

Our Ref: E5:1045/RGS5-014
Enquiries: Duane Schouten

28 July 2016

Mr Cliff Frewing
Chief Executive Officer
Shire of Denmark
953 South Coast Highway
DENMARK WA 6333

Dear Mr Frewing

ROYALTIES FOR REGIONS - GREAT SOUTHERN REGIONAL GRANTS SCHEME (RGS) ROUND 5 – IMPROVE BUSHFIRE FIGHTING CAPABILITY PHASE 2 - A B AND C COMPLETION

Congratulations on your successful application to the Great Southern *Royalties for Regions* Regional Grants Scheme (RGS) for the Improve Bushfire Fighting Capability Phase 2 - A B and C completion project.

I understand that you have recently received a letter from the Minister for Regional Development notifying you of the success of your application in which he also indicated that the approval of RGS funding of \$58,800 (plus GST if applicable) is subject to you meeting funding conditions provided by the Commission.

The GSDC will now prepare a 'Grant Agreement', which will detail the standard terms and conditions, any special terms and conditions to be met, your GST obligations and information on the grant payment process. In order that we can complete this document ready for your signature, please provide written confirmation of the following:

- Written details of who the successful tenderer(s) is for the project and/or copies of quotes, contracts and other documentation relevant to the awarding of the contract.
- An updated final budget (based on final tenders, quotes etc) showing clearly the items RGS and other funds will be expended on. Please be mindful that the final budget will form part of the "Grant Agreement". If it varies from the one lodged in the RGS application you must explain in

6 September 2016 - Attachment 8.5.2a

AS413 ~~60116~~

Shire Of Denmark
ICR16841183

4 AUG 2016

EPH	
COUNCILLORS	
CEO	<input checked="" type="checkbox"/>
DIR of FINANCE	
DIR of PLANNING	
DIR of INFRASTRUCTURE	
DIR of COMMUNITY	<input checked="" type="checkbox"/>
OTHER	

writing why the variations have occurred. The Commission must approve the final budget. To assist you in this process please find attached a fresh budget table (note electronic copies of this document can be secured by telephoning the GSDC's reception on 9842 4888). Budget items must be shown exclusive of GST.

- Written confirmation (including copies) that all licences and permits have been obtained or issued to enable the project to proceed and a written statement that no others are necessary.
- Written documentary evidence (eg, approval letters from other funding sources) to indicate you have secured sufficient funding from other sources to enable the project to proceed.
- Written acknowledgement that RGS funds will not be used to fund your (applicant and/or Local Government Authority) staff that work on the project.
- Written acknowledgement that all future maintenance and ongoing costs of the project will be the responsibility of the Shire of Denmark.
- Please complete the attached Supplier Creation Form (Supplier's Details only).

If all conditions of funding detailed above cannot be met within two (2) months from the date of this letter, the Commission may withdraw its offer.

Upon receipt of the appropriate documentation demonstrating that you have met the funding conditions specified above, the GSDC will prepare a Grant Agreement for your signature and commence the grant payment process.

Please note:-

- i) Expenditure on the projects cannot be incurred until the Grant Agreement is prepared and fully signed as this grant cannot be paid retrospectively; and
- ii) That the RGS grant will be paid in instalments on completion of specific milestones or on completion of the project itself, unless the applicant can demonstrate that the project is unable to proceed without an upfront grant payment.

I suggest you contact Duane Schouten at the Great Southern Development Commission on (08) 9842 4888 if you have any queries regarding the above information request.

I wish you every success with carrying this project forward with the assistance of *Royalties for Regions*.


Yours faithfully



BRUCE MANNING
CHIEF EXECUTIVE OFFICER

Enc:

- I. Budget Table
- II. Supplier Creation Form





RGS and CCF Budget Table – for Grant Agreement

A MS Word Version of this document may be secured by telephoning the GSDC Reception on 9842 4888.

Details of Project Items to be funded through Cash Contributions						
Project Items	Own organisation cash \$ (ex GST)	Other source/s cash \$ (ex GST)	Name of other funding source/s, including other Royalties for Regions funding source/s	Other funding status: Approved or Requested	GSDC CCF Grant Funds \$ (ex GST)	TOTAL \$ (ex GST)
Cash Sub Totals	(A) \$(ex GST)	(B) \$(ex GST)			(C) \$(ex GST)	(A+B+C)\$(ex GST)
Details of Project Items to be funded through In-Kind Contributions						
Project Items	Own organisation In-Kind \$ Value (ex GST)	Other source/s In-Kind \$ Value (ex GST)	Name of Other In-Kind Source			TOTAL \$ Value (ex GST)
In-Kind Sub Totals	(D) \$ Value(ex GST)	(E) \$ Value(ex GST)				(D+E) \$ Value(ex GST)
Total Project Expenditure A + B + C + D + E						




41SUPPLIER CREATION / MAINTENANCE FORM

Instructions: Suppliers will be added according to standard WA Government terms and conditions for suppliers unless otherwise requested in the 'Sites Required/Comments' section below.

This form must be completed in full - Incomplete forms will be returned.

Type of Supplier Maintenance: **New or Update** Supplier No:

Contact Name:	Caitlin Vermeulen	Position:	Finance Administration Assistant
Agency Name:	Great Southern Development Commission	Phone No:	08 9842 4888
Email:	Caitlin.vermeulen@gfdc.wa.gov.au	Request Date:	01/05/13
Sites Required:	Pay/Purchase, Overseas, RCTI		
Comments:			

Supplier's Details (Supplier's Trading Name must be registered with either Department of Commerce or ASIC)			
Supplier's Name:			
Legal Entity Name:			
ABN (xx xxx xxx xxx):		Registered for GST (Yes/No):	
(Note: Failure to supply either an ABN, or a completed 'Statement By Supplier Form' under ATO legislation the Supplier will have withholding tax of 46.5% deducted from payment)			
Supplier's Details:			
Postal Address:			
Contact Name:		Phone No:	
Bank & Branch Name:		BSB No (xxx-xxx):	
Name Bank Account is in:		Account No:	
Email Address for EFT Remittance Advice			
An email address must be provided to facilitate a remittance advices being sent to the supplier			
Order placement method:	Email or Fax		
Fax No:			
<i>I confirm that the above details are true and correct</i>			
Signature:		Title:	
		Name:	

RDL Finance Centre Use Only:

Checked:		Returned:		Entered:		Emailed:	
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Application Number: RGS5-009

Great Southern Regional Grants Scheme
Receipt of application control form

Proponent Name: Shire of Denmark

Project Title: Improve Bushfire Fighting Capability to
Protect Public and Regional Assets Phase

