



ATTACHMENTS TO COUNCIL ITEMS
Part 3 – COMMITTEES OF COUNCIL MINUTES

ORDINARY COUNCIL MEETING
24 May 2016

ATTACHMENT 9.2.1

Shire of Irwin Events Committee Minutes – 27 April 2016



Shire of Irwin **EVENTS COMMITTEE** **MINUTES**

OF MEETING HELD TUESDAY, 27 APRIL, 2016
AT THE COUNCIL CHAMBERS, COMMENCING AT 2:02PM

1. ATTENDANCE

Cr BC Scott	Shire of Irwin
Mrs Coralie Palmer	Manager Community Services (Minute Taker)
Mr Geoff Peddie	Director Corporate and Community
Mr Felix Neuweiler	Manager Community Safety
Ms NM Nelson	Manager Tourism and Library Services

2. APOLOGIES

Cr DR Kennedy	Shire of Irwin
Cr IF West	Shire of Irwin
Cr SF Gumley	Shire of Irwin

GUESTS

Grant Woodhams – Denison Foreshore Sprint
Peter Ellis – Show and Shine

3. CONFIRMATION OF PREVIOUS MINUTES – 23 FEBRUARY 2016

The minutes of the Events Committee meeting held on Tuesday 23 February 2016 were accepted as being correct.

Moved by: Coralie Palmer

Seconded by: Geoff Peddie

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1. Denison Foreshore Sprint – an Agenda Report was taken to Council seeking support for the closure of the Recreational Boat Ramp for the duration of the Denison Foreshore Sprint being held on Sunday 25 September 2016. The Officer's Recommendation was supported with the following Council Decision.

OFFICER'S RECOMMENDATION AND COUNCIL DECISION 050416:

MOVED: Cr Scott

SECONDED: Cr Leonard

That Council:

- a) supports the closure of the Recreational Boat Ramp for the duration of the Denison Foreshore Sprint being held on Sunday 25 September 2016; and**
- b) Supports the propose course layout, as presented within the Attachment Booklet – April 2016 under separate cover.**

VOTING DETAILS:

CARRIED 5/0

Cr Scott welcomed Mr Grant Woodhams (Denison Foreshore Sprint) and Peter Ellis (Show and Shine) to the meeting and advised that the closure of the Recreational Boat Ramp and proposed course had been endorsed at the Ordinary Council Meeting held on Tuesday 26 April 2016.

Mr Woodhams provided an update regarding the current planning for the Denison Foreshore Sprint (DFS) and a breakdown of the roles and responsibilities for allocated tasks.

DFS

- Create flyer and commence advertising event, liaise with Shire of Irwin for communications and publicity;
- Prepare event documentation, such as Events Operations Manual, event permits, safety plan for competitors, and training package for officials and event staff;
- Liaise with local businesses to source rescue vehicle/tow truck for stranded competitors;
- Work with Shire to do a preliminary conceptual design for barriers and traffic management for the proposed course;
- To provide public address system;
- Set up Admin site and location of pits, parking and staging procedures for all competitors and crew;
- Apply for Community Assistance Scheme funding before funding round closes 16 May 2016;
- Complete Events Application form;
- West Coast Dance is keen to do a performance on the day and approached the organizers of Show and Shine. This performance will occur during the sprint intervals and near the Show and Shine Exhibition;
- Work with Shire of Irwin for setting/packing up.

Shire of Irwin

- Apply for Application for Road Closure and work with DFS for conceptual design for barriers, road closure and traffic management;
- Manager Community Services to book Fisherman's Hall;
- Liaise with St John Ambulance to organize their attendance on the day of the event;
- Work with DFS for setting/packing up;
- Manager Community Services to liaise with local businesses and organizations to sell food and drink during the event. Breakfast (bacon and eggs and coffee) would be a requirement on the morning of the event. Advertise in the Local Rag for expressions of interest;
- Manager Community Services to liaise with market stall holders to seek attendance on the day;
- Ensure signage is in place for road closures;
- Manager Community Services to follow up other entertainment options for the day of the event.

