



## ATTACHMENT BOOKLET FOR SPECIAL COUNCIL MEETING

17 July 2024 at 5:00pm

### INDEX

#### 4. CHIEF EXECUTIVE OFFICER

4.1.1	Energy and Resource Industry - Community Benefit Fund Policy	1
4.1.2	Community Benefit Fund Advisory Committee – Terms of Reference	7
4.2.1	Main Camp Development Application	12
4.2.2	Drill Camp Development Application – Moorinary Deep 1	37
4.2.3	Drill Camp Development Application – Lockyer 6	56
4.2.4	Drill Camp Development Application – North Erregulla 3	73
4.2.5	Schedule of Submissions	97
4.3.1	3 Broad Street Second Hand Dwelling - Development Application	100
4.3.2	3 Broad Street Second Hand Dwelling – Submissions	107

#### 5. GOVERNANCE AND COMMUNITY

5.1.1	Marketing and Communications Strategy	112
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**COUNCIL POLICY**  
**Administration**

1.2.17

<b>Title:</b>	<b>Energy &amp; Resource Industry – Community Benefits Policy</b>
<b>Adopted:</b>	17 July 2024
<b>Reviewed:</b>	Nil
<b>Associated Legislation:</b>	Local Government Act 1995, State Planning Policy 3.6 Infrastructure Contributions
<b>Associated Documents:</b>	
<b>Review Responsibility:</b>	Manager Governance and Community
<b>Delegation:</b>	Chief Executive Officer

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Previous Policy Number/s Nil

**Objective:**

The Energy & Resources Industry Community Benefit Policy will support the promotion of benefit sharing strategies associated with the development of State Significant and Regionally Significant Energy and Resource sector projects in the Shire of Mingenew Local Government Area. 'Projects' may include activities including but not limited to exploration, extraction, generation, processing, transport/ transit and or related infrastructure associated with any of these activities that have transit impact or are located in the Shire of Mingenew.

The purpose of the Energy & Resources Industry Community Benefit Policy is to:

- Secure off-site benefits for the community so that Energy and Resource Industry developments deliver a net community benefit;
- Ensures that the wider community shares in the benefits resulting from Energy and Resource Industry development in (and/or impacting) the Local Government Area; and
- Ensures that the costs and benefits of Energy and Resource Industry development will be equitably distributed within the community and inter-generationally.

The Energy and Resource Industry Community Benefit Policy will be updated as required so that it is suitable to deliver on the Shire of Mingenew's Community Strategic Goals and provides clear expectations to Energy and Resource Industry developers.

**Policy Statement:**

The Shire of Mingenew supports the development of Energy and Resource Industry projects within our Shire and across our region, which will attract significant investment and opportunities for the local community. The Shire of Mingenew's focus is ensuring developments, and their related activities result in positive socio-economic impacts for the people of Mingenew and contribute to local population growth, employment and training opportunities, promote local business procurement and improve the standard of living (including servicing).

Council is engaging deeply with developers, community, businesses, farmers, experts, State and Federal Government entities and other Councils, to understand the process, challenges and opportunities of Energy and Resource Industry developments.



Through this ongoing work, Council will help to lead and support the development of Energy and Resource Industries in a way that minimises / negates negative impacts and delivers prosperity for our community.

Key to success is a coordinated and strategic approach whereby all members of the Mingenew Community and all developers that are active in the region are aware of the community's co- designed, overall vision for the future and how it can be supported by the economic benefits associated with Energy and Resource Industry development and its flow-on effects.

Council considers this coordinated and strategic approach to be essential to capitalise on the opportunity that the clean energy transition and associated resources sector growth presents.

### **Policy Principles:**

The Fundamental Principles for Successful Energy and Resource Industry Development in the Mingenew LGA (The Principles), are ensuring real and purposeful community acceptance and support. This Policy is the first step in an ongoing partnership between the Energy and Resource Industry Developers and our community to minimize the impacts and maximise the opportunities for Mingenew.

The Principles identifies key community projects and programs that will deliver tangible community legacy and benefits through the strategic use of Community Benefit Funding.

The Principles deliver the following message from the Mingenew Community to the WA Government, Developers and other stakeholders:

- We are supportive of the Energy and Resource Industry transition
- We want to keep the overall experience for our community positive, to remain supportive
- We will ensure the Energy and Resource Industry transition happens with us, not to us.
- Assist us to deliver a coordinated and consultative approach to our community.
- Follow our Fundamental Principles for Successful Energy and Resource Industry Development, to maximise collaboration and strategic outcomes.
- We want to ensure that Energy and Resource Industry developments maintain or enhance our existing economy and industries.
- We want to ensure changes in population and land use result in long-term social benefit and empower our community.
- We have a long-term plan for our economic transition, which includes the Energy and Resource Industry transition, and we invite you to support it.

### **PLANNING AGREEMENTS**

The Shire of Mingenew will use a Voluntary Planning Agreement (VPA) also known as Developer Agreements to establish Community Benefit sharing as it has no Development Contribution Plan incorporated into its local planning scheme. In addition, at the time of implementing this policy the State of WA has no legislative mechanism to enshrine a Voluntary Planning Agreement into the planning framework other than that of being via the use of discretion.

A voluntary planning agreement is defined as an agreement between Council and a developer, who has made, or proposes to make, a development application, under which the developer is required to dedicate



land free of cost; pay a monetary contribution; provide any other material public benefit to be used for or applied towards a public purpose.

Developer Agreements may be formulated with direct reference to, or in consideration of, this Policy. However, this Policy does not bind Council or otherwise prevent Council from entering into Developer Agreements that do not strictly adhere to the Policy, should the Agreements otherwise provide alternative and equivalent community benefit sharing, and are supported by the community.

Where there is a disparity between the conditions of a developer VPA and the requirements of this Policy (which may change over time), the VPA will be adhered to.

### **COMMUNITY BENEFIT SHARING**

Community benefit sharing excludes that which is required to mitigate adverse impacts of development including, but not limited to, host and adjoining landowner payments required to obtain consent or prescribed by legislation, or acute impacts to Council assets e.g. damage to local road infrastructure.

The public purpose that funds will be applied to includes works to embellish public spaces, the provision of spaces for public recreation and community facilities, initiatives to support affordable housing and/or development activity, works to rehabilitate or conserve biodiversity values, new or upgraded community infrastructure, provision of new or improved services for community (particularly those that target vulnerable groups, children and young people), support of local volunteer or community group activities or some other public purpose if the Council reasonably considers that the public interest would be better served by applying the funds towards that purpose.

Community benefit sharing does not include using funds as a financial off-set or subsidy to Council operational activities whereby a direct link from the funds to the prescribed community benefit cannot be defined. For example, the funds could be used to implement new and or improved infrastructure at the Mingenew Recreational Centre but could not be used to off-set operational costs of the facility.

### **GOVERNANCE AND INTER-GENERATIONAL EQUITY**

Council will ensure a governance structure that, as far as possible, reflects the needs and concerns of the immediate communities of impact and the broader Local Government Area to assist with determining the public purpose for funds.

A Community Benefit Advisory Committee will be established and provide advice and recommendation to Council on the projects to which community benefit funds may be allocated. The Community Benefit Advisory Committee will be governed by a Terms of Reference and its members will be selected via an Expression of Interest process and with view to ensuring a diversity of representation.

While project proposals and community initiatives may come from any source, the Community Benefit Advisory Committee will have the opportunity to provide feedback and/or endorsement for any and all uses of the Community Benefit Fund.

Developer representatives from where the community benefit funds are derived will not form part of the Committee but will have the ongoing opportunity to present to the Committee in regard to specific projects or initiatives and have access to recommendations and minutes which will also be made public.



Council has the final say in regard to the use of the funds. The Community Benefit Advisory Committee has no delegated authority to spend monies from the Community Benefit Fund and can only advise on its use to Council.

### **COMMUNITY BENEFIT FUND**

The financial value of community benefit will vary from project to project and over time, however, the minimum community threshold for the Shire of Mingenew will be based on the industry standard Benefit Sharing Guidelines and benchmarks produced by many State Governments across Australia and other countries.

Globally there is a move to establish benchmark rates for community benefits sharing through Government Policy. By way of example some European countries have established rates of between \$2,000 - \$8,000 /megawatt/annum for the life of the project generally 25 years which is significantly higher than the current Australian benchmarks.