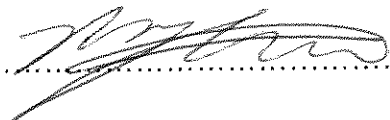
Time and Date Application Received: 16/03/16 12.35pm 2 A,B,C-
completion

GST Registered (please circle): Yes / ~~No~~

No of Documents enclosed: 5 DOCS X 3

Document Number*	Document Title/Description	Comments
1	Application	2.4 pages
2	ABN confirmation page	1 Page
3	Financials	2 Pages
4	Quotes	6 Pages
5	Letters of Support	12 Pages

* Cross reference this number onto original documents

Signed: 

Date: 16/3/16

X:\Funding Programs\RGS\2015_16 RGS\Administration\Application Receipt Control
Form.doc



ROYALTIES
FOR REGIONS



GREAT SOUTHERN
Development Commission
Inwards Correspondence

16 MAR 2016 12:35pm

File Number ES 1006
Goods Mail Database ID Number 46805

Royalties for Regions Great Southern Regional Grants Scheme

2016 Application Form

Grants between \$50,001 and \$300,000

Applications that do not include the required information may not be competitive.

Applications must be received by the Great Southern Development Commission by
4pm on Thursday 17 March 2016

Please read the 'Guidelines' to assist in completing this application and for details of
the submission process.

This funding is for projects starting after 1 July 2016.

How to submit your application:

Post

PO Box 280, Albany WA 6331

Deliver

Pyrmont House, 110 Serpentine Road, Albany WA

The Great Southern Development Commission does NOT accept late,
emailed or faxed applications.

Improve Bushfire Fighting Capability to Protect Public and Regional Assets Phase 2 A,B,C - Completion

Shire of Denmark (Applicant) with Denmark Airport Association Inc
and East Denmark Bushfire Brigade.

March 17, 2016

1. GENERAL PROJECT INFORMATION

	Improve Bushfire Fighting Capability to Protect Public and Regional Assets Phase 2 A,B,C - Completion
Project title:	
Estimated start date: (must be after 1 July 2016)	As soon as funding is available.
Estimated completion date:	Four months after start, depending on weather
Funds requested from Regional Grants Scheme (excluding GST):	\$124,756.69
Total CASH component of project (must match information shown at 8.1)	\$139,116.66
Total IN-KIND contribution to project (must match information shown at 8.2)	\$15,700.00
	\$154,816.66
Total Project Cost (CASH + IN-KIND) (must match information shown at 8.5)	(Neglects \$15,000 cash & in kind materials, services + 500 hours team labour already contributed to Phase 1, completed. See below.)
Which Local Government area(s) will your project be delivered in?	Shire of Denmark; also serves western 20-30 km of City of Albany, west end.

2. ORGANISATION DETAILS

Organisation name:	Shire of Denmark
ABN:	24 355 062 623
Is the organisation registered for GST?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Authorising officer:	Cliff Frewing
Position title:	CEO
Contact person:	Gregg Harwood
Position title:	Regulatory Affairs Officer
Postal address:	953 S Coast Hwy, Denmark WA 6333
Street address:	953 S Coast Hwy, Denmark WA 6333
Contact telephone:	9848 0300
Contact mobile phone:	
Contact e-mail address:	Gregg Harwood dcrs@denmark.wa.gov.au

3. PROJECT DESCRIPTION

3.1 What do you aim to achieve with the funds provided

Bushfire defences around greater Denmark are inadequate. The Yarloop fire demonstrated the possible consequences. High rate aerial bombardment is essential to early fire control. DPAW/DFES can bring up to 6 water bombers to Denmark Airport.

THE PROBLEM: for a nearby fire (30-40 km) aircraft cycle times are short, < 10-15 minutes. Airplane traffic jams form on the ground waiting for water refill. We have seen three out of four on the ground lined up, waiting...

Denmark Airport Association (DAA) and East Denmark Bushfire Brigade (EDBB) teamed with Shire of Denmark, volunteers and merchants, raised >\$15,000 in cash and materials, and contributed 500 hours to design and install a high volume pumping system with two hydrants. Phase 1 was completed in December 2015. Result: 4-5 fold improvement in water bomber throughput. See figure on next page for Phase 1 illustration.

THE PROJECT IS NOT FINISHED. Three tasks must be completed, listed in descending priority:

Phase 2A) GROUND PERSONEL ARE AT RISK (see photo below) when bombers power up to return to the runway they throw dirt and gravel at ground crews. This project will fund asphalt where ground personnel are now hit by flying gravel/rocks, and also construct 2 meter wide "blast walls" at three locations to protect ground personnel.

Phase 2B) Existing 200K ltr water tank contents can be consumed in as little as 5 hours by four aircraft. A larger 280K litre water tank will be installed to permit up to 12 hours for the refill truck supply line to be established (4 trucks per hour @ 10K litres/truck) before water is exhausted. **

Phase 2C) High bomber throughput has caused ground traffic jams restricting throughput. Existing taxiways must be widened and paved to provide better access to and from the runway now served by only one paved taxiway.

The Shire of Denmark is the Grant Applicant and will have oversight of the project located on Shire-owned property. Project Management will be by DAA and EDBB which have demonstrated capability by completing Phase 1 cheaply and quickly. New resources for Phase 2 will include

- A small grant since obtained by DAA from an agency in Victoria,
- Shire of Denmark matching funds,
- Contributions in-kind in terms of personnel for labour: engineering design, on-site supervision, volunteer manual labour, oversight, quality control and subsequent test and evaluation and project closure.
- Ongoing airport maintenance will be by DAA volunteers as it has been for the last several years.