Consultation will need to occur regularly between all parties to ensure that everyone has a clear understanding of their roles and responsibilities.

Midwest Show and Shine are setting up on the same day as the Denison Foreshore Sprint and are working together as some participants of the Show and Shine are participating in the Trials.

Action: Manager Community Services to organize meeting on site early June with Aaron, Cr Scott and Mr Grant Woodhams to discuss the proposed road closures and traffic management.

5. CORRESPONDENCE IN/OUT

5.1. Nil

6. GENERAL BUSINESS

6.1 Dongara Retro Festival – The event is now titled 'Dongara Retro Festival' and is to be held from Friday 7 April through to Sunday 9 April 2017 in conjunction with the Drive-Ins 50 year since opening. It is hoped this event could turn into an annual or biennial event.

A funding application was submitted to the Regional Events Scheme on 31 January 2016 but the outcome of this application will not be known until early June 2016.

The Events Committee are being asked to support the attached report for consideration in the Ordinary Council Meeting being held Tuesday 24 May 2016 requesting a budget allocation of \$10,500 in 2016/2017 financial year.

EVENTS COMMITTEE DECISION

Moved by: Cr Scott

Seconded by: Felix Neuweiler

That Council:

Support the concept of the Dongara Retro Festival being held 7 – 9 April 2017, and a budget allocation of \$10,500 in 2016/2017 financial year.

VOTING DETAILS:

CARRIED 5/0

6.2. Dirk Hartog 400th Anniversary Voyage Program – Mr Peter Bowman CEO Duyfken 1606 Replica Foundation met with the CEO and Manager Community Services to discuss the proposed visit of the Duyfken to Dongara in October 2016, as part of the Dirk Hartog 400th Anniversary Commemorations. The Duyfken Hartog Voyage Program will see Duyfken arriving at Port Denison Boat Harbour on Tuesday October 4 with a departure on Friday October 7.

The State Government has provided funding of \$820,000 from the Royalties for Regions Regional Community Services Fund to deliver a broad list of initiatives. What it doesn't cover is the Community Engagement Program that the Duyfken Foundation delivers at each of the ports of call. A request for sponsorship support of \$5,000 has been received. The Current Community Assistance Scheme Application has been emailed to Mr Bowman.

7. **NEXT MEETING:**

7.2. Date to be set for early June 2016.

8. **CLOSURE**

8.1. Meeting closed at 3:10pm



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Dirk Hartog 400th Anniversary Voyage Program

During the latter part of 2016 the replica sailing ship *Duyfken* will be undertaking a voyage program as part of a State Government initiative to celebrate the 400th Anniversary of Dirk Hartog's arrival on the West Coast of Australia.

The Dirk Hartog 400th Anniversary Commemorations represent a significant undertaking by the Western Australian Government in recognising the historical significance of Dirk Hartog's landing at Cape Inscription, Shark Bay in 1616.

A range of State Government-funded initiatives to mark this important occasion are being co-ordinated by the Department of Premier and Cabinet (DPC) in consultation with the Dutch Government, the Shire of Shark Bay, the Department of Parks and Wildlife (DPaW), the WA Museum and the Gascoyne Development Commission.

Naturally many of these initiatives will be centred in and around Dirk Hartog Island and Denham, with a festival to be staged in Shark Bay from October 21 to 25, 2016.

The State Government has provided funding of \$820,000 from the Royalties for Regions Regional Community Services Fund to deliver a broad list of initiatives. In doing so the Government has set the following key objectives for the Commemoration to achieve.

The State Government aims to develop national recognition for the significance of Cape Inscription as the landing place of Dirk Hartog in 1616 and its relevance within Shark Bay through these objectives:

- Encourage and support local community initiatives to celebrate the anniversary.
- Ensure there are opportunities for a wider Western Australian audience to interact and learn more about the Dirk Hartog story and the State's early maritime history.
- Use the occasion to promote learning amongst Western Australian school children about the State's European history and the role the Shark Bay region plays in that history.



