



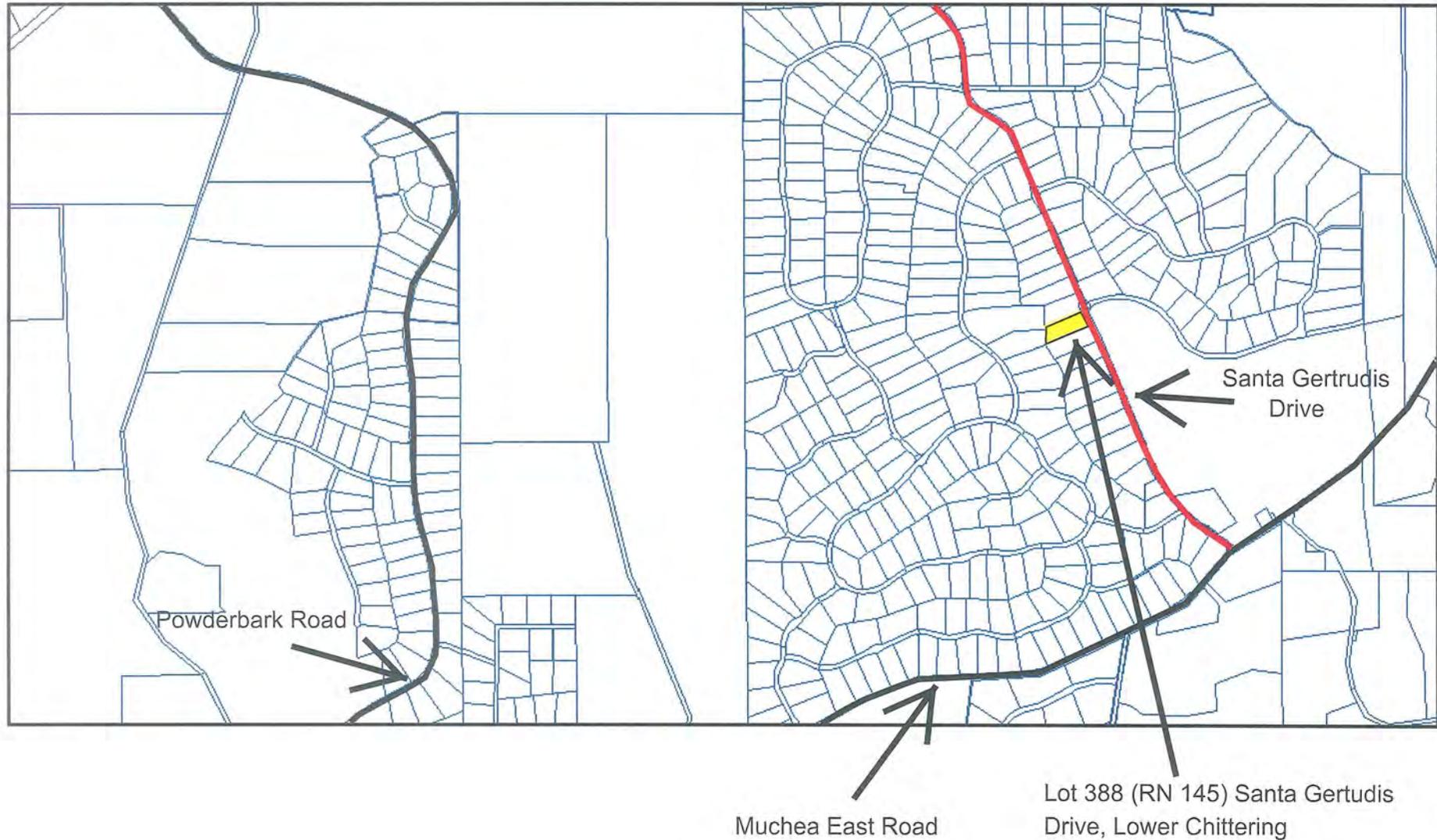
**Development Services Attachments**  
WEDNESDAY, 19 MARCH 2014

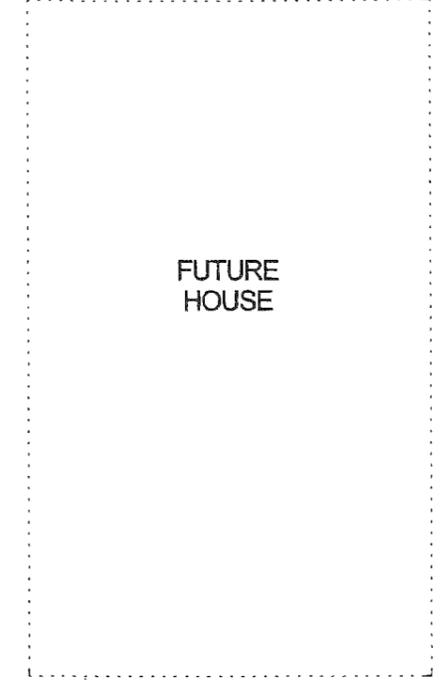
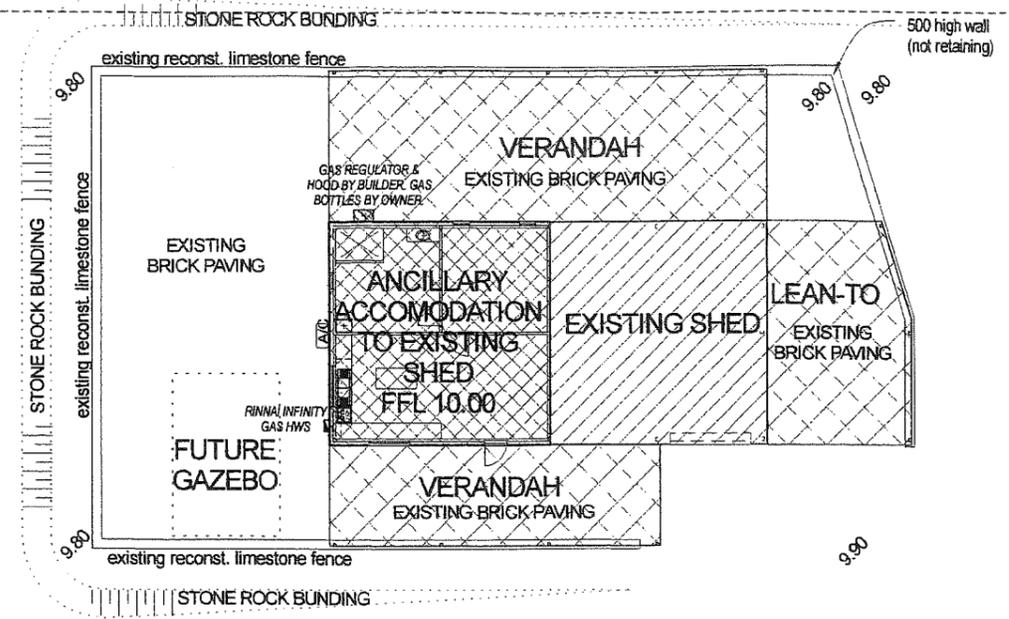
REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
9.1.1	<p><b>Application for retrospective approval for conversion of outbuilding to dwelling – Lot 388 (RN 145) Santa Gertudis Drive, Lower Chittering*</b></p> <ul style="list-style-type: none"> <li>1. Locality Plan</li> <li>2. Site Plan</li> <li>3. Floor Plan</li> <li>4. Elevation Plan</li> <li>5. Photographs of Initial Works Conducted</li> <li>6. Photographs of Further Works Conducted</li> </ul>	1
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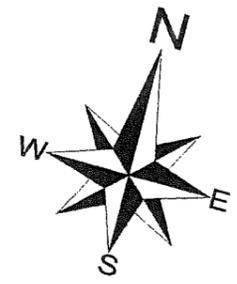
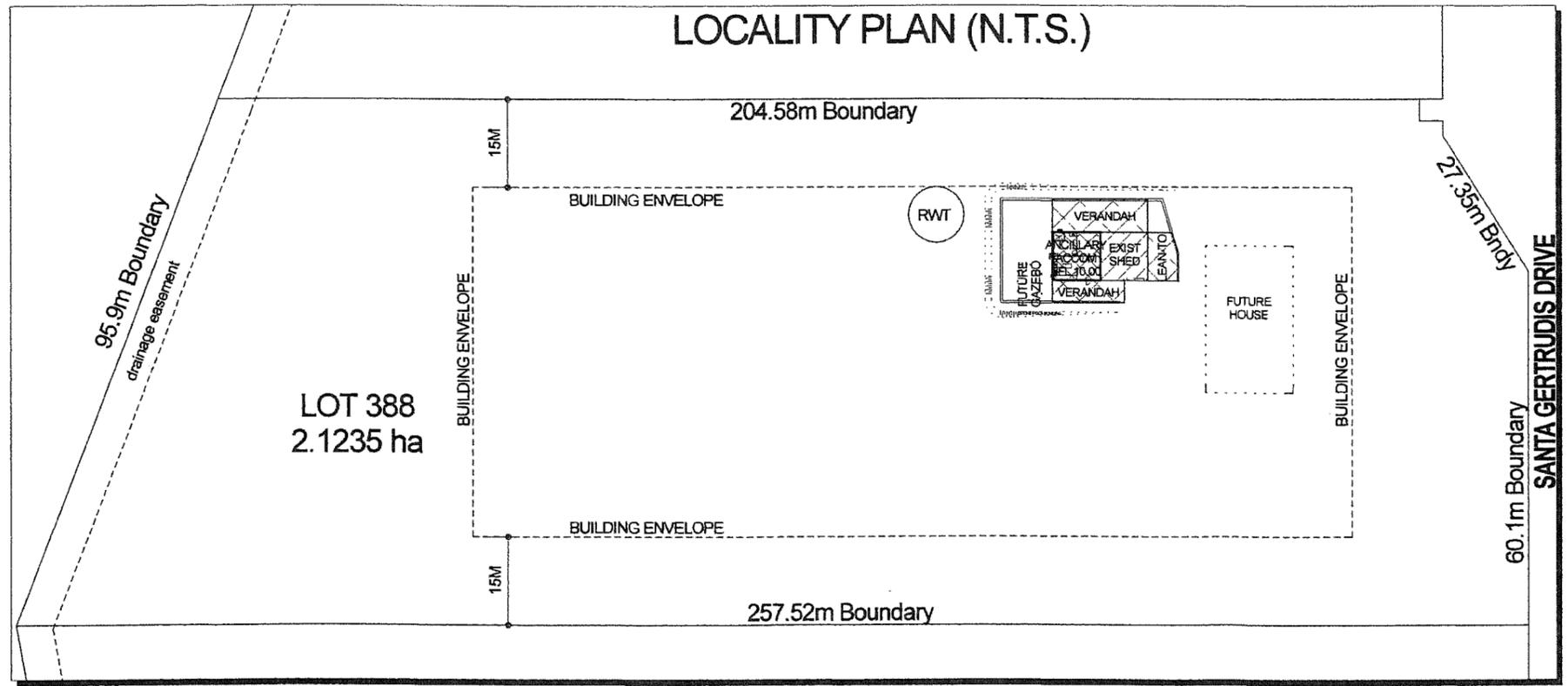
Attachment 1 - Locality Plan