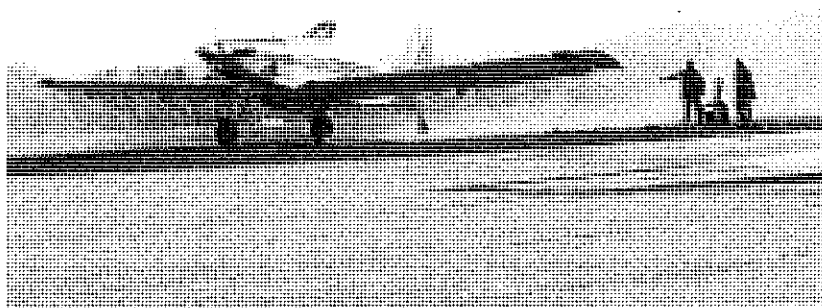
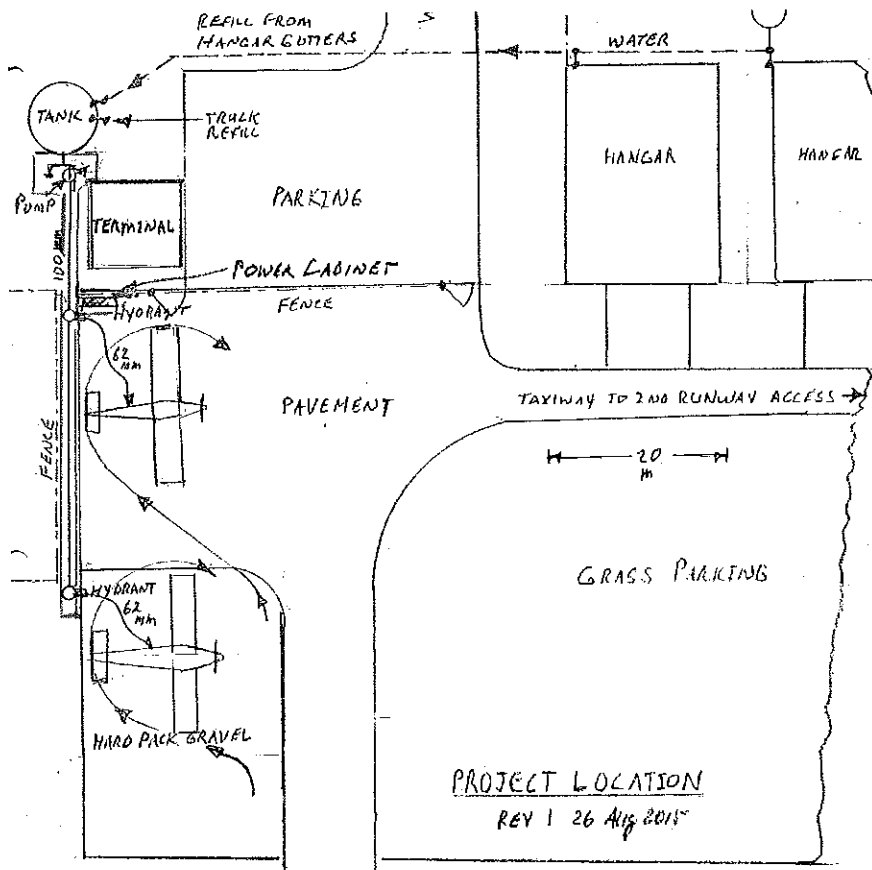
NOTE: We submitted a Community Chest Fund application already for Phase 2A only due to funding restrictions of that program. This current RDS application would fund ALL the necessary tasks that must be completed to provide maximum community protection and benefit.

** Several water resupply options have been evaluated. The key requirement is that water must be resupplied at a rate of 40-50,000 litres per hour sustained for days in the summer fire season. Options evaluated include:

- Tap into future (2018) recycled sewage water on its way to the proposed tree farm. Health authorities have rejected this idea out of hand because water drops on houses would contaminate drinking water tanks. Moreover, piping costs would be excessive and the supply pumps for that system will be electric and mains power could fail during a big fire.
- Install a diesel pump to lift water from Ag school reservoir via 150 mm piping to refill tank. Pump cost would be \$6000 installed, ditching/pipe install/ditch refill costs of \$100/meter drive costs to over \$100K plus annual maintenance and testing costs compared to <\$30K for selected tank option.
- Collect airport and hangar rain water, direct to (enlarged) pond by East River Road, line pond to minimize ground losses, diesel pump to refill tank. Costs of collection and transfer piping, ditching, pond liner, and diesel pump are prohibitive, and evaporative losses create major uncertainties about reliability of supply in dry, hot years.

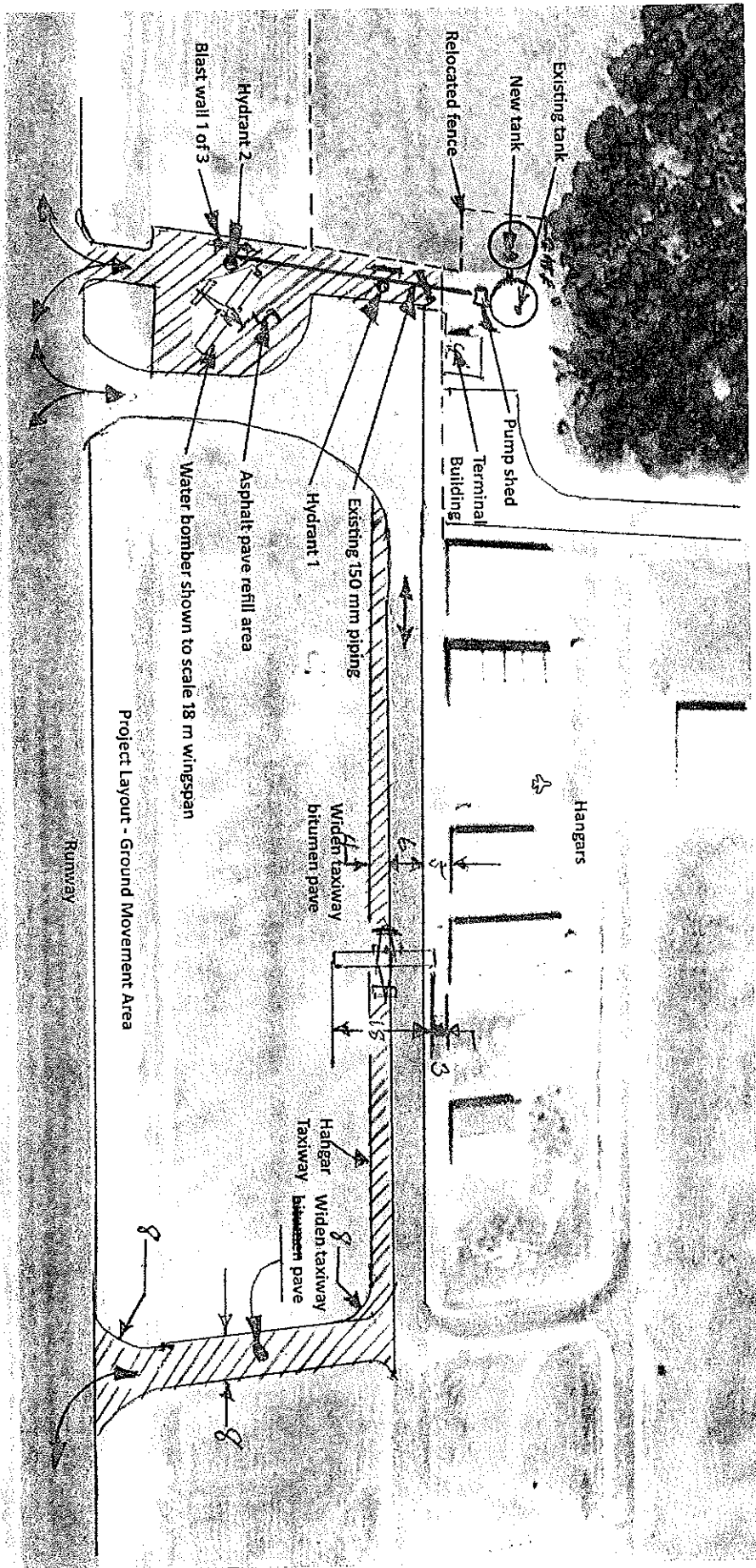
3.1.1 Project Information Supplement - Project Site Layout Plan Showing Phase 1 (completed)