Commemorating the 400th Anniversary of Dirk Hartog's landing on the West Coast of Australia at Cape Inscription, Shark Bay in 1616.
www.duyfken.com/voyages/future



Mailing Address: PO Box 269, Fremantle WA 6959 **Email:** info@duyfken.com
Website: www.duyfken.com **Office Mobile:** 0427-160606

With these objectives in mind, the Dutch replica sailing ship *Duyfken* has been identified as the perfect medium through which to bring this Commemoration alive.

The *Duyfken* Hartog Voyage Program has been developed to deliver the community engagement component of the Commemoration, together with an exciting interaction program for school children.

This program will see *Duyfken* head south from Fremantle on August 20th 2016, firstly to Bunbury, then on to Mandurah, Hillarys, Jurien Bay, Dongara, Geraldton, and Denham (Shark Bay) before sailing to Cape Inscription at the northern tip of Dirk Hartog Island for the official ceremony on Tuesday October 25th 2016.

Our current planning would see *Duyfken* arriving at Port Denison Boat Harbour on Tuesday October 4 with a departure on Friday October 7.

From experience *Duyfken* draws a strong crowd wherever she goes...so with the catchment area of the Shire of Irwin we expect similar support for our community engagement program.

Peter Bowman

Chief Executive

Duyfken 1606 Replica Foundation

Mobile: 0414 926016 **Email:** manager@duyfken.com **Website:** www.duyfken.com



Commemorating the 400th Anniversary of Dirk Hartog's landing on the West Coast of Australia at Cape Inscription, Shark Bay in 1616.
www.duyfken.com/voyages/future

www.dirkhartog2016.nl

CORPORATE AND COMMUNITY

CC01 – 02/16

Subject:

Reporting Officer: Manager Library and Tourism Services

Responsible Executive: Director Corporate and Community

File Reference: RC.EV.3

Voting Requirements: Simple Majority

Council Role:

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- Legislative** Includes adopting local laws, local planning schemes and policies.
- Review** When Council reviews decisions made by Officers.
- Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:

Officer's Recommendation:

That Council:

Supports the concept of the Dongara Retro Festival being held 7 – 9 April 2017 and approves a budget allocation of \$10,500 in 2016/2017 financial year.

Attachment:

Project Initiation form Retro Festival

Background:

Strategy three of the Tourism Development Plan 2013-2018 is to "*Attract and develop appropriate events*" actions;

3.3 Investigate liaison with Eventscorp and Mid West Development Commission to identify event and funding opportunities;

3.5 Investigate work on Drive In Film Festival or agreed priority events.

The Drive In opened in 1967 and can celebrate operating for 50 years in 2017.

The idea of this event was discussed at the Events Committee meeting then SMT in December 2015. An advert went out to the public to join a subcommittee to assist in the development of the event, in December 2015. The subcommittee formed and a Terms of Reference was accepted by the Events Committee. The Events Committee request that

Council support the continued planning for the event. Council were first made aware of this event and funding application from a special December Information Bulletin.

A funding application was submitted on the 31st January 2016 to the Regional Events Scheme to assist with costs. The Shire will be notified of its success early June 2016.

Officer's Comment:

The project objectives are to;

- Attract visitors to Dongara Port Denison who bring additional income to the community;
- Attract media coverage that will help to raise the profile of our town and the Drive In and Irwin Rec Centre facilities;
- Improve social benefits of the community, have them be part of the management and own the event, increase activities for all age groups;
- Extend the length of stay of the traditional tourist season;
- Better utilise our tourism facilities being the Drive In Theatre and Irwin Recreation Centre;
- Retain the benefits of the events in our community;
- Have the event sustainable and be able run biennially; and
- Have attendees coming back the following year and telling their friends and family to also.