The states of New South Wales, Victoria, Queensland and Tasmania have established or are in the process of establishing legislation which will facilitate strong Community Benefit Sharing for community investment resulting from Energy Transition projects. The policy presented intends to use the same methodology across all Energy and Resource Industry partners.

Some examples of the proposed benefit sharing benchmarks are:

- Narrogin WA – 1.5% of CIV annualised over the life of the project – LPP WindFarm/Turbines
- Warrumbungle, Dubbo, and Mid-Western councils LPP NSW – 1.5% of CIV
- NSW Govt - \$850/MW/annum Solar
- \$1,050/MW/annum Wind
- Tas Govt - \$1,800/MW of installed capacity per year for Tasmania north west REZ

These benchmarks generally are derived from the long term 1.5% of CIV (Capital investment Value) which is considered equitable. This figure however, would need to be descaled for projects of significant CIV for example projects valued over \$5B. The development of a social impact assessment would then be used to determine what benefit sharing arrangement would be required.

The unit of benefit may be by product or output for example Tonne of product transported, Energy generating capacity, % of CIV or even set \$ amounts for specific projects or programs all of which would be identified in a Development Agreement or common law Agreement.

Funds will be held by the Shire of Mingenew as externally restricted funds. The use of funds from individual developer contributions, or other sources, will be monitored and form part of the annual reporting process, such that the specific funding breakdown for each community project or initiative is clear.

Council will manage funds to ensure that they benefit future generations as well as the present generation, and that ongoing depreciation and maintenance costs (whole of life costs), or any other unforeseen impacts, are taken into account for project proposals. Council will not apply a management fee for the administration and management of these funds.



## LEGISLATIVE CONTEXT

### **State Planning Policy 3.6 Infrastructure Contributions - April 2021**

The Policy provides a system for local governments to plan and charge for community infrastructure items that are not included in the standard provisions through development contribution plans and introduces a framework for the requesting of contributions for community infrastructure.

#### *State Planning Policy 3.6 Infrastructure Contributions - April 2021*

##### 6.9 Developer Agreements

*Contributions may also be implemented in limited circumstances through Developer Agreements or by a voluntary agreement between a landowner or developer and the relevant local government, pursuant to a request from the landowner or developer.*

*Circumstances include large-scale, single ownership projects with a long development timeframe, or in regional areas where a formal DCP is not considered by local government and contributing owners to be necessary to achieve desired infrastructure delivery outcomes.*

*Notwithstanding that Developer Agreements do not form part of a local planning scheme, infrastructure contributions prepared under this arrangement should be consistent with the principles outlined in this policy and any decision to deviate from these principles, including the provision of facilities of a higher quality or specification than standard, should be a voluntary decision by all parties to the agreement.*

#### *State Planning Policy 3.6 Infrastructure Contributions Guidelines - April 2021*

##### 2.3 Imposition of infrastructure contributions

###### *(iii) Developer Agreements*

*Developer Agreements may be considered in limited circumstances – usually large-scale projects under single ownership – and pursuant to a request from the landowner or developer, or in regional areas where a formal DCP is not considered by local government and contributing landowners to be necessary to achieve the desired infrastructure delivery outcomes.*

*Developer Agreements are voluntary and fall outside the formal infrastructure contributions system, and do not require State Government assessment or approval. Any agreement for infrastructure contributions via a Developer Agreement should be consistent with the principles outlined in SPP 3.6 and any decision to deviate from these principles, including the provision of facilities of a higher-quality or specification than standard, should be a voluntary decision by all parties to the agreement.*

### National Legislative Framework/Policy Development

The 2024 National General Assembly of Local Government endorsed motion "to implement a nationwide compulsory community benefit sharing framework. This framework would eliminate the need for individual councils to negotiate separate voluntary planning agreements for each project proposal within their respective Local Government Area."

## **DEFINITION**

**Energy and Resource Industry** - Proponents identified to form part of the Energy and Resource Industry may include, but are not limited to:

- Critical Minerals Projects



- Mineral Sands Projects
- Gas Projects
- Wind Projects
- Solar Projects
- Geo-thermal Projects
- Carbon Offsetting Schemes and
- Carbon Sequestration Schemes
- Battery Energy Storage System (BESS) Schemes
- Any other emerging technologies relating to the Energy and Resource Industry sector

*Projects* - may include activities including but not limited to exploration, extraction, generation, processing, transport/ transit and or related infrastructure associated with any of these activities that have transit impact or are located within the Shire of Mingenew.



## TERMS OF REFERENCE

### Community Benefit Fund Advisory Committee

7.0.1

<b>Title:</b>	<b>7.0.1 – SHIRE OF MINGENEW COMMUNITY BENEFIT FUND ADVISORY COMMITTEE – TERMS OF REFERENCE</b>
<b>Adopted:</b>	-
<b>Last Reviewed:</b>	Initial
<b>Associated Legislation:</b>	Local Government Act 1995, State Planning Policy 3.6 Infrastructure Contributions
<b>Associated Documents:</b>	Energy & Resource Industry – Community Benefits Policy
<b>Review Responsibility:</b>	Manager Governance and Community
<b>Delegation:</b>	Nil.

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## OBJECTIVES

The purpose of the Shire of Mingenew Community Benefit Fund Advisory Committee is to make recommendations to Council on the assessment, proposals and allocation of funds from the Shire of Mingenew Community Benefit Fund to projects which demonstrate an economic, community, or environment benefit.

## FUNCTIONS

Reports to Council to:

1. Govern the expenditure of funds allocated to the Shire of Mingenew Community Benefit Fund (CBF).
2. Assist in managing the impacts of development on the community.
3. Use funds received from developer agreements under SEPP3.6 Infrastructure Contributions or common law voluntary contributions to diversify and grow the economy; improve wellbeing, liveability and education/training and employment opportunities; and support environment, social and governance (ESG), and sustainable communities' principles .
4. Serve as a practical instrument to support realisation of the broader goals of the Strategic Community Plan; and
5. Provide long-term financial assistance for projects that benefit the residents of the Shire of Mingenew.

## POWERS OF THE COMMUNITY BENEFIT FUND ADVISORY COMMITTEE – TERMS OF REFERENCE

The CBF Advisory Committee (Committee) does not possess any delegation or decision-making authority either from the Chief Executive officer or Council. The Committee may make recommendations to Council on matters relevant to its purpose and scope. The Committee may provide advice and direction to Council Officers and the internal working group on the process undertaken to identify and assess projects for funding.

## SCOPE

The scope of activities to be overseen by the Committee include:





1. Identify issues and risks to the socio-economic structure of the community.
2. Contribute to and prioritise projects that:
  - a) diversify and grow the Shire's economy;
  - b) improve wellbeing, liveability, and education/training and employment opportunities for residents of the Shire; and
  - c) support ESG and sustainable communities' principles.
3. Make contributions toward preparation of annual reports regarding the CBF performance and outcomes.

### **MEMBERSHIP**

- 2 x Council-appointed Elected Member representative/s (or proxy)
- 3 x Community Representatives
- 1 x proponent member per developer agreement
- Shire Chief Executive Officer
- Shire Manager Governance and Community
- Shire Community Development Officer
- Shire Manager Corporate Services

Only Council Elected Members and Community Representatives are voting members; the developer proponent and Shire staff will be non-voting members.

The Shire's Manager Governance and Community will be the Executive Officer for the purposes of this Committee; providing governance and administration support.

### **COMMUNITY REPRESENTATIVES**

Appointments of community representatives will be made following a public advertisement/expressions of interest process or as otherwise determined by Council and be for a maximum term of three years.

A community representative is eligible to reapply and be appointed for an additional term but is subject to the requirements of the recruitment / expressions of interest process each term expiry.

The following selection criteria is desirable to assist in appointing a Community Representative to the Committee:

- At least 2 years' experience representing community needs at a local level e.g. current or previous Committee member of local community organisation or board;
- Resident of Mingenew, with a willingness to represent local needs;
- Capacity and willingness to commit to the role and responsibilities, and actively participate;
- Strong communication and interpersonal skills; and
- High level of personal and professional integrity and ethics

The evaluation of potential members will be administered by the CEO and appointments will be approved by Council.