- Existing layout in black including paved areas, taxiway, hangars, terminal building, water tank
- Area in red is Project Phase 1, now largely completed using community funds/resources.
 - New high flow rate pump inside Shire-supplied weather shed.
 - Supply piping to -
 - Two high flow hydrants replacing smaller single flexible hose previously used to fill a single airplane in 7-8 minutes while other aircraft waited. New larger high-flow hoses carry water to aircraft. Fill times now under two minutes.
 - Hard pack gravel area (includes strip along fence and hydrant areas).
 - Positioning of aircraft for refill.



When filled aircraft power up to depart, gravel, dirt, and debris are kicked up with up by 200 km/hr prop blast. This aircraft is about to turn right to enter the runway, blasting the ground crew. This problem must be addressed before the facility can be safely and effectively utilized. A site tour can be arranged with the Denmark Airport Association – Fred Moreno.

3.1.2 Project Information Supplement - Project Site Layout Plan Showing Phase 2 A,B,C



3.2 Describe the benefits and/or outcomes of the project

Outcomes

- **People, asset, & environmental PROTECTION.** Also protects future growth and development.
- Dramatically improved public safety with reduced risk of catastrophic bush fire devastating the area.
- Reduced risk of large scale fire which would damage environment, private property and infrastructure.
- Speed recovery from any fire due to reduced size and severity, reducing economic impact.
- Reduce risk of large scale, long term burn damage to beauty of area and infrastructure which would devastate tourist trade.
- Dramatic reduction in risk to ground crews at the airport and fighting the fire.

Performance Measures

- Water bomber drop rate (litres on fire per hour): cycles per hour times bomber water capacity times number of water bombers working the fire. Bushfire CRC reports show that hitting fires from the air as fast and hard as possible provides best outcomes.
- Faster water bomber response time (minutes) from fire identification to establishment of water drop cycles. Improves ability to quickly initiate high volume water delivery to fire.
- Injury rates among ground personnel: at the airport and fire fighters in the field.
- Fire fighter fatality rate. Fire fighters sometimes are trapped and encircled, and water bombers making tightly targeted drops may be the only means of survival for trapped ground crews.

Performance Measurement Methods

- Ground time and motion studies of aircraft and ground crews. We have already completed baseline testing and will continue to quantitatively evaluate key performance indicators.
- Post fire follow up investigations and reports: assessments of effectiveness by ground personnel via debriefing and summary reports with suggestions for improvements. We hope to improve the professionalism of the entire fire fighting process by instituting basic process control and evaluation measurements and feedback of corrective action as used in engineering and manufacturing sectors.

4. STATEMENT OF NEED

4.1 Outline what identified need in the Great Southern region your project is addressing. You may reference relevant industry and/or regional planning documents, statistics or other documentation which demonstrates the need for this project.

THIS PROJECT IS AN OUTLIER in the sense that by dramatically advancing bush fire safety (frequently overlooked and chronically under resourced) the project addresses a broad range of public/private institutional and society sector needs. The reader is no doubt aware of the raging controversy regarding the fire fighting effectiveness displayed during the recent tragic Yarloop fire.

We in the DAA and EDBB have recognized the lack of planning, ineffectiveness of delivery, and increasing public risks in this area as we have worked on this problem for nearly a decade with virtually negligible support from public agencies. The root problem is institutional fragmentation. A bush fire involves:

- Local bush fire brigades made up of volunteers.
- Water bomber refill is accomplished by SES volunteers trained once a year on refill practices.
- Shire emergency services (usually understaffed).
- DPAW which is responsible for water bomber contracts. All water bombers are flown by a private contractor under DPAW coordination/direction except when:
- DFES step in any time and take control of all resources. The DFES resources applied are frequently professional full time fire fighters from metro areas who are highly skilled in fighting structural fires (buildings) but lack any experience in bush fires and rural fire fighting.

As a result of conflicting organizational management methods, internal processes, practices, and lack of coordination, WA lacks coordinated, well oiled, proven bush fire fighting resources and planning. WA consequently also lacks the ability to fund development and improvements except for a fire truck here, a petrol pump there, a fire hose reel and nozzle, fire fighter suits, and a bit of training.

There is NO coordinated, strategically-guided plan or push for coordination or improved overall effectiveness. From a “systems engineering” perspective, there are huge gaps in critical system elements that have NOT been addressed. Yarloop is an example of the consequences. It would be worse in Denmark due to terrain, forest (fuel load) and higher population density, particularly at holiday times.

Consequently we concluded that getting major improvements for our area required efforts from OUTSIDE the formal non-volunteer fire fighting organizations. Hence our decision last year to reach into our own pockets, use our own research and technical resources, do our own systemic evaluations and engineering design. We then developed, designed, funded, and with ingenuity, persistence, and community help **installed a bare skeleton of a high-rate refill project last December. As noted, THE PROJECT IS NOT DONE.** More is needed to complete the effort and permit us to deliver all the broad range of society benefits which include:

- Improved public safety – local populace and tourist influx. When Denmark has 10,000+ visitors, there are only three roads out of town, and two of these run through the forest.
- Improved protection of town fixed assets, infrastructure, and private property.
- Environmental protection including preservation of the beauty of the area, flora, fauna, and watersheds.
- Protection of the future:
 - Environment

- Tourism attractions, therefore
- Protection of the local economy
- Improved, more rapid recovery from localized fires.
- Hopefully we will also be able to gain an improvement in fire safety for other regions based on our demonstration of approach and practices to improve effectiveness.