Lot 38 (RN145) Santa Gertrudis Drive, Lower Chittering



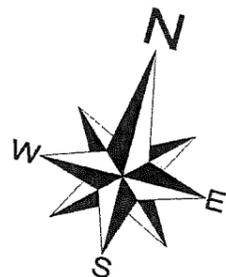
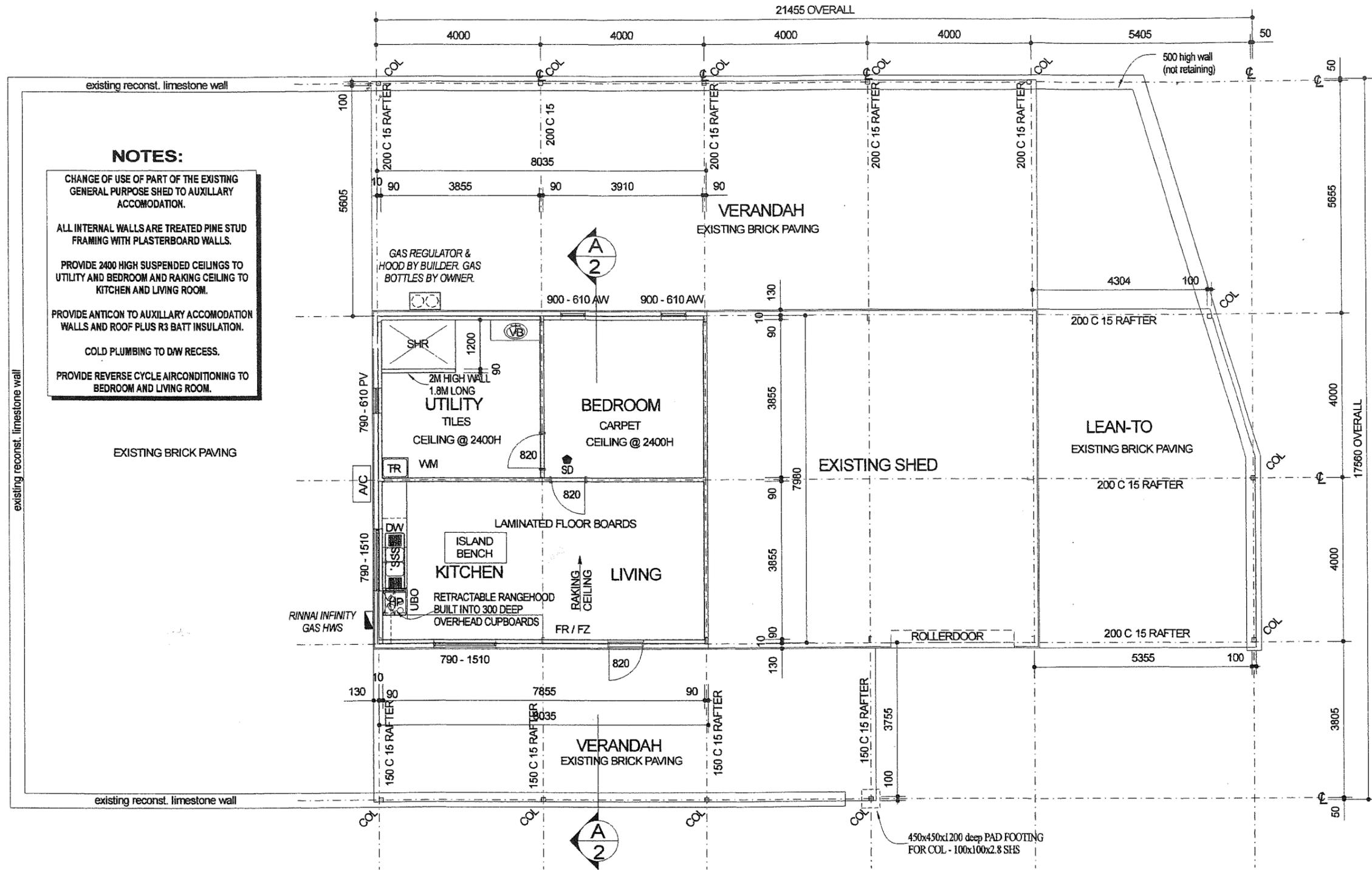


BUILDING ENVELOPE



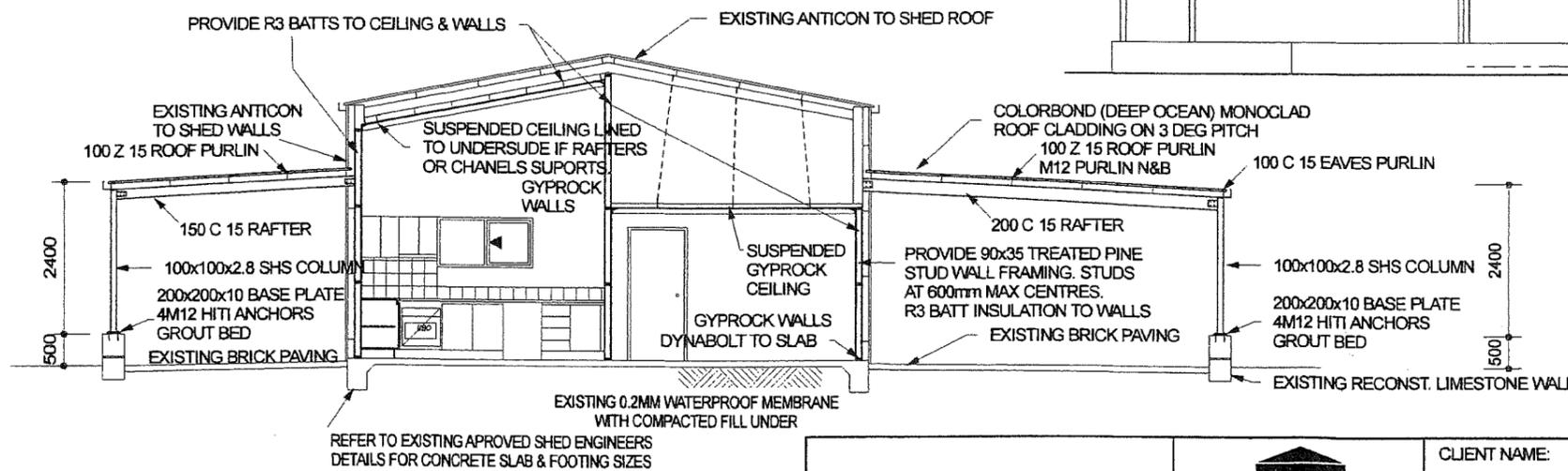
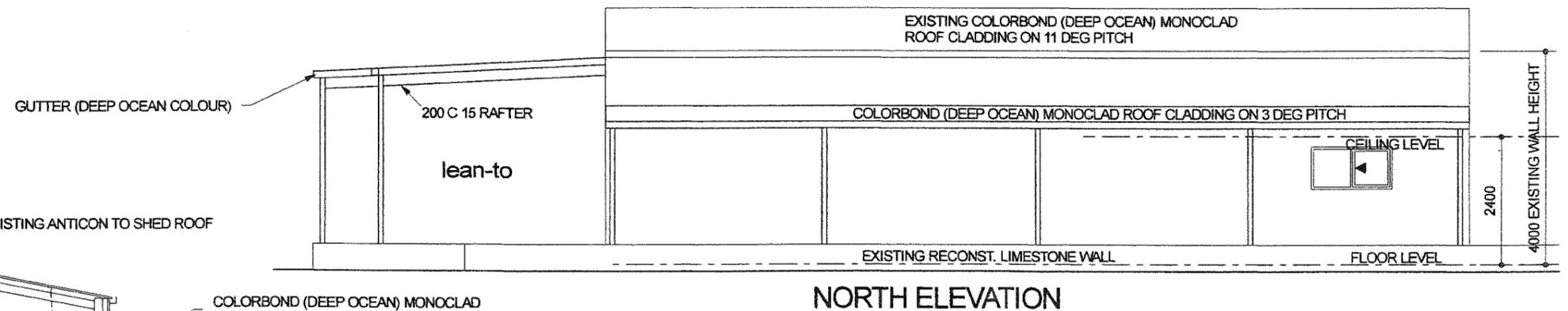
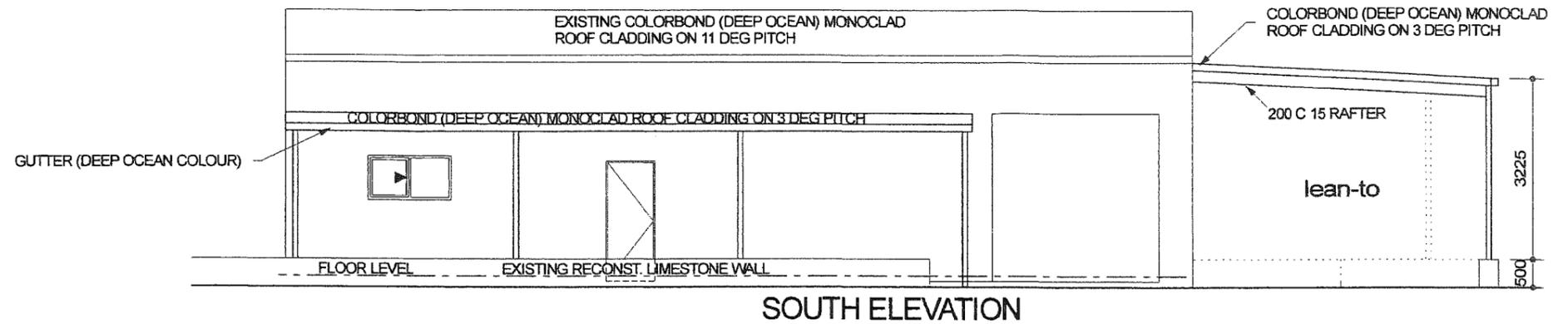
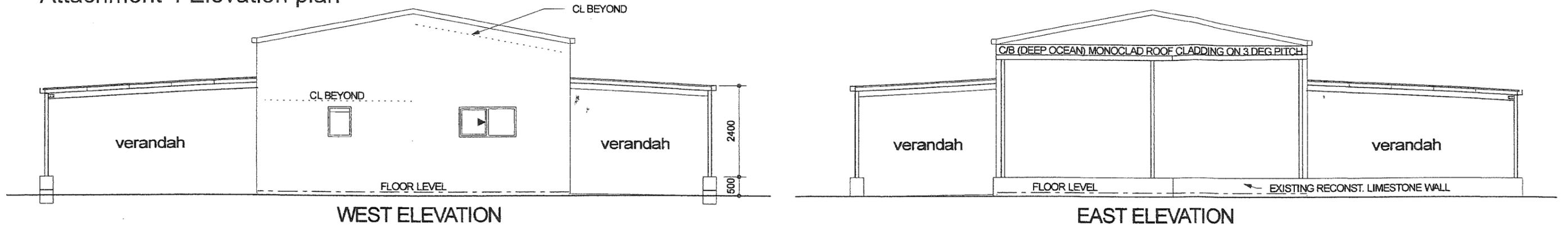
BUILDING ENVELOPE

