effectively in any large pool, regardless of shape, including beach entry pools, those with steep sloping floors and pools with islands.

Standard **Wave 300XL** features:

- Accurate gyro and compass navigation system
- Interactive digital interface with selectable cleaning modes and on-line diagnostics
- Dual-active brushes and 4 side brushes for intensive cleaning
- Dual 50 micron and 70-micron filter bags
- Remote Control for manual operation
- Caddy-mounted cable roller, featuring a swivel mechanism making it easy to roll out while the robot is working.
- 24 months or 3000 hours bumper to bumper warranty.

The current List Price for the Dolphin Wave 300 XL is \$22 541 plus GST and \$150.00 delivery.

Your price for the cleaner is just \$20 287 plus GST and \$100.00 delivery.

An extended warranty to 3 years is available for an additional \$2,775 plus GST.



A handwritten signature in black ink, appearing to read 'JD', is positioned above the name Josh Darragh.

Josh Darragh

NSW BUSINESS DEVELOPMENT MANAGER

m: 0429 608 411 | e: commercial.salesau@maytronics.com