The subcommittee consists of community representatives, local business owners, staff at the Recreation Centre and is chaired by the Manager Tourism and Library Services for the Shire. The event wishes to actively involve the community and local business operators and have received 11 letters of support from local businesses, the Regional Tourism Organisation, the Development Commission, Community Resource Centre and the Tourism Council of Western Australia.

Stakeholder Engagement:

An advert in the local Rag and Facebook in December 2015 called for the subcommittee members. Requests for letters of support were requested in January 2016 and 11 were received back from local businesses, Australia's Coral Coast, the Mid West Development Commission and the Tourism Council WA. The project initiation form was submitted to the SMT in December 2015. Minutes of the subcommittee meeting are sent to the Events Committee.

Financial/Resource Implications:

A funding request from the Regional Events Scheme is pending, sponsorship from local businesses will be requested, a budget request in the 2016/17 year will be requested for \$10,500 which will be used towards the hire of the entire Rec Centre, it's facilities, staff, depot crew assistance in setting up and cleaning, the Community bus use on the Sunday tour, driver, float, insurance, auditing, postage, stationery and advertising.

Statutory Environment:

Local Government Act 1995, Local Government (Administration) Regulations 1996 and the Shire of Irwin Standing Orders Local Law 2000.

Policy Implications:

NIL

Risk Implications:

The likelihood of risk arising from Council approving the planning and funding request for the Retro Festival is rare and the reputational and financial risk of the whole event is moderate therefore the overall risk is low.

Strategic Implications:

Strategic Community Plan 2012 - 2022

Strategy 3.6 Arts, culture and recreation are recognised and supported;

Strategy 3.7 Community groups and volunteers are acknowledged and supported;

Strategy 1.2 Irwin Shire, Dongara and Port Denison are recognised as a lifestyle community;

Strategy 1.3 Increased and diverse tourism opportunities.

Project Initiation Form

Business Unit:	Tourism and Library Services
Synergy Ref No:	RC.EV.3
Date:	15.11.2015
Project Name:	Dongara Retro Festival
Updated	16.5.2016

Project Purpose

To successfully host a new event which utilises the Drive In Theatre and Irwin Recreation Centre which will bring visitors to town who bring tourist income to Dongara and Port Denison. The festival aims to attract media coverage with such a unique facility and help raise the profile of the town as a holiday and event destination.

The event wishes to actively involve the community and local business operators to assist with the design and management process through a local working group. It is hoped these members will inspire the entire community to get involved.

The event titled "Dongara Retro Festival" is set to be held from pm Friday 7th April through to Sunday 12pm 9th April 2017 in conjunction with the Drive In's 50th year since opening. It is hoped this event will turn into a biennial event for the towns.

Project Objectives

- Attract visitors to Dongara Port Denison who bring additional income to the community;
- Attract media coverage that will help to raise the profile of our town and the Drive In and Irwin Rec Centre facilities;
- Improve social benefits of the community, have them be part of the management and own the event, increase activities for all age groups;
- Extend the length of stay of the traditional tourist season;
- Better utilise our tourism facilities being the Drive In Theatre and Irwin Recreation Centre;
- Retain the benefits of the events in our community;
- Have the event sustainable and be able run biennially; and
- Have attendees coming back the following year and telling their friends and family to also.

Project Background

As recommended in the Tourism Development Plan 2013-2018 strategy three "Attract and develop appropriate events" actions

3.3 Initiate liaison with Eventscorp and MWDC to identify event and funding opportunities.

3.5 Investigate work on Drive In Film Festival or agreed priority events.

Alignment to Strategic Community Plan

Outcome 3.6 Arts, culture and recreation are recognised and supported;

Outcome 3.7 Community groups and volunteers are acknowledged and supported;

Outcome 1.2 Irwin Shire, Dongara and Port Denison are recognised as a lifestyle community;

Outcome 1.3 Increased and diverse tourism opportunities.

Interdependencies and Links

The Mid West Tourism Development Strategy 3.4 recommends Mid West events and promotes the excellent recreation facilities on offer in Dongara.