 © Copyright JOONDALUP DESIGNS	CLIENT NAME: SITE ADDRESS: LOT 388 (No. 145) SANTA GERTRUDIS DRIVE, LOWER CHITTERING SHIRE: SHIRE OF CHITTERING	Rev No: 0 Variation: ISSUED FOR APPROVAL Date Dm: 06.01.14 By: LA	CONVERSION OF G.P. SHED TO ANCILLARY ACCOMODATION Sheet No: 4 OF 4 Revision: 0
	DRAWING NAME: SITE PLAN Date Drawn: Jan 2014 Scale: 1 : 250		



AREAS	
AUXILIARY AREA	: 67.5m <sup>2</sup>
SHED AREA	: 66.8m <sup>2</sup>
LEAN-TO AREA	: 42.0m <sup>2</sup>
VERANDAHS	: 136.3m <sup>2</sup>
<b>TOTAL AREAS</b>	<b>: 312.6m<sup>2</sup></b>

 © Copyright	CLIENT NAME:	Rev No:	Variation:	Date Dm:	By:	CONVERSION OF G.P. SHED TO ANCILLARY ACCOMMODATION
	SITE ADDRESS: <b>LOT 388 (No. 145) SANTA GERTRUDIS DRIVE, LOWER CHITTERING</b>	0	ISSUED FOR APPROVAL	06.01.14	LA	
SHIRE: SHIRE OF CHITTERING	DRAWING NAME: <b>FLOOR PLAN</b>	Date Drawn: Jan 2014	Scale: 1 : 100	Sheet No: <b>1 OF 4</b>	Revision: <b>0</b>	



 © Copyright	CLIENT NAME:	Rev No: 0	Variation: ISSUED FOR APPROVAL	Date Dm: 06.01.14	By: LA	CONVERSION OF G.P. SHED TO ANCILLARY ACCOMODATION Sheet No: 2 OF 4 Revision: 0
	SITE ADDRESS: LOT 388 (No. 145) SANTA GERTRUDIS DRIVE, LOWER CHITTERING	DRAWING NAME: <b>ELEVATIONS &amp; SECTION</b>		Date Drawn: Jan 2014	Scale: 1:100	
	SHIRE: SHIRE OF CHITTERING					

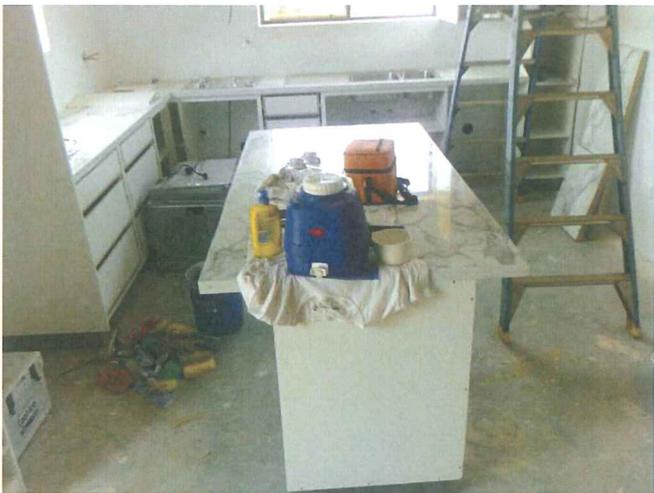
Attachment 5 Photographs of Initial Works Conducted