4.2 Explain the implications of funding not being provided.

We now have a partially completed public safety project with the wide range of potential benefits cited above. A failure to complete the project (which has been very difficult to get underway and progressed thus far) should be self evident to the reader. If requested we can cite documents on bush fire fighting recommendations as outlined in numerous Bushfire CRC documents. The state of WA bushfire preparedness (lack thereof) has been tragically highlighted by the recent Yarloop fire and subsequent eruption of controversy in the Perth and regional press. We are addressing that problem.

5.0 CATEGORY, SECTOR AND STRATEGIC OBJECTIVES

5.1 Which category of funding is most applicable to your project?

Please tick one box only.

- Infrastructure
- Services** Infrastructure is also protected, but we view public safety as highest priority.

5.2 Which sector of funding is most applicable to your project?

Please tick one box only.

- Agriculture
- Communications
- Culture
- Community:** Virtually all of these areas would be better protected by project completion.
- Economic Development
- Education
- Environment
- Health
- Housing
- Mining
- Recreational
- Tourism
- Transport
- Utilities, Power & Water

5.3 Which Royalties for Regions Regional Grant Scheme objective is most applicable to your project?

Please tick one box only.

Retain and build the benefits of regional communities.

X **Support improved, relevant and accessible local [public safety] services.** As above, all objectives listed here are supported by our project but only if completed.

Enable communities to deliver a sustainable economic and social future.

Assist regional communities to prosper through increased employment, business and industry development opportunities.

Increase capacity for local strategic planning and decision-making.

5.4 Describe how the Royalties for Regions Regional Grant Scheme objective selected in question 5.3 is most applicable to your project?

As highlighted above, a broad range of objectives is supported, but in our view the most important are the **public safety benefits and protection of regional human, infrastructure, physical assets and environment.** This is provided by mitigating bush fire risk in our area which is fire prone, densely forested in many areas, can be densely populated at times, and topographically diverse making ground access and transport difficult. The local economy is heavily dependent on the natural beauty of the area for much of its economic activity and growth.

5.5 Describe how your project aligns with relevant existing regional development strategic planning, including the *Great Southern Regional Investment Blueprint* (copies of which are downloadable from www.qsdc.wa.gov.au).

Specifically our project provides support to the four top level focus areas of the Regional Investment Blueprint via improvements in protection and security of key assets:

ECONOMIC GROWTH AND DIVERSIFICATION can continue unimpeded only if physical assets and human activities are protected from catastrophic bush fire damage which would be greatly assisted by this project.

INFRASTRUCTURE AND DEVELOPMENT must be protected to flourish.

KNOWLEDGE AND INNOVATION can expand and improve through fire protection of schools, institutes, and academies via protection of physical assets and disruption of operations.

COMMUNITY AND ENVIRONMENT can continue to grow and thrive as physical assets environment, and community activities are protected from fire damage and disruption of normal activities.

All the benefits can be effectively delivered to all these areas over a wide radius from the Denmark Airport if this project is completed and the desired upgrade in fire fighting performance is obtained.

6.0 PARTNERSHIPS AND LOCAL DECISION MAKING

6.1 Provide evidence of partnerships and other support for your project by listing letters of support or equivalent documents from your project partners, local government and/or other organisations.

Thus far we have already gained substantial Shire and grass roots community support for our project (Phase 1) as outlined in the summary above and supporting documents. The results demonstrate evidence of partnerships, planning, effective project management, quality control, and co-joining of a range of organizations to quickly address a critical project.

But we need to finish it.

We have obtained a modest (\$4000) grant from Foundation & Rural and Regional Renewal based on Bendigo, VIC. A letter is shown in the appendices. The proposal for this funding was written in the fourth quarter of last year. However, due to delays in response time, we chose to launch the Phase 1 project in advance of funding availability to assure that some improved capability was in place at the beginning of the year to address the current fire season. A groundswell of local support from organizations, people, Shire, and local businesses permitted us to progress the project to its current, partially operational and incomplete state.

The funds from FRRR can be repurposed to help complete the project once a completion plan (presented here) is solidified. The Shire of Denmark has also pledged match funding. See letter of support from the Shire in the attachments.

We have attached new letters and the letters of support from our FRRR proposal as they are still relevant and directly applicable. Please see support letters at the back of this application.

6.2 Describe how you have involved your local government/s, the local community or others in planning and decision making for your project.

We have already demonstrated measurable results via accomplishment of Phase 1. Our Progress Report to the Community summarizes this first phase as follows:

PROGRESS REPORT [February 2016]

New System Quadruples Water Bomber Refill Rate

100% Community Funded and Supported

Phase 1 completed December 2015 in preparation for high risk bush fire season

Problem

- Water Bombers operating out of Denmark Airport are the primary protection for Bush Fire Brigade personnel on the ground as well as saving homes and structures with precision water drops.
- For fires within 10 km of Denmark flights are so short that airport refill facilities clogged with aircraft waiting in the refill area. The airport "saturated" with just two fire bombers.

Project Benefits

- Cut single aircraft refill time in half
- Refill two aircraft at once with two high-flow hydrants
- Redundant pumping capability Large electric pump plus dual petrol back-up pumps
- Improve operations for ground crews

How did we get it started?

- Project launch followed by work contributions from Denmark Airport Association and Denmark East Bush Fire Brigade to design system and install shed, pump, foundation, piping, and complete system testing totalling in excess of 500 work hours.
- Financial and non-cash contributions totalling about \$12,000 to cover equipment, parts, services and materials. Many thanks to our community contributors!

Cash Contributions

Members - Denmark Airport Association	Members - Denmark East Fire Brigade
Denmark IGA Supa	Thornton's Hardware
Denmark Pump Service	Dept. of Parks and Wildlife (Walpole)
Denmark Pharmacy	Ocean Beach Fire Brigade
SES	Somerset Hill Bush Fire Brigade
Denmark CO-OP	And a few thoughtful local residents

Contributions of Parts, Materials, and Supporting Services

Thornton's Hardware	Denmark Earthmoving
Shire of Denmark	Palmer Earthmoving
	Bouwman Contracting

Next step - Continue working with Shire to finish the job in 2016

- Pave gravel area around hydrant no. 2. Stop blowing dust, sand and gravel at ground crews and eliminate muddy refill area.
 - Erect barriers to protect ground refill crew from 200 km/hr prop blast created when 7.3 ton 1200 horsepower water bombers start to taxi away from refill area.
 - [And add additional water storage capacity and taxiway capacity.]
-

7.0 PROJECT PLANNING AND MANAGEMENT

7.1 To enable a grant agreement to be developed, your project must be ready for implementation by 1 July 2016.

Will your project be ready by then? X YES Ready NOW NO

7.2 Describe the current status of the project and the action you have taken to progress it to demonstrate that detailed project planning has been completed.