An objective within the Shire's Community Development Plan is "A vibrant community events calendar which celebrates the Shire of Irwin lifestyle".

Mid West Regional Blueprint economic development pillar has a tourism element whose goal is "The Mid West attracts one million visitors each year that stay in and enjoy the region for longer." A strategy to assist make that achievable is to "Develop accessible tourism and events destinations with unique and quality experiences."

The State Government's Tourism in Western Australia 2020 strategy's goal is to "increase the value of tourism in WA to \$12 billion by 2020." Events are an outcome suggested within to increase visitors to regional WA.

Project Schedule

Anticipated Project Timeframe:

Start Date	26/11/2015
End Date	15/05/2017

Project Milestones:

Milestone	Date/Timeframe
Approval from Events Committee	24/11/2015
Approval from SMT	02/12/2015
Set up committee to include cross range from within the community	14/12/2015
Event details, purpose, target audience and partners to involve	30/12/2015
Program of events	15/01/2016
Budget	20/01/2016
Send off for Events Corp funding	01/02/2016
Entertainment & Performers	25/02/2016
Catering & Beverage	25/03/2016
Awards & prizes	25/04/2016
Events committee recommendation to take to Council	27/04/2016
Council approval	24/05/2016
Notified if successful for Events Corp Funding	30/05/2016
Seek further funding/sponsors	15/07/2016
Decorations/What equipment is required/Disability access	25/08/2016
Toilet/Traffic management & Accommodation requirements	20/09/2016
Marketing & Media details	Oct 16 – Apr 17
Logistics Floor Plan Emergency Plan	30/11/2016
Liquor license & Security	10/12/2016
Send out invites, save the dates to VIPs	10/01/2017
Signage	10/01/2017
Staff/Volunteers/Contractors roles	20/01/2017
Approvals and documentation	10/02/2017
Insurance	20/02/2017
Tickets go on sale	Jan -April 2017
Media interviews	Mar – April 2017
Set up & Event	1 – 9 April 2017
Clean up	7 – 10 April 2017
Acknowledgements	12 – 17 April 2017
Review & reassess	30/04/2017
Final budget & report	15/05/2017

Resourcing

Role	Name	Business Unit/Agency
Project Leader	Nicole Nelson	Tourism & Library Services
Project Assistance	Events Subcommittee	Includes officer from Rec Centre and community representation

Internal Resourcing/Cross Functional Team:

Business Unit	Name	Level of engagement (information, consultation, partner)	Timing of engagement
Corporate & Community	Geoff Peddie	Consultation	Throughout
Community Services	Coralie Palmer	Consultation	Throughout
Executive	Erin Greaves	Consultation for communication	When public advertisement is required
Building & Health	Doug & team	Information approvals waste & health	Throughout
Depot	Mark & Stacey	Information logistics, traffic management	Oct 2016 through to the event day
Parks & Gardens	Mark Jones	Signage, set up, clean up	Just prior, during and after the event.
Visitor Centre	Carolyn Koot & Tara Raymond	Advertising & promotion	Throughout
Events committee	Committee members	Consultation	Throughout
Recreation Centre	Laurie & Kylie	Information/consultation	Throughout

Deliverables

This project will produce the following deliverables. Provide a brief description in the table below:

Deliverable	Brief Description
Event committee	Consisting of Shire, local business & community members
Funding support	Regional Events Scheme
Dongara Retro Festival Event	Held from the 7 th – 9 th April 2017
Sustainable Event	Held biennially

Research and Consultation

- Has any research and/or consultation been undertaken to date? Yes No

Brief Description

No competing events held in the Mid West at that time that could be seen.

Similar festivals are held to this overseas and over east.

Have spoken to Events Corp (Tourism WA) and Screen West and the MWDC for ideas.

Have a working sub committee consisting of local residents and business owners

Have temporarily reserved the Recreation Centre and obtained necessary quotes

Communication Plan/Strategy

- Has a detailed communications plan/strategy been prepared? Yes No
- Who needs to be consulted with?