Shed Exterior



Shed Exterior



Kitchen Island



Bedroom



Laundry Area



Bedroom

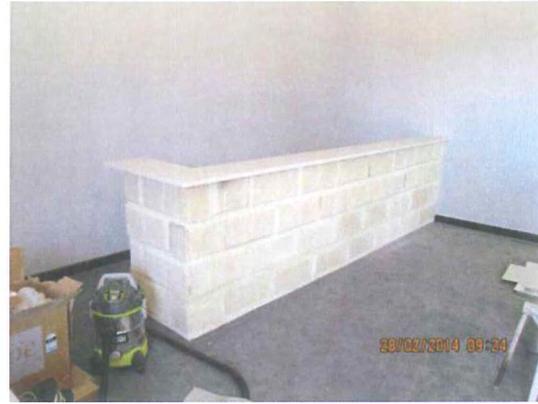


Bathroom Facilities

Attachment 6 Photographs of Further Works Conducted



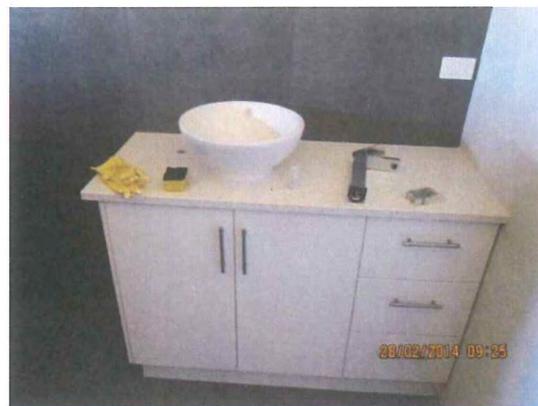
Bedroom



Bar in Shed



Hand Basin



Bathroom Sink and Cabinet



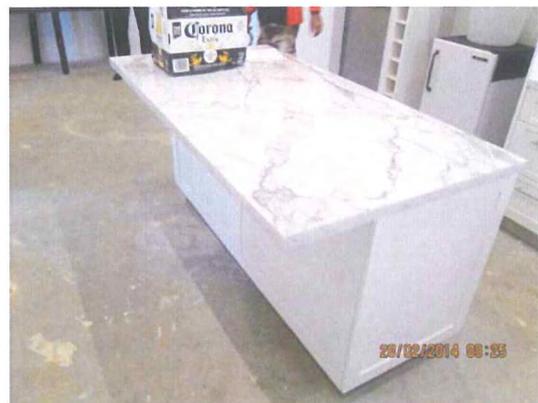
Shower Facilities



Washing Machine Plumbing



Toilet Plumbing



Kitchen Island Bench



Kitchenette

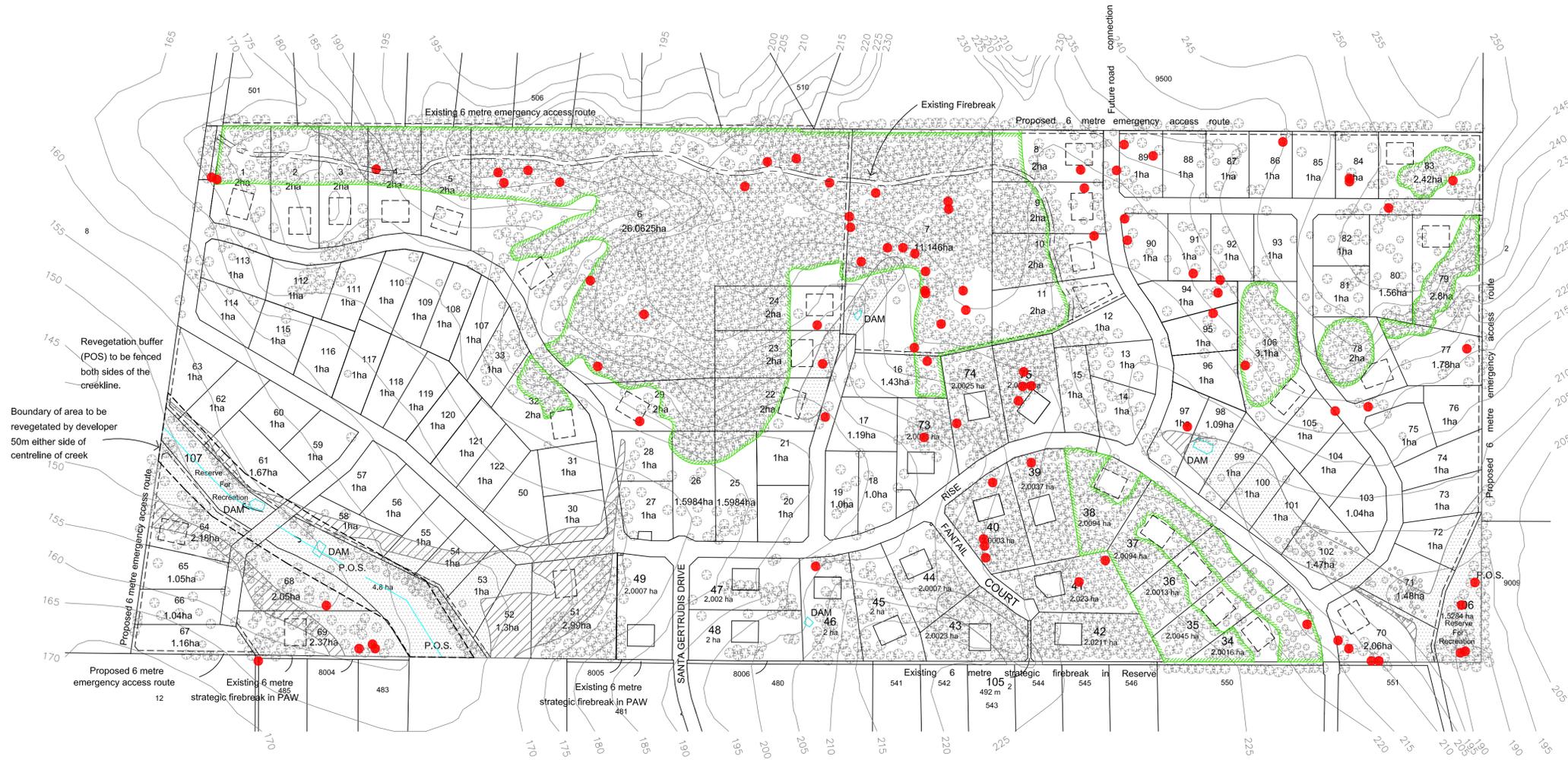


Kitchenette



SUBJECT TO SURVEY

5



**LOTS 3 & 4 MADDERN ROAD, CHITTERING**  
**LAND MANAGEMENT CONDITIONS**

1. **DEVELOPMENT PLAN:**  
Prior to subdivision or development, a Development Plan shall be submitted and approved by the Council and the Western Australian Planning Commission. Subdivision and development should generally be in accordance with the Development Plan approved by the Council and the Western Australian Planning Commission.
2. **LOT SIZES:**  
In considering development and subdivision, Council shall recommend lots sizes in accordance with TPS6.
3. **TREE PRESERVATION AREAS:**  
Tree preservation areas are defined on the Development Plan as all naturally vegetated areas. In the areas identified for the preservation of trees, no clearing shall be permitted outside the designated building envelope of trees larger than 150mm diameter measured at 1.2m above natural ground level, other than for roads, driveways and firebreaks. Council may require a land owner, as a condition of building approval, to commence tree planting to its specification, and to maintain those trees for a period of not less than two summer seasons. Potential Black Cockatoo nesting trees on lots shown on this plan shall not be removed without specific approval of Council.
4. **BUILDING ENVELOPES:**  
Building envelopes shall be determined by exclusion and applied to the lots affected by extreme bushfire risk. They shall be no greater than 2,000m<sup>2</sup>. Notwithstanding this, building envelope locations shall comply with the following setbacks unless otherwise approved by Council:
  - » Front and rear boundary - 20m
  - » Side boundary - 15m
  - » Watercourse/Waterbody - 10m (30m for on-site effluent disposal system)
  - » Extreme fire hazard - 20m (or greater depending on requirements of the Fire Management Plan that applies to the lot)
 Where possible building envelopes are required to be located to avoid any native trees.
5. **FENCING:**  
No side or rear boundary fences shall be permitted in tree preservation areas or stocking restriction areas identified on the Development Plan. Within this restrictive fencing area, Council may permit the construction of a fence around the building envelope.
6. **CROSSOVERS:**  
The construction of crossovers to each lot shall be in accordance with Council's specifications;
7. **POTABLE WATER:**  
Each dwelling shall have a water supply storage minimum of 120,000 litres of which 10,000 litres shall be kept in reserve for fire fighting purposes;
8. **LAND MANAGEMENT:**  
Any remedial or new works depicted on the Development Plan for the purpose of water catchment shall be implemented prior to subdivision. The maintenance of any swales and associated tree planting shall be the responsibility of the owner/occupier;
9. **DAMS AND WATER COURSES:**  
The construction of dams and the extraction of surface water is not permitted without the approval of the Council, Department of Environment and Conservation and Department of Agriculture;
10. **FIRE CONTROL:**  
Fire service access routes as shown on the Development Plan, to be constructed by the developer and shall be maintained to the satisfaction of the Council and the Bush Fires Board, in accordance with Local Planning Policy No.21 Fire Management Plans. This includes turn around areas every 500m and access to the public road network every 1000m.
11. **EFFLUENT DISPOSAL:**  
The Development Plan depicts areas where conventional septic tanks may not be suitable. In these areas, alternative site effluent disposal systems shall be limited to high performance environmental systems acceptable to the Council and the Health Department;
12. **PERMITTED USES:**  
A single house and associated outbuildings are the only permitted uses. Other uses specified in the Town Planning Scheme may be permitted at the discretion of the Council;
13. **STOCKING RESTRICTIONS:**  
Stock shall be restricted to previously cleared areas. The prior approval of Council is required for the keeping of any grazing animal on a lot. If, in the opinion of Council, any lot is overgrazed or constitutes land degradation, it may order the removal of any or all stock, either temporarily or permanently, until the remedial works are carried out by the landowner to render the land stable;
14. **DRAINAGE:**  
Landowners shall maintain natural drainage lines to prevent erosion and soil export to adjoining lots. There shall be no alteration to natural drainage lines;
15. **VENDOR RESPONSIBILITY:**  
The developer/vendor shall inform prospective purchasers of the lots, in writing, of the provisions of the Council's Town Planning Scheme relating to the management of the land, as specified in the Development and Fire Management Plans for the land concerned.
16. **BUILDING STANDARDS:**  
New buildings are subject to a BAL assessment to AS3959 and must be constructed to that standard.
17. **BUSHFIRE MANAGEMENT:**  
A Bushfire Management Plan applies to this area and includes specific Bushfire Management provisions, including access, gates and water supplies, that must be adhered to by property owners. Should there be a conflict between the requirements of the Bushfire Management Plan and the Tree Preservation Areas, the Bushfire Management Plan shall prevail.
18. **ENVIRONMENTAL MANAGEMENT:**  
An Environmental Management Plan is to be prepared to ensure the protection and management of environmental assets including Carnaby Cockatoo habitat. The EMP must be adhered to by property owners.
19. **ROAD NETWORK/STAGING**  
All lots shall be provided with dual escape routes for bushfire purposes either via a constructed subdivisional road or a permanent or temporary (protected by easement, pending future stages) fire escape within the Development Plan area, connecting to two different vehicular access routes in the road network beyond the area of the Development Plan.

**LEGEND:**

- Building Envelope (50m x 40m)
- Areas unsuitable for effluent disposal
- Areas where alternative treatment systems are required (e.g. ATUs)
- Tree Preservation Area
- Centreline of Creek
- Potential Cockatoo nesting location
- Existing Tree

**ADOPTION**

Adopted by resolution of the Council of the SHIRE OF CHITTERING at the Ordinary Meeting of the Council held on the day of 2014 and the Seal of the Municipality was pursuant to that resolution hereto affixed in the presence of:

\_\_\_\_\_

**PRESIDENT**

\_\_\_\_\_

**CHIEF EXECUTIVE OFFICER**

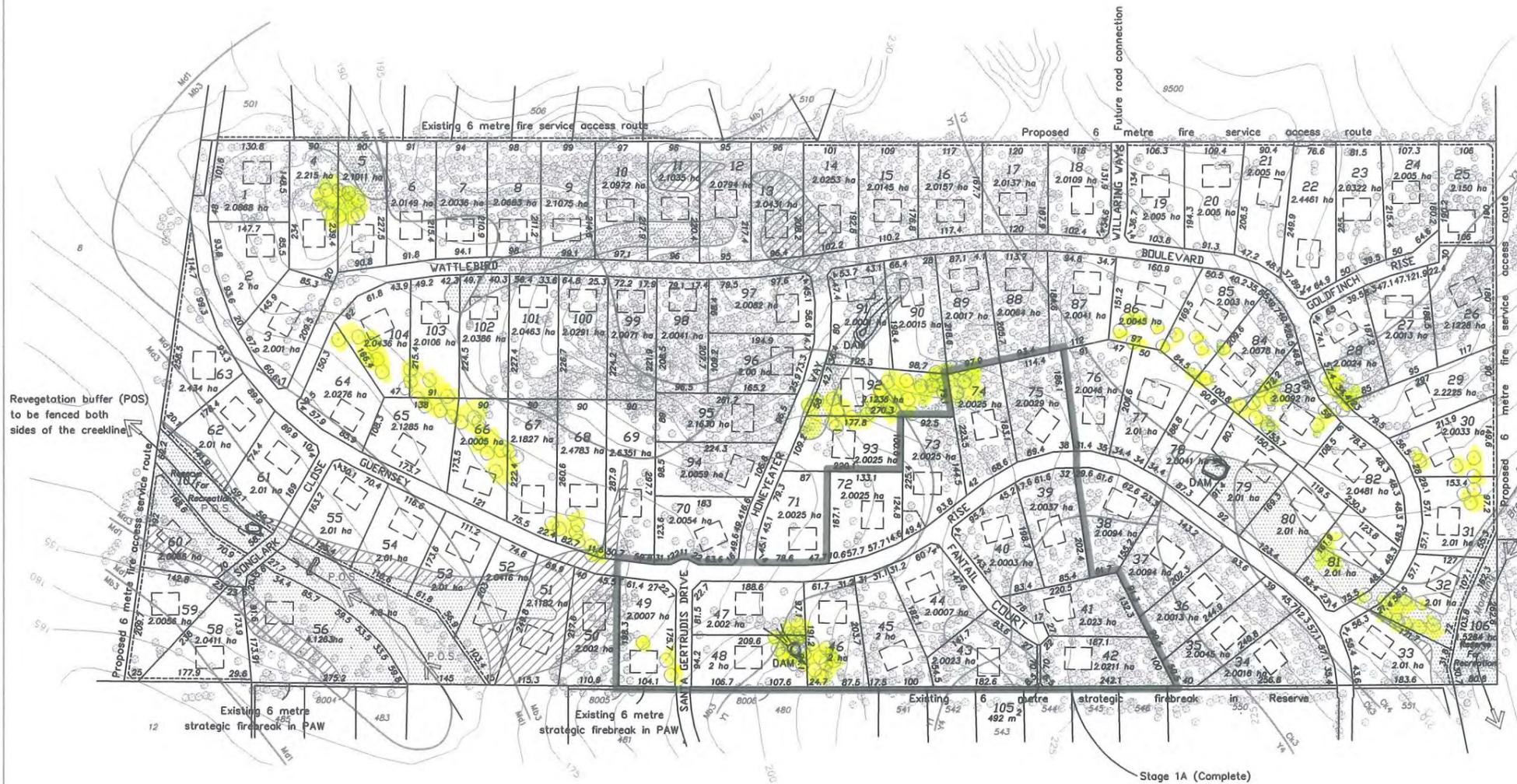
\_\_\_\_\_

**DATE**

**STATEWEST SURVEYS**

LICENSED SURVEYORS  
DIRECTORS: RON ROGERS & PAUL INCERTI  
P.O. Box 1377, Midland W.A. 6936 - 69 Great Northern Highway, Midland W.A. 6056  
Telephone: (08)9274 3198  
Email: statewest@statewest.net  
Website: http://www.statewest.net

<b>DEVELOPMENT PLAN</b>							
<b>LOT 3 &amp; 4 MADDERN ROAD</b>							
<b>CHITTERING</b>							
SCALE	DATE	DRAWN	CHECKED	REF.	SHEET		
1:5000 @ A1	21-02-14	F.T.		14049			
1:10000 @ A3							