Council may terminate the appointment of any member prior to the expiry of his/her term, if:

- The Chairperson considers that the member is not making a positive contribution to the Committee; or



- The member is found to be in breach of the Shire of Mingenew Code of Conduct or a serious contravention of the *Local Government Act 1995*; or
- A member's conduct, action or comments brings the Shire of Mingenew into disrepute.

The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership, despite changes to Council's elected representatives.

### **QUORUM**

A quorum shall be four (4) voting members.

The Committee is expected to make decisions by consensus, however, if voting becomes necessary then the details of the vote are to be recorded in the minutes. Each member of the Committee is entitled to one vote only. In the case of an equality of votes on any issue the Chair will have the casting vote.

### **CHAIRPERSON**

The Shire President or his/her delegate will chair the committee.

### **MEETINGS**

Meetings will follow the Model Code of Meeting Practice.

The Committee shall meet at such times and at such places as it may determine. Agenda items are to be provided to the Executive Officer one week prior to the meeting, a summary of issues, actions, and decisions of each meeting of the Committee will be recorded and an action log will be developed and tabled at each meeting.

Meetings can be held in person, by telephone, or by video conference.

### **MEMBER INVITEES**

Members of the Committee may request attendance of other stakeholders or subject matter experts. Attendance by non-member attendees will be by invitation by the Chief Executive Officer only.

The member requesting attendance of an invitee must advise the Committee Chair and Executive Officer prior to the next scheduled meeting, so that the appropriate items can be added to the agenda.

### **CONFIDENTIALITY**

Discussions that occur within the Committee are to be kept confidential. If there are key messages to be communicated outside of the Committee, a communiqué will be developed and endorsed by the Committee.

### **CONFLICTS OF INTEREST**

Members will provide declarations in relation to any conflicts of interest that would preclude them from considering specific issues within a meeting.

Members must declare these conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic.

Details of any conflicts of interest will be recorded in the minutes.



## **ENGAGEMENT WITH THE MEDIA**

Only the President and Chief Executive Officer of the Shire of Mingenew will be permitted to comment to the media on behalf of the Committee, unless otherwise agreed by the Committee.

## **REPORTING**

Minutes of the CBF Advisory Committee will be provided to Council at the next Ordinary Council meeting after which a meeting has been held.

## **DUTIES AND RESPONSIBILITIES**

This Terms of Reference is effective from the date of Council's resolution until such time as Council discharges the Committee of its function.

Once agreement is reached, funds will be deposited in the Fund Account. A record will be maintained of the contributions of each party to the Fund.

Interest accrued in the Fund Account will remain within the account for use on Fund Projects.

Decisions on projects and initiatives to which the funds are allocated will be agreed and approved in accordance with the Shire of Mingenew Community Benefit Fund Policy and this Terms of Reference. Key features include the following:

- Membership of the CBF Advisory Committee (consisting of two persons from Council and three persons representing the community and contributing development proponents).
- Structure:
  - The CBF Advisory Committee evaluates and endorses Funding Proposals (in consultation with all proponents) and recommends to Council for final approval
- Funding Proposals:
  - Any Councillor, Advisory Committee member, community member or proponent may submit a proposal for a business case review.
  - Council will invite the community to nominate projects on an annual basis.
  - Funding Proposal Criteria will be established at the first meeting of the committee
- Reporting:
  - The Advisory Committee must report to the Council as to the progress and status of all active Fund Projects, including the current balance of the Fund Account and where funds have been allocated and spent.
  - This information will be included in the Council's annual report.

## **GOVERNANCE FRAMEWORK**

Shire of Mingenew

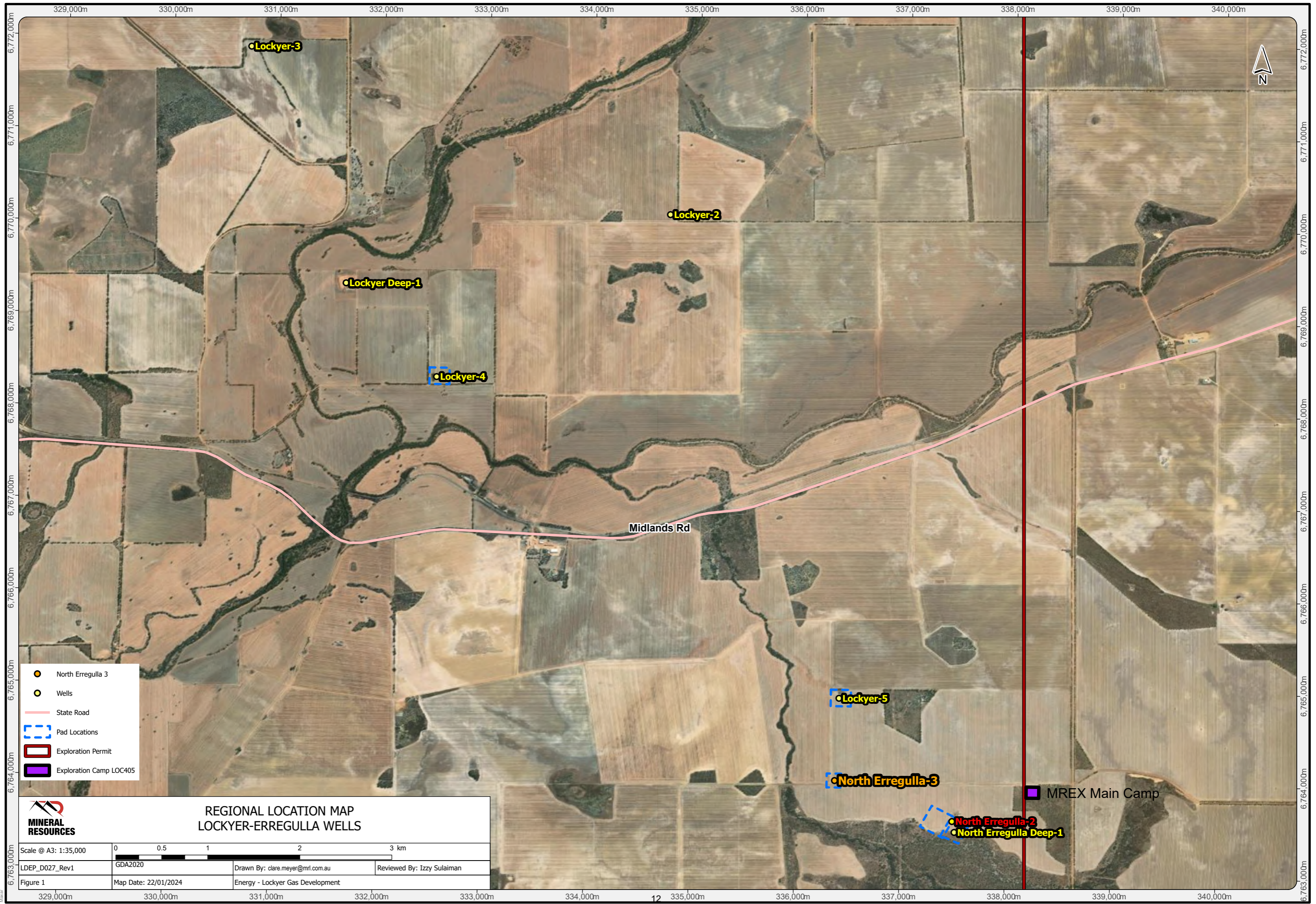
- Final decision on funding allocation
  - Reviews, monitors and reports on project progress through quarterly reports on the Corporate Business Plan.