Internal Stakeholders:

Agency	Name	Contact No.	Email
Events Committee	All committee members	9927 0000	managercommunity@irwin.wa.gov.au
Planning & Infrastructure	Doug & team	9927 0020	mps@irwin.wa.gov.au
Depot	Mark Jones & Stacey	9927 2268	oso@irwin.wa.gov.au
Rec Centre	Laurie & Kylie	9955 9200	managerrec@irwin.wa.gov.au
Executive	Erin Greaves	9927 0002	ea@irwin.wa.gov.au
Visitor Centre	Tara Raymond	9927 1404	tourism@irwin.wa.gov.au

External Stakeholders:

Agency/Community	Name	Contact No.	Email
Events Corp	Emma & Georgia	9262 1922 & 9927 1763	regionalevents@westernaustralia.com
Mid West Development Commission	Fiona Shallcross	9921 0708	Fiona.Shallcross@mwdc.wa.gov.au
Event Committee	Committee members	9927 0000	managercommunity@irwin.wa.gov.au
Film Distributor	Various	Various	various
Stall holders	Various	Various	various
Performers/Entertainers	Various	Various	various
Vintage vehicle clubs	Various	Various	various
Sponsors	Various	Various	various
Community groups/clubs	Various	Various	various
Accommodation suppliers	Various	Various	various
Local businesses	Various	Various	various
Media	Various	Various	various
Emergency Services	St Johns	TBA	TBA
Electrician	TBA		

Success Criteria

- Ticket sales, takings, number of people attending
- Media coverage

Review and Continuous Improvement

- Regular minutes of meetings will be distributed amongst the committee;
- Regular progress updates to the Events Committee;
- Regular monitoring of event budget;
- Ticket sale survey of whether they are local or visitors and if visitors intrastate/international/interstate;
- Survey to event participants/performers/stall holders;
- A final meeting will be held after the event to evaluate and make notes for future events lessons learnt;
- Occupancy levels at local accommodation providers;
- Survey at accommodation suppliers for the event; and
- Final reports for funding (acquittals).

Project Issues and Risks

- What are the anticipated risks to the project?
- How will the risks be managed?

Anticipated risks	How will risk be managed?	Overall rating
RES funding unsuccessful	A list of potential corporate sponsors and other funding opportunities including Lottery West and the Community Chest Fund are on hand ready to ask.	The consequence is moderate and the likelihood is possible therefore the overall risk is moderate.
Drug affected persons	Ensure all volunteers and security is briefed not to tolerate the use of illegal drugs. Security to request person remove themselves from the festival precinct, use support from police if required. Record in security log. First aid to be contacted if required.	The consequence is moderate and likelihood is possible therefore the overall risk is moderate.

Alcohol affected persons	Ensure event volunteers and/or security complies with licensing conditions and does not serve intoxicated individuals. Ensure BYO alcohol is not consumed in the festival precinct. Ensure signage erected stating intoxicated individuals will not be served. Security to request person removes themselves, enlist the support of police if required. Record in security log.	The consequence is moderate and likelihood is possible therefore the overall risk is moderate.
Medical incidents	Ensure First Aid qualified personnel are employed at the event.	The consequence is minor and likelihood is possible therefore the overall risk is moderate.
Food poisoning	Food stalls are well briefed on requirements prior to event. Festival organizers to work with Health officers to try rectify the situation.	The consequence is moderate and likelihood is rare therefore the overall risk is low.
Power failure	Have electrician check prior, then have details of backup generator on short notice if required	The consequence is major and likelihood is unlikely therefore the overall risk is moderate.
Theft/criminal activity	Is security required? Advice performers/contactors/stall holders that they need to have their own insurance. Inform police. Ensure damage waiver is taken out on hired equipment.	The consequence is insignificant and likelihood is unlikely therefore the overall risk is low.
Excessive litter left around	Ensure there are adequate rubbish bins & cleaners in place. Bins are monitored during event.	The consequence is insignificant and likelihood is almost certain therefore the overall risk is moderate.
Unclean toilets	Ensure adequate amount of cleaners are available during and after the event.	The consequence is insignificant and likelihood is unlikely therefore the overall risk is low.
Extreme weather	Develop inclement weather plan and inform all suppliers and performers of arrangements. Commence checking weather forecast four days out from the event.	The consequence is major and likelihood is unlikely therefore the overall risk is moderate.
Loss of key personnel	Have a 2IC or similar, contact details for help	The consequence is major and likelihood is rare therefore the overall risk is low.
Cancellation of performer/stall holder	Ensure performers contracts contain event proceedings and performers sign and return contracts prior to commencement of event. Confirm mobile emergency numbers for performers.	The consequence is moderate and likelihood is unlikely therefore the overall risk is moderate.