- LOTS 3 & 4 MADDERN ROAD, CHITTERING  
LAND MANAGEMENT CONDITIONS**
- DEVELOPMENT PLAN:**  
Prior to subdivision or development, a Development Plan shall be submitted and approved by the Council and the Western Australian Planning Commission. Subdivision and development should generally be in accordance with the Development Plan approved by the Council and the Western Australian Planning Commission.
  - LOT SIZES:**  
In considering development and subdivision, Council shall recommend a minimum lot size of two hectares. The average lot size should conform to the recommendations of the Shire of Chittering Local Planning Strategy and the SPP 2.5;
  - TREE PRESERVATION AREAS:**  
Tree preservation areas are defined on the Development Plan as all naturally vegetated areas. In the areas identified for the preservation of trees, no clearing shall be permitted outside the designated building envelope on the Development Plan, other than for driveways and required firebreaks. Council may require a land owner, as a condition of building approval, to commence tree planting to its specification, and to maintain those trees for a period of not less than two summer seasons;
  - BUILDING ENVELOPES:**  
Building envelopes are defined on the Development Plan and clearing of remnant vegetation for the construction of buildings within the envelope shall not exceed a maximum of 200m<sup>2</sup> without the prior approval of Council and the Department of Environment and Conservation.
  - FENCING:**  
No side or rear boundary fences shall be permitted in tree preservation areas or stocking restriction areas identified on the Development Plan. Within this restrictive fencing area, Council may permit the construction of a fence around the building envelope.
  - CROSSOVERS:**  
The construction of crossovers to each lot shall be in accordance with Council's specifications;
  - POTABLE WATER:**  
Each dwelling shall have a water supply storage minimum of 120,000 litres of which 10,000 litres shall be kept in reserve for fire fighting purposes;
  - LAND MANAGEMENT:**  
Any remedial or new works depicted on the Development Plan for the purpose of water catchment shall be implemented prior to subdivision. The maintenance of any swales and associated tree planting shall be the responsibility of the owner/occupier;
  - DAMS AND WATER COURSES:**  
The construction of dams and the extraction of surface water is not permitted without the approval of the Council, Department of Environment and Conservation and Department of Agriculture;
  - FIRE CONTROL:**  
Fire service access routes as shown on the Development Plan, to be constructed by the developer and shall be maintained to the satisfaction of the Council and the Bush Fires Board, in accordance with Local Planning Policy No.21 Fire Management Plans. This includes turn around areas every 500m and access to the public road network every 1000m.
  - EFFLUENT DISPOSAL:**  
The Development Plan depicts areas where conventional septic tanks may not be suitable. In these areas, alternative site effluent disposal systems shall be limited to high performance environmental systems acceptable to the Council and the Health Department;
  - PERMITTED USES:**  
A single house and associated outbuildings are the only permitted uses. Other uses specified in the Town Planning Scheme may be permitted at the discretion of the Council;
  - DOMESTIC PETS:**  
The keeping of domestic cats shall be prohibited;
  - STOCKING RESTRICTIONS:**  
Stock shall be restricted to previously cleared areas. The prior approval of Council is required for the keeping of any grazing animal on a lot. If, in the opinion of Council, any lot is overgrazed or constitutes land degradation, it may order the removal of any or all stock, either temporarily or permanently, until the remedial works are carried out by the landowner to render the land stable;
  - DRAINAGE:**  
Landowners shall maintain natural drainage lines to prevent erosion and soil export to adjoining lots. There shall be no alteration to natural drainage lines;
  - VENDOR RESPONSIBILITY:**  
The developer/vendor shall inform prospective purchasers of the lots, in writing, of the provisions of the Council's Town Planning Scheme relating to the management of the land, as specified in the Development and Fire Management Plans for the land concerned.

NOTE: See Bushfire Management Plan and associated plans for specific Bushfire Management provisions including access, gates and water supplies

Revegetation buffer (POS) to be fenced both sides of the creekline

- LEGEND:**
- Existing Vegetation
  - P.O.S. Public Open Space
  - Revegetation - Strategic Locations to link existing vegetation and wetlands
  - Areas unsuitable for effluent disposal
  - Areas where alternative treatment systems are required (e.g. ATUs)
  - 2000m<sup>2</sup> Building Envelope
  - Soil Units

SCALE 1: 5000 @ A1  
DATE: 28-06-13

**ADOPTION**

Adopted by resolution of the Council of the SHIRE OF CHITTERING at the Ordinary Meeting of the Council held on the 19 day of June 2013 and the Seal of the Municipality was pursuant to that resolution hereto affixed in the presence of:

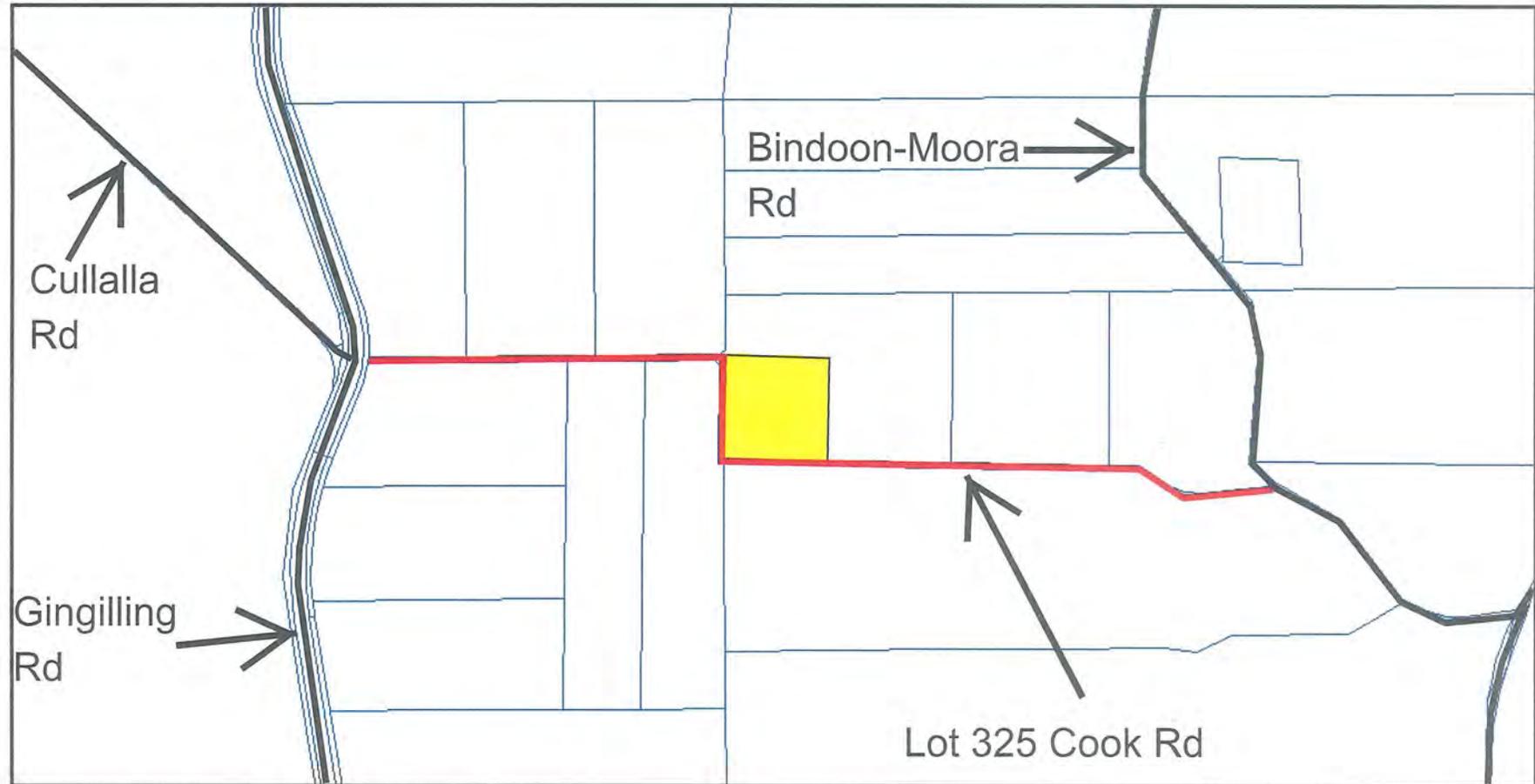
PRESIDENT

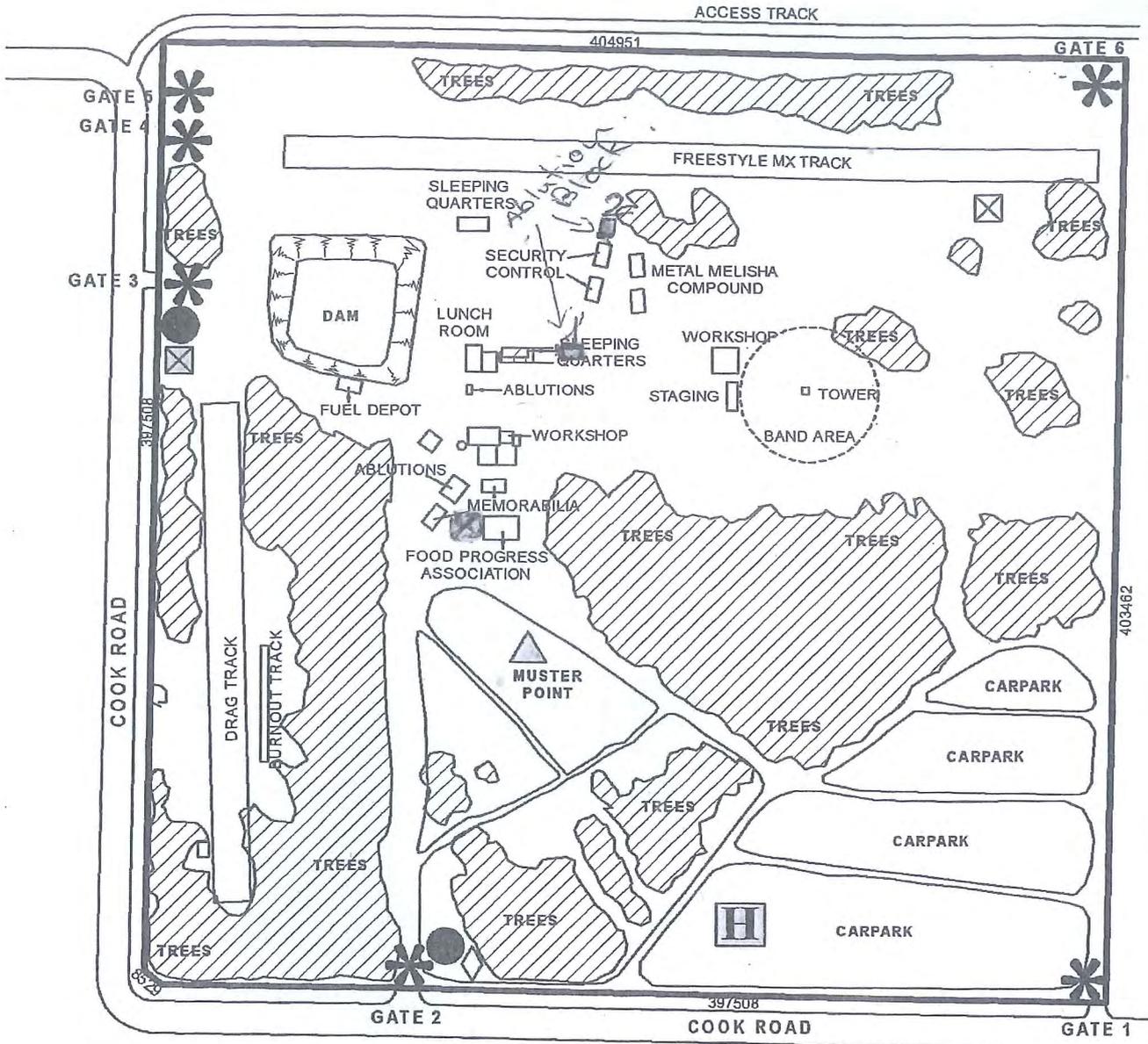
CHIEF EXECUTIVE OFFICER

22/07/2013  
DATE

SHIRE OF CHITTERING  
Common Seal  
ABN: 48 445 751 800

Attachment 1 - Locality Plan Lot 325 (RN318) Cook Road, Mooliabeenie





**LEGEND**

- |                |                   |
|----------------|-------------------|
| △ MUSTER POINT | ◇ FIRE DEPOT      |
| ⊠ AMBULANCE    | ⊠ HELIPAD         |
| ● FIRE UNITS   | * EMERGENCY GATES |

**SITE PLAN FOR 325 COOK ROAD BINDOON**

**FIRE SAFETY**



# BAYSWATER FIRE PROTECTION

ABN: 28 009 380 938)

**Fire Safety Contractors**

**PO Box 162, Bayswater WA 6933**

**Phone: 9473 0000 Fax: 9473 0055 Mobile: 0427 903 019**

**Email: bayfire@tnet.com.au**

## FIRE SAFETY PLAN

19<sup>th</sup> April 2014

Extreme Park Bindoon  
Lot 318 Cook Road  
Mooliabeenie W.A.

**SHIRE OF CHITTERING  
RECEIVED**

**7 FEB 2014**

Officer..... CSM & BJ  
File..... 261010004  
Ref..... 1446615

located 3.18km along Cook Road West from the junction of Bindoon Moora Road W.A.

1. On site, 1 x Satellite phone [REDACTED] Controlled by the Director Mr Benjamin David Ortin. This phone will be used to call 000 by Mr Ortin in the event of an emergency.
2. This site has 6 x Emergency Exit gates. (Please see Site Plans for these gates and Muster Points).
3. Bayswater Fire Protection will be supplying 1 x High Pressure 800 litre Fire Tender, 4x4WD Nissan Patrol, and 2 x other support vehicles. These vehicles will be manned by 6 personnel. All 3 x vehicles will have 2 way radios and be in touch with the Site Director and staff of Extreme Park, Mooliabeenie.

Our duties will be to cover all the site including the upper car parking area which has been cleared for the parking of patron's vehicles.

### FIRE CONTROL.

**No** LPG private gas cylinders or BBQ's will be allowed to be used on the site. Any LPG Gas Cylinders found will be removed and stored in the main compound or the Fire Depot compound. The cylinders will be secured and a flammable (2) sign posted with the portable Fire Equipment to cover them.

The Diesel Fuel Tank is in a locked compound. This area will be sign posted and the portable fire equipment to cover this tank.

The maximum LPG stored by the Hospitality area will be 8 x 45 litres. This area will be sign posted as NO SMOKING.

The water supply pump located at the bottom dam will have a top loading hose for FESA Fire Tenders to refill from.

There will be approximately 60 – 80 Portable Fire Extinguishers on this site. Dry Powder, Co2, Foam, Wet Chemical and Fire Blankets.

### VEHICLES

Nissan 4x4 Fire Tender unit. This unit has a 800 litre water tank capacity with a high pressure pump.

Equipment on this unit

- A 1 x 30Mx25mm Fire Hose reel with a 600 jet/fan nozzle.
- B 1 x 40mm water monitor with a jet/fan nozzle.
- C 2 x 15Mx25mm lay flat soaker hoses that can be added to the Hose Reel Hose or run off its own point of the pump.
- D 2 x 15Mx38mm lay flat hoses that run off its own point with jet/fan branch nozzle
- E 4 x 9.0kg ABE Dry Chemical Fire Extinguishers high pressure with a fire rating of 6A:80B(E)
- F 1 x Fire Rake, shovel, axe, bolt cutters and crow bar.
- G 2 x 1800x1800 Fire Blankets
- H 3 x 20litre drums of 6% AFFF foam.
- I 1 x Foam making branch nozzle which can make 8,000 litre of foam from the 800 litre tank
- J 1 x 10Mx40mm suction hose.
- K 1 x light weight 25mm jet/fan nozzle.
- L The vehicle is equipped with emergency flashing lights, siren , and 120 decibel air horn.
- M This vehicle will be manned by 2 x operators.

### OTHER VEHICLES.

2 x 4x4WD Fire support vehicles equipped with siren, flashing lights and air horn. These 2 vehicles will also respond to fire calls on site.

Equipment on these vehicles will be-1 x 20 litre drum of foam 6% (spare), portable Fire Extinguishers which are Foam and Dry Powder type units, 1 x shovel and tow rope. These vehicles will be manned by 1 or 2 operators. This will vary from time to time.

These 3 x Fire vehicles will be the only vehicles to travel around the site unless an emergency arises and the local Fire Brigade will be called on 000 by the Site Director.

In the event of a Fire Emergency, no private vehicle will be permitted to move around the site, only emergency vehicles and site vehicles. All persons will be directed to the emergency exits or muster points which are shown on the site map.

### **PORTABLE FIRE EQUIPMENT LOCATION.**

1. Main stage and equipment on top and below and equipment building.
2. Main compound and buildings.
3. Main compound and staff and member's accommodation area.
4. St John's compound.
5. Hospitality and Memorabilia area.
6. Fire Depot and accommodation.
7. Diesel Tank.
8. Dirt Drags starting point and Pit area.
9. At night around the bike and sky show.
10. Site Director vehicle, water trucks, other site vehicles.
11. Helipad.
12. Stage Control Tower.

### **FIRE PERSONNEL RECORD**

2 x Trained FESA Personnel

2 x Trained Fire Safety and Equipment Personnel

2 x trained Fire Support Personnel

### **FIRE DEPOT**

There will be a Fire Depot on site with accommodation for personnel, spare fire equipment, small workshop and filling equipment. The location of this depot will be by No 2 Service Gate Cook Road entrance. (see Site Plan)

### **WATER VEHICLES.**

The Water Tankers have fire pumps on board with portable fire equipment. These vehicles will also be our back up support in the event of an emergency to supply our fire tender with spare water so we can pump approximately 13,000 litres of water and foam.

Water carrying vehicles 6x6 Water Truck 4,500 litres, a tandem trailer 4,000 litres and a Dodge Truck with 4,500 litres.

**DIRT DRAG EVENT.**

The Dirt Drags will have a Fire Vehicle there at all times for the duration of the event. The starting point and pits area will have 1 x 120 litre AFFF Foam Fire Extinguisher on wheels and 1 x 45kg ABE Dry Chemical Fire Extinguisher on wheels. When

If you should have any queries, then please do not hesitate to call me on the phone numbers provided above.

Yours faithfully,



**BINDI BINDI INVESTMENTS**

**BINDOON EXTREME  
PARK**

**CRISIS & EMERGENCY  
MANAGEMENT  
PLAN**

BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL

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**BINDI BINDI INVESTMENTS**

**- Bindoon Extreme Park -**

**CRISIS & EMERGENCY MANAGEMENT PLAN**

*Created 1st March 2013*

ISSUE NO:           1  
ISSUE DATE:       .....

**CONTROLLED DOCUMENT**

**NOT TO BE AMENDED WITHOUT THE DIRECTOR – BINDI BINDI INVESTMENTS AUTHORISATION.**

**BINDOON EXTREME PARK  
CRISIS & EMERGENCY MANAGEMENT MANUAL**

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**1.1 APPROVAL, OWNERSHIP, CONTROL AND MAINTENANCE**

***LETTER OF PROMULGATION***

**CRISIS MANAGEMENT PLAN**

In managing the resources and assets of the Company, we must be prepared to manage an emergency if and when it occurs. This means not only having in place adequate crisis and emergency management procedures and teams but also being able to address, on a pro-active basis, the many complex issues that will arise.

Accordingly, this plan has been developed to provide a guide as to what issues need to be addressed and who is accountable for managing those issues.

The plan requires certain tasks to be performed prior to a disaster occurring, during the occurrence of a crisis, and subsequent to control being regained.

To manage these accountabilities, a Crisis and Support Team structure has been formed.

As someone who may be required to fulfill a role on the Crisis Management Team or to assist in the completion of work necessary to achieve the objectives of the Team, I look forward to, and thank you for your cooperation. Whilst we all hope that this plan will never be required to be used in earnest, I am sure you will agree that preparedness for a disaster is far better management than reacting to events as they unfold.

---

**DIRECTOR  
BINDI BINDI INVESTMENTS**

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**1.2 APPROVAL, OWNERSHIP AND CONTROL**

	<b>NAME</b>	<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>OWNER</b>	Benjamin Ortin			
<b>APPROVED BY</b>				
<b>DOCUMENT CONTROLLER</b>				

**1.3 UPDATE HISTORY**

<b>TRANSMITTAL No.</b>	<b>DATE</b>	<b>SECTIONS/PAGES</b>	<b>REMARKS</b>
1		All	First issue of Crisis & Emergency Management Procedures

**1.4 DISTRIBUTION LIST – CONTROLLED DOCUMENTS**

<b>NAME.</b>	<b>POSITION</b>	<b>COPY No</b>
		1
		2
		3
		4
		5
		6
		7
		8

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*1.5 TESTING AND MAINTENANCE OF MANUAL*

**1.5.1 ADMINISTRATION**

In all respects, this Crisis & Emergency Management Procedures Manual is a Bindi Bindi Investment responsibility.