- Answerable to the Community

#### Community Benefit Fund Advisory Committee

- Prioritises funding and project recommendations
- Makes recommendations to Council
  - Community engagement
  - Investment framework assessment
  - Reviews proposals and allocation of funding
  - Council-appointed Elected Member representatives to be reviewed every 2 years, at a meeting immediately following an ordinary local government election;
  - Community representatives appointed by Council every 3 years following an expression of interest process (as outlined above)
  - All Developer Agreement proponents can be non-voting observers of the Committee



- North Erregulla 3
- Wells
- State Road
- Pad Locations
- Exploration Permit
- Exploration Camp LOC405

**REGIONAL LOCATION MAP**

**LOCKYER-ERREGULLA WELLS**

Scale @ A3: 1:35,000			
LDEP_D027_Rev1	GDA2020	Drawn By: clare.meyer@mrl.com.au	Reviewed By: Izzy Sulaiman
Figure 1	Map Date: 22/01/2024	Energy - Lockyer Gas Development	

**MREX Mobile Gas Village**  
Lot 433 on Plan 2984



MREX Mobile Gas Village

North Erregulla Deep

Moorary Rd

Google Earth  
Image © 2024 Airbus



200 m

**Bushfire Prone Areas**  
Lot 433 on DP 2904  
North Erregulla-3  
MREX Mobile Gas Village



North Erregulla-3

MREX Mobile Gas Village

North Erregulla Deep

Moortary Rd

Moortary Rd



500 m

Google Earth

Image © 2024 Airbus



LEGEND

REV.	DATE	DESCRIPTION

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PROJECT NO.	231104	

MOBILE RIG - MAIN VILLAGE  
SITE PLAN

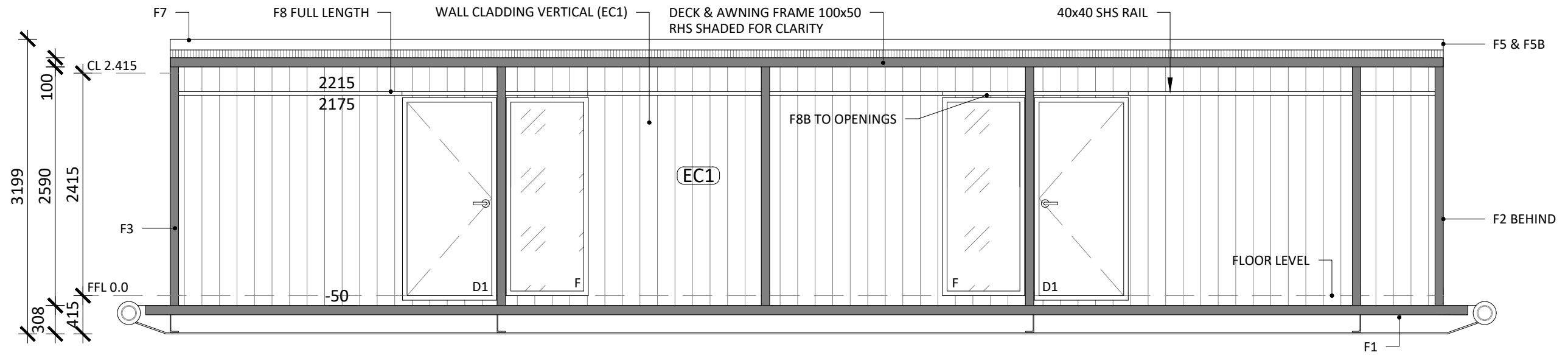
SITE PLAN - CURRENT

DRAWING NO.	S-SK000	REVISION
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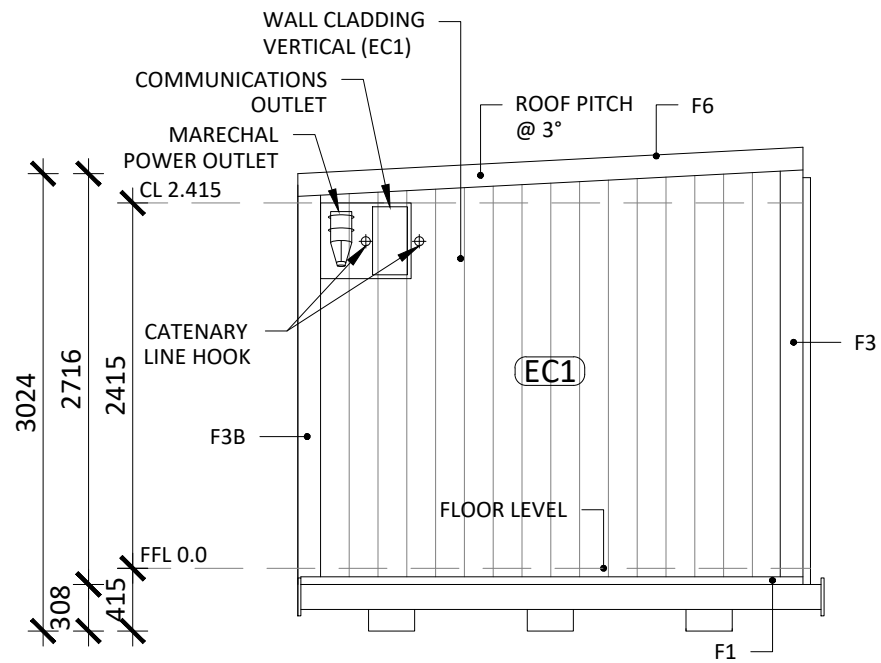


**NOTE**

- REFER TO GENERIC FLASHING DETAILS
- 40x40 SHS RAIL IS WELDED STUD WALL FRAME & DECK/AWNING FRAME



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**B ELEVATION**  
2010 1:50

PB 4230 TO PB 4241 AND PB 4261, 4262 TO 4263 (150F)

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NOTE: THESE DRAWINGS HAVE BEEN APPROVED FOR MANUFACTURING. SHOULD ANY CHANGES BE MADE AFTER THE APPROVED DATE THE CONTRACT WILL NEED TO BE REVIEWED.

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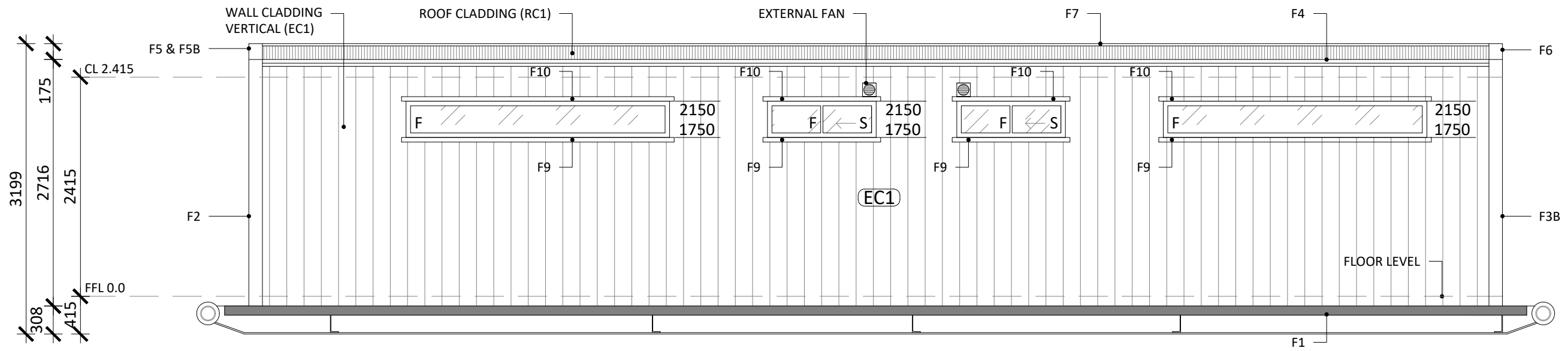
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**COMPLETE SITE SERVICES**  
82 POWER AVENUE,  
WATTLEUP, WA  
(PHONE) 9410 7100