Handover Plan / Project Close-Out

- The Regional Retro Festival committee is up and running;
- Funding application has been sent;
- Approved in Council budget for 2016/17 shown as supporting funds with the grant;

- The event is planned for the 7th/8th/9th April 2017; and
- Final review and reports/budget is expected by the 15th June 2017.

Cost Schedule

Funding Source	Total 2016/2017	2017/2018	Future
Events Corp	\$50,000		
Shire of Irwin	\$10,500		
Sponsorship	\$16,600		
Ticket sales and stall holder fees	\$30,000		
Total Funding	\$107,100		

Town Planning – Proposed Development or Use of Land

- Has a Site Plan and Proposal Description Statement been prepared? Yes No

If the proponent is the Shire there may be no requirement for planning approval as any development may be classed as public works. A site plan and brief statement to describe the development must be submitted to Manager Planning Services who will then confirm that it is public works and record the proposal.

If the proposed development is not Shire works, planning approval will likely be required unless it is temporary. Any proposals to temporarily use land (e.g. for an event) planning approval may not be required. In any instance the proposals should be referred to the Manager Planning Services (MPS).

- Has a Site Plan and Proposal Description Statement been prepared and submitted to MPS? Expected December 2017.

Project Administration Checklist (Project leader to complete)

STAGE 1: PRE-APPROVAL

- Has a draft project initiation form been discussed at SMT team meeting? Yes No
- Is further stakeholder consultation/MoUs/agreements required prior to finalisation of this project initiation form?
 Yes No

STAGE 2: APPROVAL

- SMT Approval Yes No Not required. Date 2/12/15
- Planning Approval Yes No Not required. Date not till 2017
- Council Approval (Info Bulletin Dec) Yes No Not required. Date.....

Director's Name: Geoff Peddie..... Signature:

STAGE 3: POST-APPROVAL

- Has approved project initiation form been circulated to stakeholders? Yes No
- Has project initiation form been tabled at a project inception meeting? Yes No

STAGE 4: ENGAGEMENT OF CONSULTANTS (IF REQUIRED)

- Project brief finalised? Yes No Date
- Project brief advertised? Yes No Date
- Consultants engaged? Yes No Date

- Does the consultant have their own public liability, professional indemnity insurance and workers compensation Yes No

Note: When hiring contract consultants, you need to ensure in the negotiation process that you state in their appointment details that they are required to have their own public liability, professional indemnity insurance and workers compensation. If they are not able to provide us with a workers' compensation certificate of currency which is separate to public liability and professional indemnity insurance, you will need to consider their pay rates as part of their employment as the Shire has to pay 2.2% on top of their contract value. It may be a good idea to consider to reduce their pay rate by 2.2% due to the additional cost to the Shire of 2.2% on top of their hourly rate.

- Project inception meeting? Yes No Date

STAGE 5: EXTERNAL FUNDING:

- Have all agreements been signed? Yes No Date
- Has external funding been received? Yes No Not required. Date

ATTACHMENT:9.2.2

Shire of Irwin Economic Development Advisory Committee Minutes
– 18 May 2016