We can present hard, physical, measureable results already achieved. Site tours can be arranged. Phase 1 (described above, section 6.2) has been completed with the approval and acceptance of the Shire of Denmark, the owner of the Denmark Airport. The Shire is aware of project needs for completion, and Council (informed of this project; some councillors having toured the project site) will promptly act to approve Shire funds for project completion once Grant funding is secured. Contact Gregg Harwood at the Shire of Denmark for confirmation.

Phase 2 A,B,C which is the subject of this grant application needs only Shire approval and match funding to permit project to proceed on the Shire property (airport).

The project is fully compliant with the guidance and requirements of the Airport Strategic Plan and the latest Community Planning Documents.

7.3 For complex projects applicants may wish to attach a separate project timeline (eg. Gantt Chart)

Is a separate timeline attached? X YES NO

A simplified GANNT chart with project phases, Work Breakdown Structure, tasks, and completion milestones as a function of time is attached.

7.4 Who will manage the project and what qualifications, skills and experience do they have?

Project Managers, Site supervisors, Financial Overview team:

Our team includes professionals with demonstrated competence for planning, project management, financial control, quality control, performance evaluation and completion.

Fred Moreno was trained in Engineering initially serving as a research and design engineer. He was project manager, business area manager, Vice President Engineering, and Chief Operations Officer of a Silicon Valley high tech engineering and manufacturing company. He retired to Western Australia 2001.

Chris Howden was trained in Applied Physics in the UK. He started his own engineering business and subsequently became Managing Director of an engineering design, service and manufacturing company before retiring. He leads the maintenance, planning, and upgrades at Denmark Airport for the Shire and Airport Association

Chris Hoare grew up in Denmark and is Captain of the East Denmark Bushfire Brigade (EDBB) and active member of the Denmark Airport Association. He provided on-site supervision for Phase 1 and was responsible for raising funds and in-kind supplies and services from local merchants and the Shire of Denmark.

Keith Lingard is a retired auditor. As a chartered accountant he managed several governance projects on behalf of the World Bank, Asian Development Bank and AusAID. He undertook audits of over 60 ASX listed companies.

7.5 Explain how your organisation will ensure the project is managed responsibly.

- Budget, plan, and project task reviews every Monday at airport
- Quoting and review with suppliers prior to placement of purchase orders
- Supervision of all work on site
- Continuing quality/performance checks of suppliers, volunteers
- Interim and completion inspections, comparisons with specifications and requirements,
- Project shakedown testing
- Completion review with Shire, SES and EDBB members, water bomber chief pilot (Albany based) and relevant DPAW and DFES personnel
- Performance monitoring during actual use,
- Collection of quantitative performance data (fill times, turns per hour, system pressures and flows) and comparison with performance goals
- Continuous operations improvement via measurement, feedback, process improvement, training, and re-measurements
- Incorporate improvements in system operations, ground crew operations, and annual re-training exercises.

7.6 Provide details of the project's ongoing and maintenance costs and how they will be funded.

While owned by the Shire of Denmark, the airport maintenance is accomplished by the Denmark Airport Association Inc (DAA) formally incorporated a number of years ago by a number of aviation enthusiasts including aircraft and hangar owners. Maintenance activities are completed by volunteers, mostly under the direction of Chris Howden whose experience in electrical power and control systems is directly applicable to the complex airport lighting system.

Both scheduled and as-required maintenance activities are completed by DAA and out-of-pocket costs are funded by Shire of Denmark via issuance of purchase orders to local merchants (where possible) for supplies and replacement parts. Maintenance activities include:

- Regular inspections of lighting (runway, taxiway, Precision Approach Path Indicators, apron area illumination)
- Radio controls for lighting
- Airport Terminal building and water supply
- Runway and taxiway condition
- Runway and taxiway gravel removal to protect aircraft propellers
- Fence installation and maintenance including electric gate
- Weed control around runway to meet CASA requirements for visibility of runway sideline night lighting as required for Royal Flying Doctor Services operations
- With East Denmark Bushfire Brigade, care and maintenance of water bomber refill system including storage tank, pumps, hoses, hydrants and surrounding area
- Fire fighting supplies such as hoses, nozzles, connectors, foaming agents and petrol transfer pumps are provided by DFES on an as-required basis.
- SES provides trained volunteers for system operations during water bomber operations.
- Emergency teams from different agencies coordinate water bomber ground and aerial activities including establishment of tanker truck supply lines to refill storage tank as water bombers draw down contents. At maximum delivery rate, more than 40 tonnes per hour can be air lifted out of the airport.
- After operations clean up and checking; preparations for next use.

7.7 Provide a risk analysis for your project.

The various project elements contained in phases 2 A, B, C are of themselves routine with no technical, environmental, or regulatory risk. Proven suppliers will provide standard products (tanks, piping etc) and well established services (earthmoving and paving).

The skeleton water refill system (Phase 1, completed) contained the primary technical risk for the overall project – failure to attain design performance goals. All performance goals for the system have been measured and exceeded eliminating this engineering/design/execution risk from the core of the project.

The primary risk is one of cost escalation since the quotes we have obtained are derived from current pricing which can change, or from written quotes which generally have only a 30 day guarantee on the quoted price. We have included a contingency for cost growth in the project cost build up, particularly since paving activities involve commodities having volatile prices (e.g. oil prices influence paving oil costs).

RISK DESCRIPTION	RISK PROBABILITY (LOW, MEDIUM, HIGH)	ACTION MANAGER	CONTAINMENT STRATEGY
Cost growth over time	Medium	Fred Moreno, overall project management, Keith Lingard, financial management	Tight financial management, requotes and negotiation as required, contingency funding in budget for inflation, commodity cost growth.
Installation, quality deficiencies	Low	Chris Howden Chris Hoare	Continuing on site supervision and inspections during all activities.
Delays	Low	Moreno	Disciplined Project Management processes. Project need is seasonal and planned for completion well before next fire season.
Failure to achieve desired performance (via metrics)	Low	Moreno, Howden	Key performance has been achieved in the key metric of water bomber refill throughput. Remaining tasks are inherently low risk with negligible chance of impacting this bottom line key metric.

Risk Probability Table

Low	Unlikely to occur during the project period and with little impact on the project
Medium	Possibility of occurrence and with some impact on the project
High	Very likely to occur during the project period and potentially impacting heavily

7.8 Has your organisation recently received program and/or grant funding from other organisations?

YES NO

If yes, please provide details of this funding.

If yes, please provide details of this funding. FRRR grant approval mentioned above.
See also below.