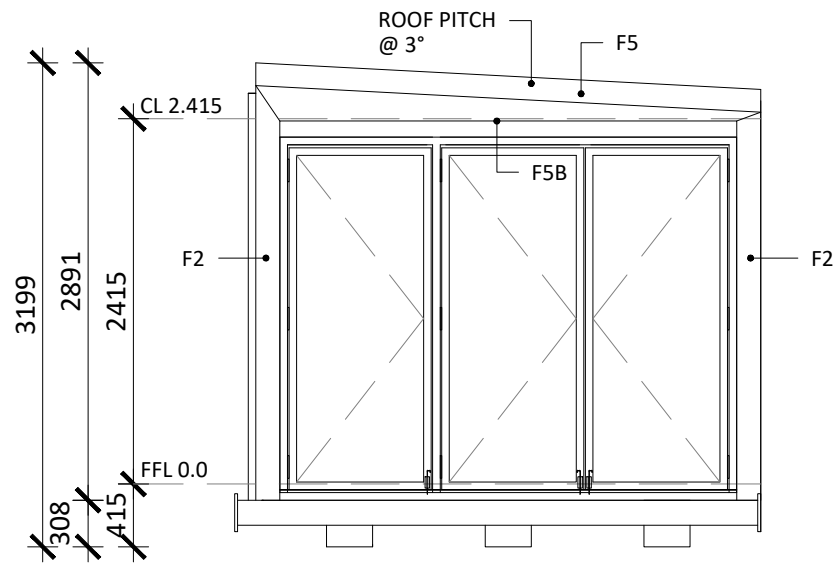
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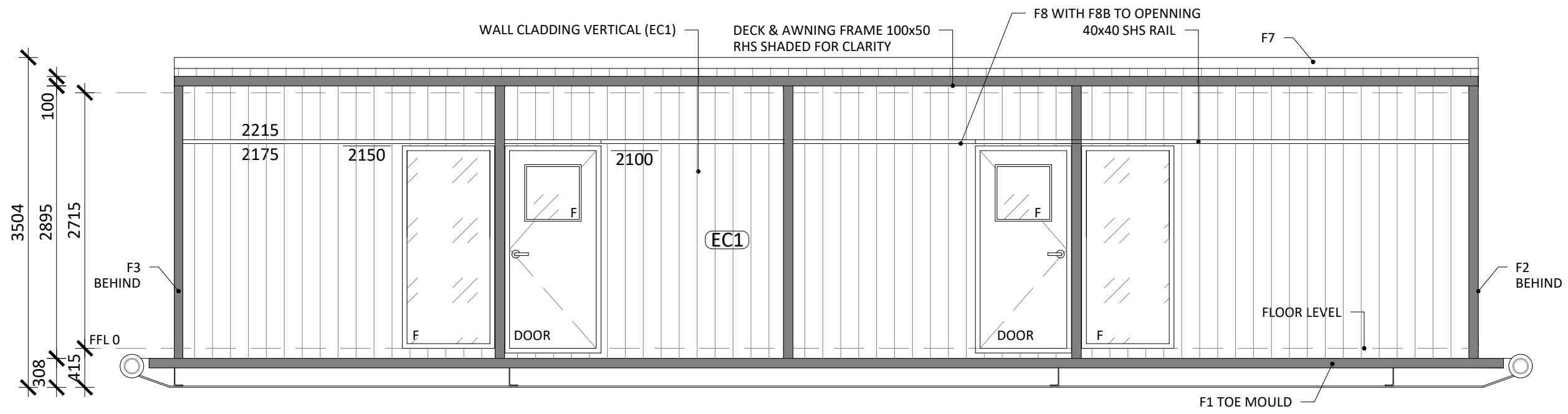
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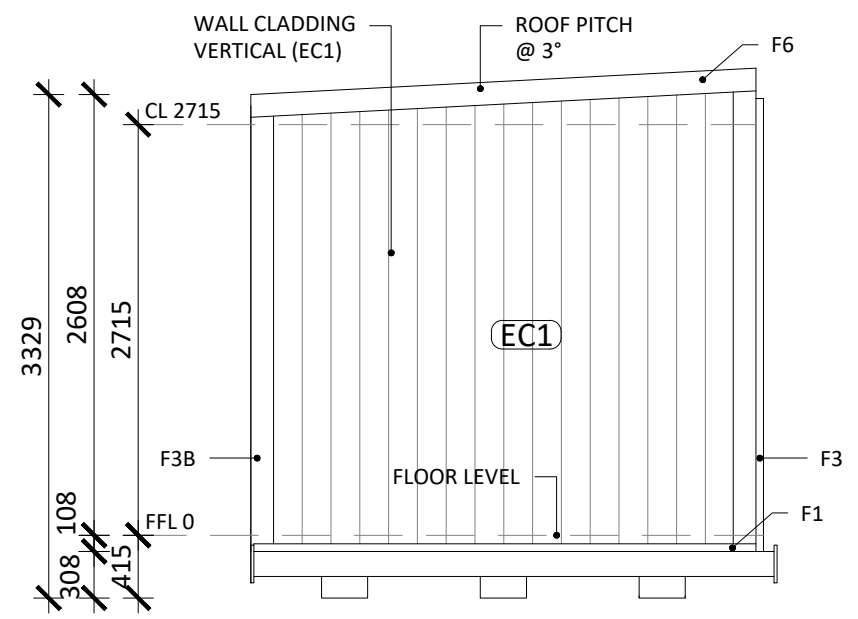
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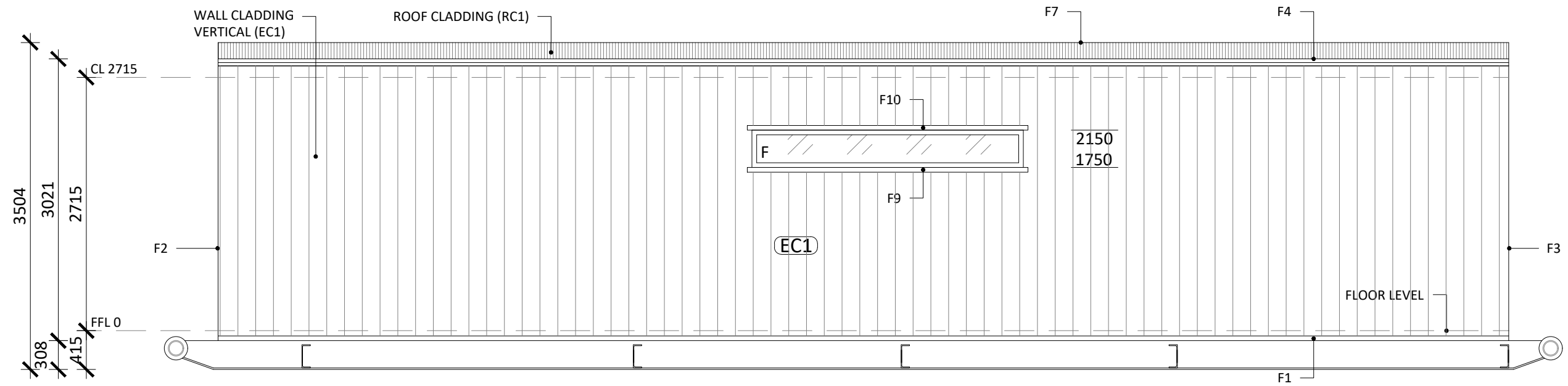
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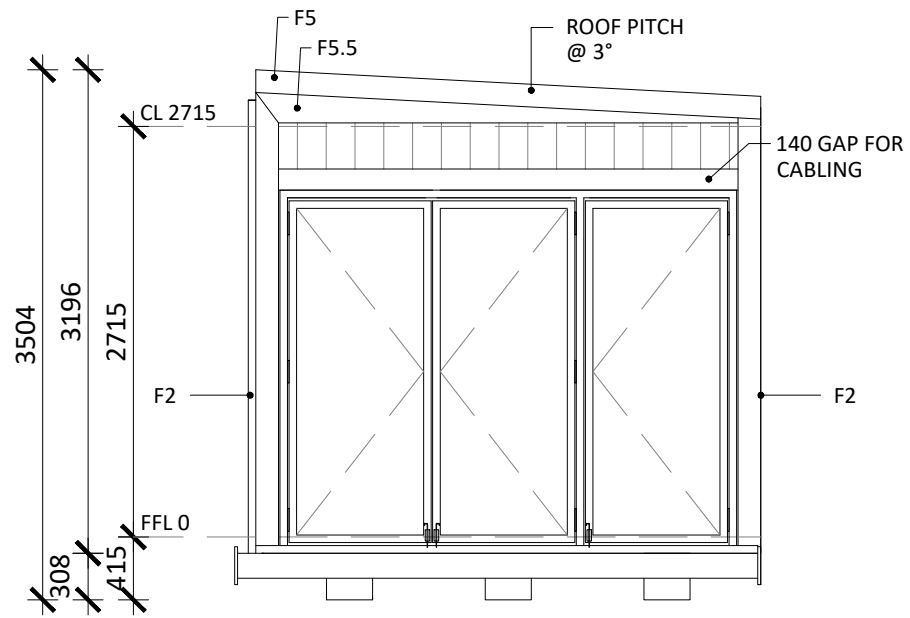
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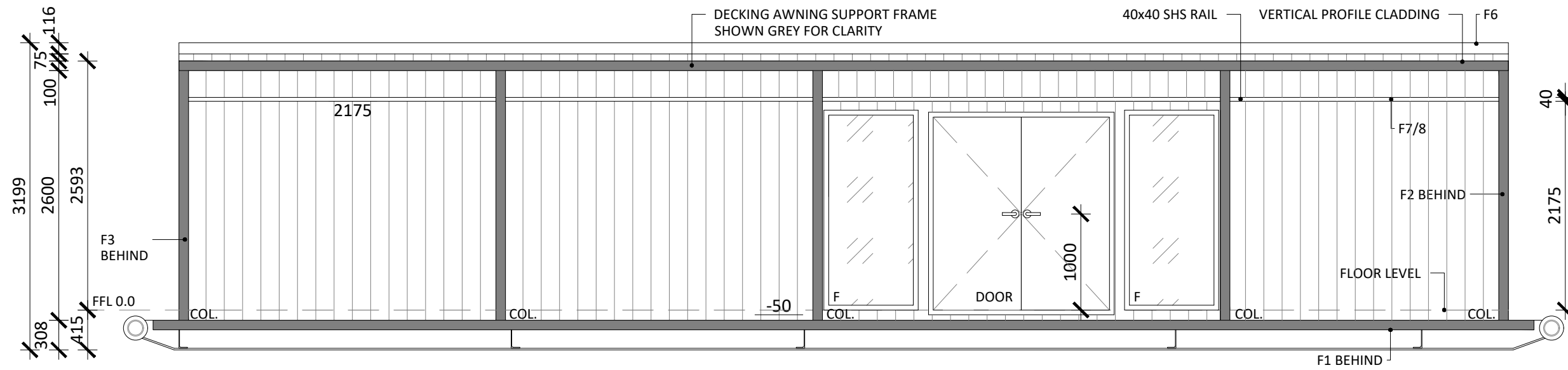
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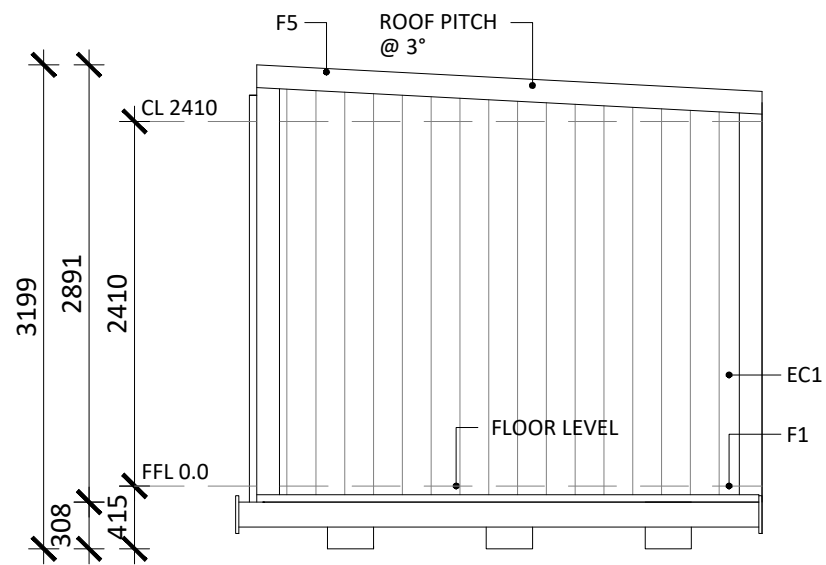
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TITLE :	GYM - RIGHT HAND - ELEVATION - 02		
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19 CSS JOB NO :	12-0282		