Any questions or required changes to any aspect of this document should be directed to the Director of the said company.

**1.5.2 UPDATING THE MANUAL**

This manual should be reviewed at least half-yearly for currency and applicability to a constantly changing organisation.

The Director is responsible for ensuring that the names and contact details in this manual are checked when there are management changes, as well as on a half yearly basis.

Team members should ensure that contact details or any other required amendments or alterations are advised immediately to Director.

The Director is responsible for maintaining the response facilities and equipment in operational order.

**1.5.3 TESTING OF MANUAL**

The Director, will test the call out procedures quarterly on an unannounced basis. Such testing will involve telephone communications only - requiring no movement of personnel.

The ERT, CMT and Support Teams will participate in at least two paper and communications exercises and one full "live" exercise annually.

**1.5.4 RESPONSIBILITY OF TEAM MEMBERS (PRIMARY AND ALTERNATES)**

All nominated CMT and Support Team personnel (primary and alternate nominees) are responsible for ensuring their contact details remain current. Changes should be immediately advised to the Director by e-mail or fax.

All team members must have an alternate appointed in case they themselves are not contactable at the time of an emergency.

All team members must ensure they have access to their Team Room or location and other relevant areas at all times.

## **2.0 INTRODUCTION, CONCEPT AND STRUCTURE**

### **2.1 *BINDI BINDI INVESTMENT COMMITMENT***

BINDI BINDI INVESTMENTS is committed to ensuring that safety and emergency response standards are maintained at all times throughout its organisation. This Crisis & Emergency Management Procedures Manual is part of that commitment.

### **2.2 *BINDI BINDI INVESTMENTS EMERGENCY PRIORITIES***

The key BINDI BINDI INVESTMENTS priorities in any emergency response situation are to:

- Ensure the safety of personnel
- Minimise any impact on the environment
- Minimise any impact on property or assets
- Minimise any impact on the Company's image.

### **2.3 *PURPOSE OF THE MANUAL***

This Manual documents:

- The overall emergency response process;
- The roles and responsibilities of personnel in an emergency event;
- Generic procedures for emergency events;
- Guidelines to be followed in response to specified incidents; and
- Confirm the category/class of the incident.

### **2.4 *SCOPE OF THE MANUAL***

This Manual covers all emergencies involving or concerning:

- BINDI BINDI INVESTMENTS at Bindoon Extreme Park.

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This Manual will not cover in detail the roles and responsibilities of the Emergency Response Teams. The operations of these teams will conform to the standard life saving, fire fighting, rescue, repair and recovery activities in accordance with approved standards and procedures.

**2.5 BINDI BINDI INVESTMENTS EMERGENCY RESPONSE / ORGANISATION  
CONCEPT AND ARRANGEMENTS**

- BINDI BINDI INVESTMENTS Emergency Response/Management arrangements are based on a two-tiered structure with Emergency Response Teams (ERT) on site at the Scene of the Incident and the Crisis Management Team (CMT) on site at Bindoon Extreme Park.
- In outline, the concept of operations of these Teams envisages the ERT undertaking their normal tactical roles of life saving, fire fighting, rescue, repair and first aid in response to an incident/emergency. Immediate tactical support to the ERT and tactical planning to mitigate the effects of the incident /emergency is provided on site by each site's CMT.
- The On Scene Commander will generally retain overall control of the emergency throughout its duration with support, advice and planning assistance being provided by the CMT.
- If an incident/emergency is of sufficient seriousness to require additional tactical support, technical advice and tactical or strategic planning assistance to combat its effects, then the on site CMT may be fully or partly activated to provide that assistance. The CMT, when activated, will deal with the provision and coordination of tactical support, planning assistance and technical advice to the affected facility while at the same time identifying strategic issues that may need to be dealt with. The CMT would deal with those strategic issues that will affect the Company's ability to fully recover from the emergency in Business Continuity, Reputation and Stakeholder Management terms.
- To support the CMT, other support teams may also be activated on site or in Perth to deal with relatives & media, depending on the nature of the emergency.
- In order to simplify emergency response activities, personnel assigned to the above teams, with the exception of those assigned to the ERT, will generally perform their normal daily roles but in the more critical environment generated by the incident/emergency.
- If a response operation appears likely to be of an extended duration, then arrangements will be made to activate alternate personnel to fill positions on the various Teams in order to ensure that operational efficiency is maintained.
- It is expected that all CMT members will maintain as current and store in a readily accessible manner a copy of their roles and responsibilities and the contact directory at all times.
- When the CMT and Support Team are activated communications between the two teams will be primarily through the two Team Leaders.

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2.6 CLASSIFICATION OF INCIDENTS/EMERGENCIES

The following table lists the classification system to be applied to any incident/emergency impacting on BINDI BINDI INVESTMENTS. It must be noted however, that this table provides a guide only and it should not restrict individual assessment of the impact of the incident/emergency in light of other variables such as current media or environmental interest or pre existing conditions etc.

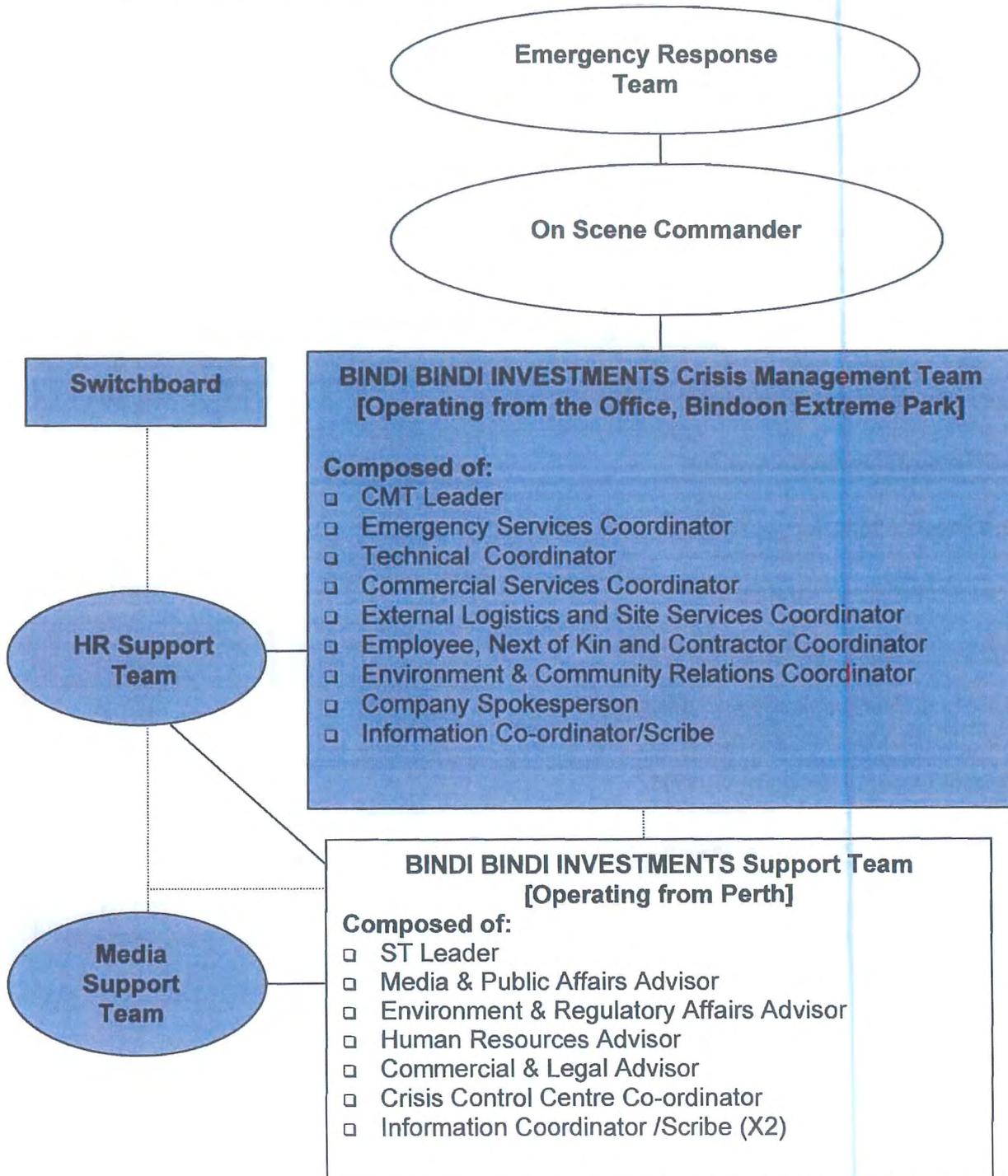
2.6.1 BINDI BINDI INVESTMENTS INCIDENT / EMERGENCY CATEGORIES

CATEGORY	CHARACTERISTICS	ACTION/REMARKS
1	Minor incident Able to be handled within the resources of the company <b>No potential for escalation</b>	Incident Report raised End of incident reported to BINDI BINDI INVESTMENTS Management via normal channels
2	Incident involving injuries to personnel or low level threat to personnel/assets. Some external support required <b>Limited potential for escalation</b>	Incident Report raised ERT may deploy CMT alerted/activated On going assessment
3	Fatality and multiple injuries Major event or threat Significant impact on personnel/property and/or production Extensive external support required Government involvement <b>Significant potential for escalation</b>	Alert issued ERT may deploy CMT activated Extensive liaison with external agencies and media High level of Government involvement

# Attachment 4 - Crisis & Emergency Management Plan

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### 2.7 *BINDI BINDI INVESTMENTS EMERGENCY RESPONSE, CRISIS & EMERGENCY MANAGEMENT STRUCTURE*



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**2.8 RELATED PROCEDURES**

In addition to the equipment outlined above, a number of additional reference documents and related procedures may be required.