YEAR	PROJECT	AMOUNT (\$)	ORGANISATION FUNDING RECEIVED FROM	CONTACT TELEPHONE NUMBER
2015	This project Phase 1	\$12,000.00	See Progress Report to Community – local community contributions	9848 1431 Fred Moreno
2016	This project Phase 2	\$4,000.00	FRRR, in progress	See attached letter

Note – By submitting this application form the applicant authorises the Great Southern Development Commission to contact any party in relation to this application and the applicant.

WORK BREAKDOWN STRUCTURE AND PROJECT SCHEDULE - Next Page

Project Schedule and Work Breakdown Structure	Tasks listed top priority first							M = milestone							"Hard" completion Date		
Week	1	2	3	4	5	6	7	8	9	10	11	12	14	14	15	16	Beginning of Fire Season
WORK BREAKDOWN STRUCTURE - TASKS																	
2.1 Asphalt Pave Hydrant Area																	
2.1.1 Review drawings, plans w/Shire, contractor	x																
2.1.2 Cost confirmation	x																
2.1.3 Place purchase order		M															
2.1.4 Grading, move electrical boxes, pave			xxxx	xxxx	xxxx	xxxx											
2.1.5 Construct, install blast fences							M										
2.1.6 Inspection, acceptance																	
2.2 Enlarge Water Storage Capacity +280Kltr																	
2.2.1 Review drawing, plans w/Shire, contractor	x																
2.2.2 Cost confirmation	x																
2.2.3 Place purchase order- tank, piping		M															
2.2.4 Relocate fencing			xxxx														
2.2.5 Remove turf, construct sand pad, check level						xxxx											
2.2.6 Tank installation								xxxx									
2.1.7 Water transfer old tank to new, begin piping									xxxx								
2.1.8 Complete piping, fill old tank, test system									xxxxM								
2.1. Inspection, acceptance										M							
2.3 Enlarge, pave taxiways, runway access																	
2.3.1 Review drawings, plans w/shire, contractor	x																
2.3.1 Cost confirmation	x																
2.3.3 Place purchase order		M															
2.3.4 Ground preparation, gravel prep, inspection							xxxx	xxxx									
2.3.5 Bitumen paving, edge trim and fill								xxxx									
2.3.6 Inspection, acceptance										M							
Weather/schedule conflict allowance												xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
On-site Final Inspection, Project Completion															FlxxxxM	Not later than 15 Dec	
F1 Prepare, submit final report															xxxx	xxxx	xxxx

8.0 TOTAL PROJECT BUDGET AND LEVERAGED FUNDS

8.1 Details of project items to be funded through CASH contributions

PROJECT ITEMS	FUNDS REQUESTED FROM THE (GSDC) \$ (EX GST)	OWN ORGANISATION \$ (EX GST)	OTHER SOURCE/S \$ (EX GST)	NAME OF OTHER FUNDING SOURCE/S	OTHER FUNDING STATUS: APPROVED OR REQUESTED	DATE DECISION EXPECTED ON REQUESTED FUNDS	TOTAL \$ (EX GST)	QUOTE ATTACHED
Phase 2.1 Pave Hydrant Area								
Paving of apron area – quotes from local contractors*	\$34,703.00		\$3,042.00	FRRR grant**	Grant app accepted, seeking redirection of funds approval; council approval required	March 31	\$34,703.00	X
Total quoted cost of \$42,745.00 EX GST			\$5,000.00	Shire of Denmark		One month after GSDC award	\$5,000.00	Subtotal \$42,745
Construction of blast barriers and installation of junction boxes – materials only – detail below			\$958.00	FRRR Grant**	Grant app accepted, seeking redirection of funds approval	March 31	\$958.00	X (below)
Blast Barriers drilling for posts, diamond boring tool, Wayne Krannandonk, phone quote	\$200.00						\$200.00	Phone quote
Signage – Greg, phone quote, Albany Signs	\$400.00						\$400.00	Phone quote
Nominal 5% contingency for project cost growth. *	\$1,000.00						\$1,000.00	<input type="checkbox"/>
SUBTOTAL Phase 2.1	\$36,303.03		\$9,000.00				\$45,303.00	<input type="checkbox"/>

PROJECT ITEMS	FUNDS REQUESTED FROM THE (GSDC) \$ (EX GST)	OWN ORGANISATION \$ (EX GST)	OTHER SOURCE/S \$ (EX GST)	NAME OF OTHER FUNDING SOURCE/S	OTHER FUNDING STATUS: APPROVED OR REQUESTED	DATE DECISION EXPECTED ON REQUESTED FUNDS	TOTAL \$ (EX GST)	QUOTE ATTACHED
Phase 2.2 Add Water Capacity (new 280K ltr tank)								
Fence Relocation: phone quote Graham Fallon	\$400.00						\$400.00	Phone quote X
New sand pad (earthmoving)	\$3,280.00							X
New tank, modification to old tank	\$17,673.64		\$5000.00	Shire of Denmark	Requested	One month after GSDC award	\$22,673.64	X
Total cost	\$22,673.64							
New interconnect piping, fittings	\$2,133.02						2,133.02	X
SUBTOTAL Phase 2.2	23,846.66		\$5000.00		Requested	One month after GSDC award	28,846.66	
Phase 2.3: Widen, bitumen and asphalt pave taxiways								
Earthmoving and Paving contract	\$61,967.00						\$61,967.00	X
Nominal 5% contingency for possible cost growth over time*	\$3,000.00						\$3,000.00	
SUBTOTAL Phase 2.3	\$64,967.00						\$64,967.00	
PROJECT TOTAL Ph 2 A, B, C	\$124,756.69		\$19,000.00				\$139,116.66	

Phase 2.1 supporting cost detail - Item/Description and Cost Basis - Supplies	Cost
Air blast protective walls – supplies from Thornton’s Hardware, Denmark	
16 each 6 meter long 35 x 70 CCA pine	\$375.34
6 each 200 mm dia by 2.6 meter CCA fence posts	\$318.00
200 each 16 gage hot dip galvanized Bugle Baton fasteners, 100 mm long	\$60.30
Shade cloth to capture flying stones; will face blast wall which will have some porosity	\$35.00
Subtotal: blast wall supplies	\$848.64
Other Supplies	
Electrical Junction Boxes to replace taxi lights where pavement will be put down, Thornton’s Hardware, 4 ea at \$32.00 ea	\$128.00
Quick set concrete, one per junction box and one per blast fence post, total of 10 each at \$8.80, Thornton’s hardware	\$88.00
Subtotal, other supplies	\$216.00
Grand Total, Thornton’s Hardware including GST	\$1064.64
LESS GST	\$106.50
Net project cost, ex GST	\$958.14

* Commodity pricing for sand, gravel, and particularly heavy oil for paving & asphalt is volatile, so allowance for cost growth is included.