**COMPLETE SITE SERVICES**  
82 POWER AVENUE,  
WATTLEUP, WA  
(PHONE) 9410 7100

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**A** ELEVATION A  
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**B** ELEVATION B  
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PB 4259

**CLIENT APPROVAL :**  
 CLIENT SIGNATURE :  
 DATE :  
 NOTE: THESE DRAWINGS HAVE BEEN APPROVED FOR MANUFACTURING. SHOULD ANY CHANGES BE MADE AFTER THE APPROVED DATE THE CONTRACT WILL NEED TO BE REVIEWED.

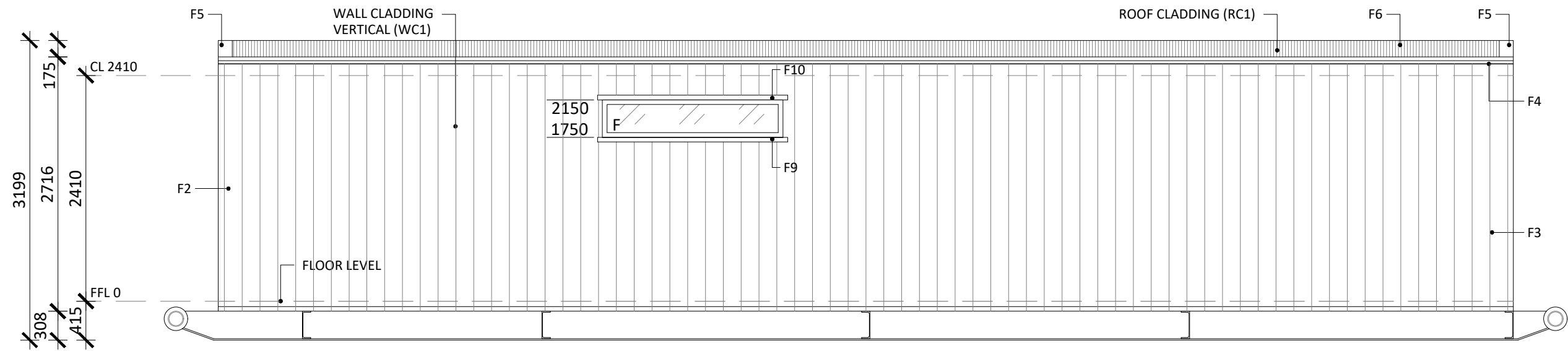
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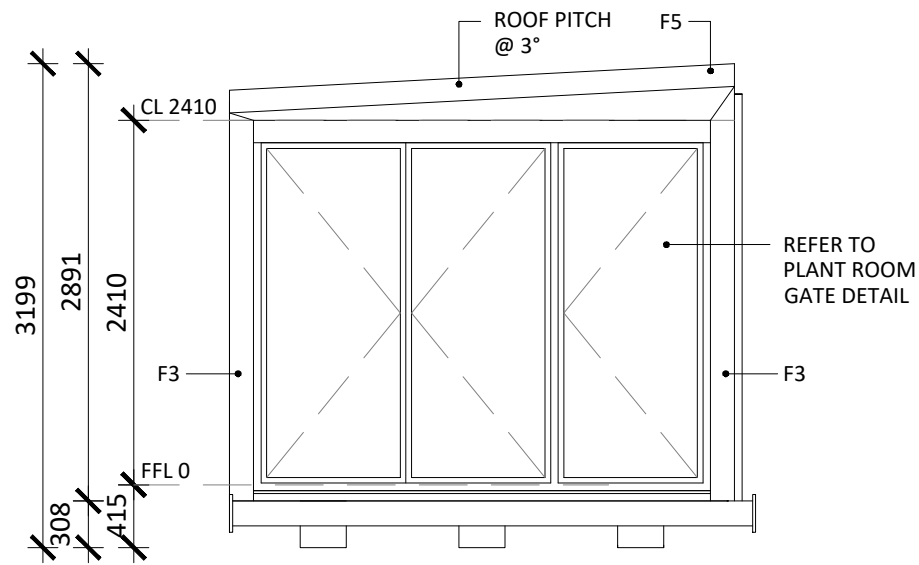
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20 CSS JOB NO :	12-0282		