TITLE	DOCUMENT NO.	REF.
<b>A. INTERNAL</b>		
Emergency Response Plan		Intranet
<b>B. EXTERNAL</b>		
Mines Safety & Inspection Regulations 1995		343.94
Mines Safety & Inspection Act 1994		343.94
Environmental Protection Act 1986		344.17
Environmental Protection Regs 1987		344.94
Explosives & Dangerous Goods Act 1961		363.17
Explosive & Dangerous Goods (Dangerous Goods Handling & Storage) Regulations 1992		363.17
Dangerous Goods (Transport) Act 1998		363.17
Radiation Safety (General) Regulations 1983		343.94
Radiation Safety Act 1975		343.94

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**2.9 GLOSSARY**

<b>CMT</b>	CRISIS MANAGEMENT TEAM
<b>ECC</b>	EMERGENCY COMMAND CENTRE
<b>ERT</b>	EMERGENCY RESPONSE TEAM
<b>HR</b>	HUMAN RESOURCES
<b>PA</b>	PUBLIC AFFAIRS

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### **3.0 CRISIS MANAGEMENT TEAM PROCEDURES**

#### ***LIABILITY ISSUES***

- Analyse incident details and agree on the interim basis upon which BINDI BINDI INVESTMENTS will respond.
- Clarify legal obligations and relationships and ensure BINDI BINDI INVESTMENTS discharges all contracted agreements.
- Decide whether to recommend immediate shutdown of similar/connected operations pending incident investigation.
- Ensure accurate logging of responses

#### **INTERNAL/EXTERNAL INVESTIGATION**

- Review composition of investigation team - consider use of independent third party.
- Gather facts and evidence (eg. photographs, diagrams, witness statements) while fresh.

#### **MANAGEMENT OF HUMAN RESOURCES RESPONSE**

- Ensure that rapid, effective and compassionate support is given to personnel involved.
- Ensure that rapid, effective and compassionate support is given to relatives and colleagues.
- Ensure all personnel (including emergency response personnel) are not exposed to health and safety hazards arising from the incident.
- Arrange for any longer term health monitoring of affected/potentially affected personnel.
- Ensure that all employees, contractors and consultants are kept informed.

#### **MANAGEMENT OF ENVIRONMENTAL IMPACT**

- Ensure that rapid containment, clean up and wildlife rescue is effected.
- Ensure immediate and long term monitoring of affected/potentially affected areas is implemented.

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- Cooperate and liaise closely with government and regulatory bodies.
- Consider how environmental agencies/ pressure groups might react and implement pre-emptive plans to manage their response.
- Long term clean up.
- Long term monitoring.

### **MANAGEMENT OF REPUTATION**

- Consider the likely reactions from pressure groups, shareholders, regulatory agencies, neighbours, the local community and the media. Determine an agreed, pre-emptive communications/liaison strategy.
- Ensure company spokespeople are thoroughly briefed and prepared. Ideally, only one person should act as media spokesperson to ensure the consistency of information being released.
- Ensure that the media spokesperson is regularly re-briefed and updated.
- Pro-actively brief politicians - preferably using senior BINDI BINDI INVESTMENTS personnel who have pre-existing relationships.
- Review incident impact on pre-existing relationships and implications for other operations/projects.
- Monitor the response from media, other outside sources, and employees and be prepared to respond swiftly to emerging issues.
- Consider the implications of current issues and prevailing public sentiment for management of the incident.
- Consider the impact of new information on each key stakeholder prior to its release.

### **RESUMPTION OF OPERATION**

- Consider the impact of shut down on local community / colleague companies in the region - need for strategies to mitigate?
- Prepare a business recovery plan.

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**CLAIMS FOR COMPENSATION**

- Publicise guidelines as early as possible, especially on how to claim compensation without prejudicing ultimate liability.
- Commit resources to processing claims quickly.
- Prepare and issue a public statement on compensation matters but only after full consideration of the implications (legal and other).

**CUSTOMER AND SUPPLIER IMPACTS**

- Ensure there is timely and adequate communication about incident impacts, likely outcomes and recovery plans.
- Decide on the ability to assist with alternate supply to customers.
- Consider the inability to accept forward ordered or contracted product/supplies and equipment in the short and/or long terms.

**BOTTOM LINE IMPACTS**

- Assess revenue impacts from lost production. Consider internal advice requirements.
- Review the impact on BINDI BINDI INVESTMENTS of expenditure to repair any damaged incident site.
- Review internal budgets and financing arrangements.
- Assess the likelihood of penalty or fine, and the implications.
- Review insurance claim options - ensure compliance.
- Consider the impact on operations (eg. impact on equipment and property, denial of use, consequential loss, and inability to meet demand).

**CMT RESPONSE OPERATIONS**

- Ensure that the CMT is supportively managing the strategic response - assisting and not hampering the ERT's primarily tactical response.
- Ensure that information flow between ERT, CMT, Support Teams and other key stakeholders is satisfactory.

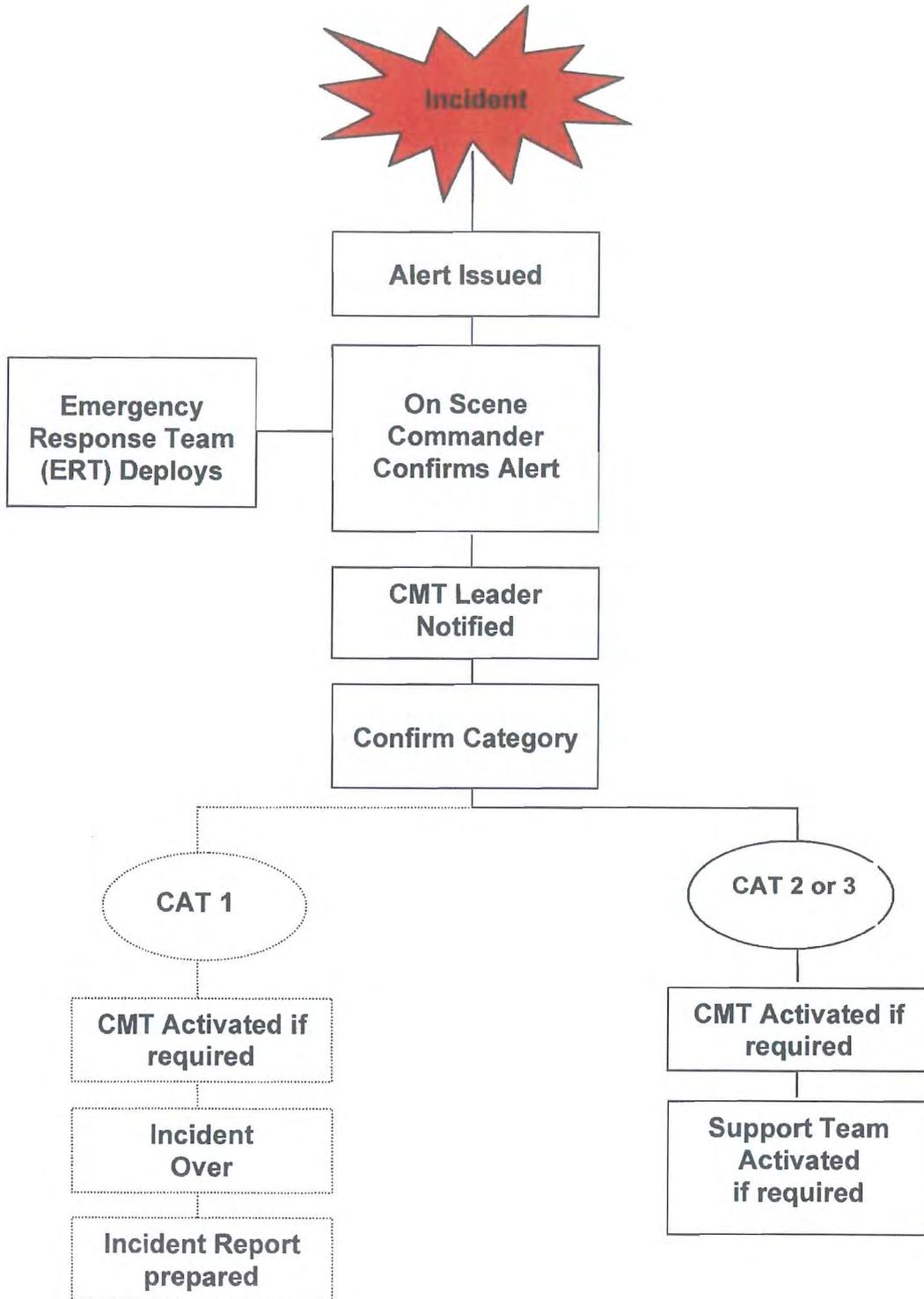
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- Ensure that unaffected parts of BINDI BINDI INVESTMENTS's operations are receiving management resources for continued unimpeded operation.
- Decide whether the CMT could deal with some issues more effectively by breaking into sub-groups.
- Review the requirement of the CMT to remain convened.
- Review the requirement for additional resources for the CMT.
- Ensure that a strategy/plan is in place for business recovery/continuity.

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**3.1 CRISIS MANAGEMENT TEAM ACTIVATION PROCEDURE**



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**3.1.1 ACTIVATION PROCEDURES**

In the event of an emergency requiring the support of the Crisis Management Team the On Scene Commander will contact the CMT Leader.

**CALL OUT**

The Crisis Management Team (CMT) Leader, on determining the need to call out the CMT, shall inform Control Room of the unaffected plant to begin the call out process of the CMT members. This will be done by telephone (landline or mobile).

**PROCEDURE FOR RESPONDING TO EMERGENCY CALL OUT**

All CMT members report to the office.

**3.2 CMT ROOM SET UP**

**3.2.1 ROOM LOCATION**

The Office is designated as the CMT room.

The following CMT members operate from the CMT room:

- CMT Leader
- Technical and Production Coordinator
- Emergency Services Coordinator
- External Logistics & Site Services Coordinator
- Employee, Next of Kin and Contractor Coordinator
- Environment & Community Relations Coordinator
- Commercial Services Coordinator
- Company Spokesperson
- Information Coordinator/Scribe

**3.2.2 ROOM ACCESS**

The CMT room is accessible 24 hours a day seven days a week to all personnel who have the appropriate security access.

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### 3.2.4 EQUIPMENT LIST

ITEM	QUANTITY	STORED AT
Area photographs	3	CMT room
Clock(s)	1	CMT room
Crisis Management Procedure Manual	1	CMT room
In/Out trays	Nil	
Maps and charts		CMT room
Radios		3 portable radios 1 fixed position radio 1 radio headset with helmet
Pre-formatted status sheets		CMT room
Photocopier	1	Outside CMT room
Site diagrams		CMT room (hard copies) Drawing Office (electronic & hard copies)
Stationery		CMT room and Admin Stationary room
Telephones		CMT room * 2 internal CMT room * 1 external CMT members mobiles
Television	1	CMT room
Video cassette player	1	CMT room
Laminated roles & responsibilities	nil	CMT room
E-mail facility external / internal		Via laptops or PC's which can be connected to the LAN in the CMT room