8.2 Details of project items to be funded through IN-KIND contributions (members of DAA and EDBB, Palmer Earthmoving)
8.3 Provide details of how all in-kind contributions have been calculated.

Allocation of Volunteer Labor Hours by time and task	1	2	3	4	5	6	7	8	9	10	11	12	14	14	15	16	Total Hours	Rate: \$/hr	Value
WORK BREAKDOWN STRUCTURE - TASKS																			
2.1 Asphalt Pave Hydrant Area																	0	\$50.00	\$0.00
2.1.1 Review drawings, plans w/Shire, contractor	4																0	\$50.00	\$0.00
2.1.2 Cost confirmation	4																4	\$50.00	\$200.00
2.1.3 Place purchase order		4															4	\$50.00	\$200.00
2.1.4 Grading, move electrical boxes, pave			8	10	10												28	\$50.00	\$1,400.00
2.1.5 Construct, install blast fences					24												32	\$50.00	\$1,600.00
2.1.6 Inspection, acceptance							4										4	\$50.00	\$200.00
																	0	\$50.00	\$0.00
2.2 Enlarge Water Storage Capacity +280Kltr																	0	\$50.00	\$0.00
2.2.1 Review drawing, plans w/Shire, contractor	4																4	\$50.00	\$200.00
2.2.2 Cost confirmation	6																6	\$50.00	\$300.00
2.2.3 Place purchase order- pad, tank, piping		6															6	\$50.00	\$300.00
2.2.4 Relocate fencing			8														4	\$50.00	\$200.00
2.2.4 Remove turf, construct sand pad, check level					10												10	\$50.00	\$500.00
2.2.5 Tank installation								6									6	\$50.00	\$300.00
2.1.6 Water transfer from old tank, begin piping									24								24	\$50.00	\$1,200.00
2.1.7 Complete piping, fill old tank, test system										40							40	\$50.00	\$2,000.00
2.1.8 Inspection, acceptance											4						4	\$50.00	\$200.00
																	0	\$50.00	\$0.00
2.3 Enlarge, pave taxiways, runway access																	0	\$50.00	\$0.00
2.3.1 Review drawings, plans w/shire, contractor	4																4	\$50.00	\$200.00
2.3.1 Cost confirmation	2																2	\$50.00	\$100.00
2.3.3 Place purchase order		2															2	\$50.00	\$100.00
2.3.4 Ground preparation, gravel prep, inspection								24									24	\$50.00	\$1,200.00
2.3.5 Bitumen & asphalt paving, edge trim and fill									24								24	\$50.00	\$1,200.00
2.3.6 Inspection, acceptance										4							4	\$50.00	\$200.00
																	0	\$50.00	\$0.00
Weather/schedule conflict allowance												xxxxxxxxxxxxxxxx					0	\$50.00	\$0.00
On-site Final Inspection, Project Completion															8		8	\$50.00	\$400.00
F1 Prepare, submit final report													8	24	24		56	\$50.00	\$2,800.00
Totals																	304		\$15,200.00

Total In-Kind contributions

Palmer Earthmoving – value of contribution shown on quote for Phase 2.2	\$500
Denmark Airport Asso and East Denmark Bushfire Brigade, volunteer labour	\$15,200
Total	\$15,700

8.4 Please indicate if you are requesting 2016 Regional Grants Scheme funds from other Regional Development Commissions for this project.

NO OTHER REGIONAL GRANT SCHEME FUNDING APPLICATIONS SUBMITTED

8.5 Please total the project cost (excluding GST)

Total value of project (excluding GST) CASH 8.1 + IN-KIND 8.2	\$154,816.66
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This information must match the total project cost stated on page 2

NOTE: to make all purchases GST-free, all funds will be handled the Shire of Denmark, specifically to a project account for this project, and purchases made via purchase orders placed with local suppliers by the Shire of Denmark and administered by the Project Management Team and Shire. This is required in part because the airport is a Shire-owned asset.

8.6 Audit

The organisation completing the financial audit for this project is Shire of Denmark Auditor.

All funds for the project will flow to and through the Shire of Denmark in a single project account with appropriate collection of receipts and accounting control, verification, and review internally by the Shire Financial Officer and Keith Lingard of the DAA.

The Shire is audited annually by an accountant or accounting firms satisfactory to the State of WA for shire accounting procedures and results.


If additional special audit reports are required, they can be provided by the Shire Financial Officer to meet GSDC grant requirements and be incorporated as part of the annual Shire audit.

9.0 APPLICATION CHECKLIST

By submitting this application, I acknowledge:


- The Great Southern Development Commission does not accept late, emailed or faxed applications.
- Information provided in this application is to the best of my knowledge, accurate and complete.
- Three copies of the application (one original and two copies) must be submitted
- This application is not bound, but clipped together using a paper or bulldog clip or similar.
- This application is authorised by my organisation and includes the relevant CEO/Chair signature.
- Audit costs are included in the budget and the nominated auditor is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants and is independent from the Grantee.
- Promotional aspects (eg. signage) of this project have been considered and budget allocations included where relevant.
- I have read the Guidelines and acknowledge the eligibility criteria for funding.
- The Great Southern Development Commission may request additional information from applicants.
- The Great Southern Development Commission is authorised to contact any persons or organisations in the assessment of the application and understand that information may be provided to other agencies, as appropriate.
- The Great Southern Development Commission will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.
- This application includes all required attachments:
- Copy of relevant page from <http://abr.business.gov.au> supplying your incorporation status, correct ABN and GST status.
- Copy of your organisation's annual financial statement for the recent financial year.
- Letters of support which are up to date, signed by the duly authorised officer and relevant to current project.
- Quotes for all budget line items to justify funding request.
- Written evidence of funding contributions from other sources.
- Contacted the Great Southern Development Commission staff to discuss project prior to submitting application.

10.0 DECLARATION

I Cliff Frewing  CEO
NAME TITLE

of Shire of Denmark
ORGANISATION

do hereby declare that all the information supplied in this application form for Royalties for Regions funding is, to the best of my knowledge, accurate and complete; that I have read and accept the requirements of the *Guidelines*, and that the Great Southern Development Commission will be notified of any change to the information supplied and any other information or circumstances arising that may affect this application.

 this _____ day of _____ 2016
SIGNATURE DAY MONTH YEAR

ATTACHMENTS, QUOTES AND LETTERS – FOLLOWING PAGES

3.1.2 Project Information Supplement - Project Site Layout Plan Showing Phase 2 A,B,C