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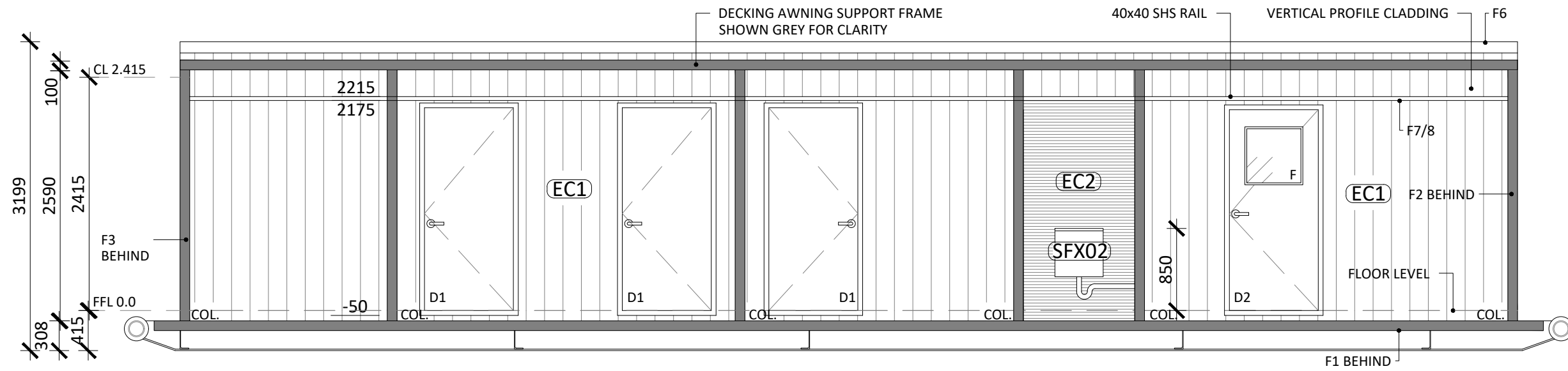
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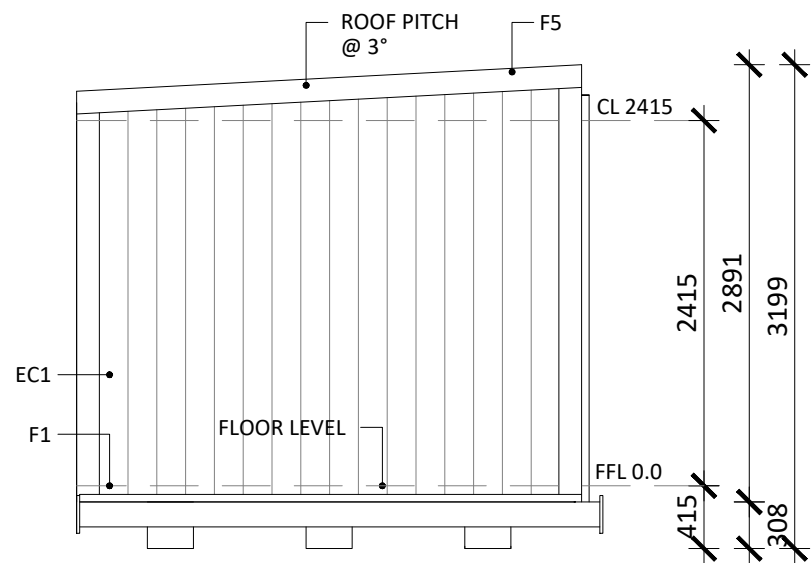
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21 CSS JOB NO :	12-0282		

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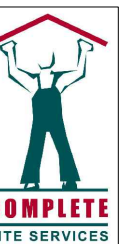
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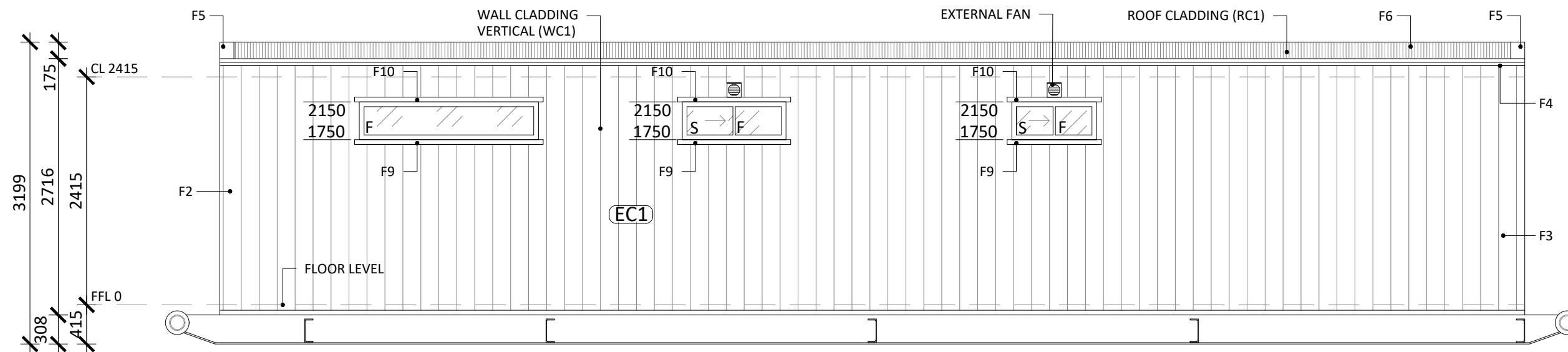
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LOCATION :	MOBILE GAS RIG VILLAGE		
TITLE :	ABLUTION - RIGHT HAND - ELEVATIONS - 01		
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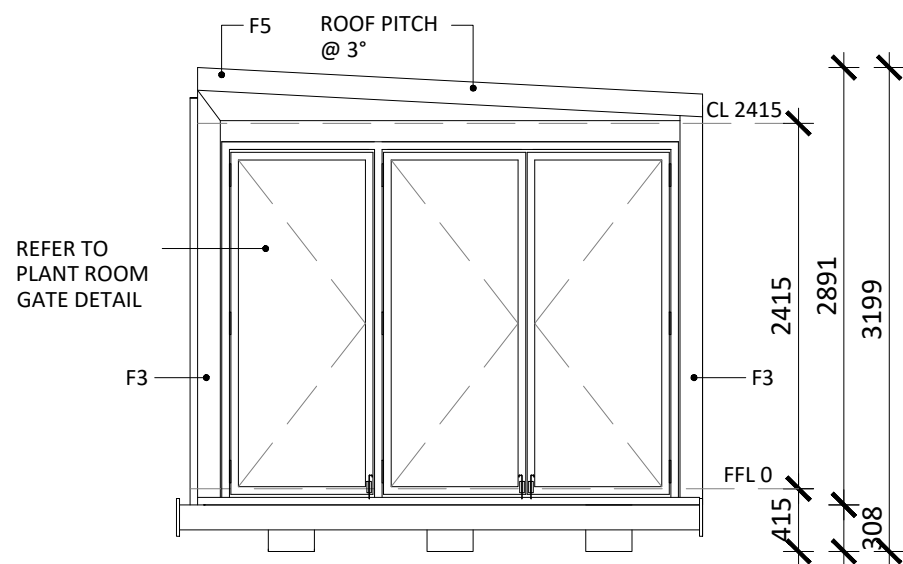
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CLIENT :	CSI MINING SERVICES		
LOCATION :	MOBILE GAS RIG VILLAGE		
TITLE :	ABLUTION - RIGHT HAND - ELEVATION - 02		
CLIENT DWG NO :	-----	REV :	A
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23 CSS JOB NO :	12-0282		

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### 3. Design Requirements

#### 3.1. Site Details

Details	Information
<b>Project Name</b>	Lockyer Mobile Gas Rig Village - PWTP and WWTP
<b>Project Location</b>	Near Dongara, Western Australia
<b>Wind Region</b>	Region D

#### 3.2. Village PWTP Specifications

Details	Units	Parameter
<b>Raw Water Quality</b>	Water source	- Bore water
	Temperature <sup>2</sup>	°C 15-35
	TDS <sup>1</sup>	mg/L <5,000
	TSS <sup>2</sup>	mg/L <30
	Particle size <sup>2</sup>	µm 95% >10, 5% >1
	pH	pH units 6.0-6.7
	Free chlorine <sup>2</sup>	mg/L <0.1
	Iron <sup>2</sup>	mg/L <0.1
	Manganese <sup>2</sup>	mg/L <0.1
	Silica <sup>2</sup>	mg/L <10
	TOC (as C) <sup>2</sup>	mg/L <1
<b>Treated Water Quality</b>	Use	- Potable water, compliant to ADWG
	TDS	mg/L <600
	TSS	mg/L <1
	pH	- 6.5-8.5
	Free chlorine	mg/L 0.2-2.0
<b>Treated Water Volume</b>	m <sup>3</sup> /day	15
<b>Raw Water Tank Volume</b>	kL	14
<b>Potable Water Tank Volume</b>	kL	3 x 14
<b>Potable Water Distribution Pump Duty</b>	m <sup>3</sup> /h @ kPa	11.4 @ 500 kPa (2 x 100% pumps)
<b>Plant Type</b>	Reverse Osmosis - Brackish Water (RO-BW)	
<b>Assembly</b>	Equipment installed on a suitable client designed and supplied skid	
<b>Notes</b>	<sup>1</sup> As per water analysis received from client: 20231114 NED1 Baseline SGA Report, Nov22-Feb23. Noting that we have assumed errors in adequately flushing and sampling of bores and the presence of historical drilling fluid, hence we have assumed normal levels of TOC, iron and manganese and included standard pre-treatment of media and cartridge filtration	

<sup>2</sup>Assumed values, a complete, accurate and current raw water analysis is required to confirm design and final equipment selection



*ABCO 24 m<sup>3</sup>/day containerised RO plant*

### 3.3. Village WWTP Specifications

	Details	Units	Parameter
<b>Influent Quality<sup>1</sup></b>	Water Source	-	Macerated raw domestic strength sewage
	Peak Flow	m <sup>3</sup> / hr	2.5
	Temperature	°C	15-32
	BOD	mg/L	<300
	TSS	mg/L	<300
	pH	pH units	6.5-8.5
	TN	mg/L	<80
	TP	mg/L	<15
	FOG <sup>3</sup>	mg/L	<20
<b>Treated Effluent Quality</b>	Exposure Risk Level	-	Low (Class C)
	BOD	mg/L	<20
	TSS	mg/L	<30
	pH	pH units	6.5-8.5
	TN	mg/L	N/A
	TP	mg/L	N/A
	E Coli	cfu/100mL	<1,000
	Free chlorine	mg/L	0.5-2.0
<b>Design Influent Flow</b>		m <sup>3</sup> /day	12
<b>Peak Influent Flow<sup>2</sup></b>		m <sup>3</sup> / hr	10.4
<b>Balance Tank Volume</b>		kL	10.5
<b>Irrigation Tank Volume</b>		kL	4.5
<b>Irrigation Pump Duty</b>		m <sup>3</sup> /hr @ kPa	6 @ 300
<b>Plant Type</b>	Rotating Biological Contactor (RBC)		
<b>Assembly</b>	Equipment installed on a suitable client designed and supplied skid		
<b>Notes</b>	<sup>1</sup> Assumed values. <sup>2</sup> Maximum peak flow based on 5 x average flow for 2 hours in morning/evening. By accepting this quotation, client confirms acceptance of these parameters as the basis for design.		



ABCO 15 m<sup>3</sup>/day skid mounted RBC plant

## 4. Plant and Equipment Details

The scope of supply is outlined below subject to detailed design upon contract award.

### 4.1. Village PWTP

Item	Qty	Equipment
1.	1	14kL Raw water tank in PE construction with appropriate fittings
2.	3	14kL Potable water tanks in PE construction with appropriate fittings
3.	1	As new 10' container complete with: <ul style="list-style-type: none"> <li>Standard spray enamel painting inside and out</li> <li>Non-slip chemically resistant flooring coating</li> <li>Window mounted aircon (TECO)</li> <li>Internal ceiling mounted LED light (with battery backup)</li> <li>1 x 10A GPO for maintenance</li> <li>Roof mounted alarm beacon</li> </ul>
4.	1	Low pressure feed pump
5.	1	High pressure RO pump
6.	1	Potable water tank recirculation pump
7.	1 set	Variable speed potable water distribution pumps configured in duty/standby (2 x 100%): <ul style="list-style-type: none"> <li>2 x vertical multistage pumps, 304SS construction</li> <li>Pumps fitted with motor mounted variable speed drives</li> <li>1 x 40L pressure vessel, manifold mounted</li> <li>304SS suction and discharge manifolds</li> <li>2 x isolating ball valves and 1 x wafer check valve per pump</li> <li>All mounted to a pressed stainless steel skid base</li> </ul>
8.	1	Anti-scalant dosing pump with low-level switch and bunded dosing tank
9.	1	Hypochlorite dosing pump with low-level switch and bunded dosing tank
10.	1	Auto-backwashing multi-media filter
11.	1 lot	Cartridge filters (5 and 1 micron)
12.	1 lot	Brackish water RO vessels and membranes
13.	1	Calcite filter
14.	1	CIP tank with manual valves
15.	1 lot	Pressure gauges
16.	2	Pressure switches
17.	3	Float level switches
18.	3	Flow gauges (rotameter)
19.	1	Flow switch
20.	1	Conductivity transmitter
21.	2	pH transmitters

22.	1	Free chlorine analyser
23.	1	Power distribution board to AS 3000, IP65 plastic enclosure
24.	1	Combined motor starter and PLC control panel to AS 3000
25.	1 lot	uPVC piping and valves
26.	1 lot	Interconnecting piping and cabling within the battery limits

Note: full equipment list subject to engineering design and approval



*ABCO 480 m<sup>3</sup>/day containerised RO plant*

## 4.2. Village WWTP

Item	Qty	Equipment
1.	1	10.5kL Balance tank in PE construction with appropriate fittings
2.	1	10.5kL Sedimentation tank in PE construction with appropriate fittings
3.	1	4.5kL Irrigation tank in PE construction with appropriate fittings
4.	1	Rotating biological contractor (RBC) in FRP construction, PP disks
5.	1	Lamella clarifier (LC) in FRP construction
6.	1	Feed pump
7.	1	RAS pump
8.	1	Irrigation tank recirculation pump
9.	1	Irrigation pump
10.	1	Hypochlorite dosing pump with low-level switch and bunded dosing tank
11.	1	Coagulant dosing pump with low-level switch and bunded dosing tank
12.	1 lot	Pressure gauges
13.	1 lot	Level switches
14.	2	Flow switches
15.	2	Flow transmitters
16.	1	ORP sensor
17.	1	Power distribution board to AS 3000, IP65 plastic enclosure
18.	1	Combined motor starter and PLC control panel with HMI to AS 3000
19.	1 lot	uPVC piping and valves
20.	1 lot	Interconnecting piping and cabling within the battery limits
21.	1	Tank access platform

Note: full equipment list subject to engineering design and approval



*ABCO PWTP and WWTP installed onsite*



## 5. Project Deliverables

### 5.1. Engineering Standards & Specifications

ABCO's Water and Wastewater Treatment plants are designed to ABCO's process design specifications in accordance with Australian Standards, including AS3000 for the electrical component.

ABCO's is committed to continuous improvement in the quality of our management systems, occupational health and safety performance, and environmental practices.

We hold internationally recognised certification in the following areas which ensures our plants are manufactured to the highest standards.



Optional pricing can be provided for compliance with company specific engineering standards and specifications.

### 5.2. Drawings and Documentation

The following documents will be provided as part of this proposal

- ✓ Process Drawings (P&IDs)
- ✓ General Arrangement Drawings
- ✓ Civil Outline Drawings (showing weights and dimensions)
- ✓ Electrical Drawings (SLD, schematics)
- ✓ Electrical Load List
- ✓ Equipment List
- ✓ Installation, Operation and Maintenance Manual
- ✓ Factory Acceptance Test Report
- ✓ Site Acceptance Test Report

Optional pricing can be provided for company specific vendor data requirements.

### 5.3. Equipment Suppliers

This proposal is based on using ABCO Water's preferred equipment suppliers/brands, which are selected based on suitability for this project, proven performance, local availability of spares and after sales support:

Equipment	Brands
Pumps	Ebara
	Lowara
	Grundfos
Submersible pumps	Tsurumi
	Xylem
	Domo
Dosing pumps	Etatron
	Grundfos
Instruments	WIKA
	Stubbe
	GTS Gauges
	IFM
	Etatron
	George Fischer
	E&H
Filters	Wave Cyber
	Southland Filtration
	Brother Filtration
	WaterCo
RO vessels	Pentair
	Wavecyber
	BEL
RO membranes	Hydranautics
	Toray
RBCs and lamella clarifiers	PlanetTEK
Electric valve actuators	Valpes
Manual valves	FIP
	Stubbe
	George Fischer
PLC/HMI	Allen Bradley
	Siemens

Note: list is not exhaustive; ABCO Water may deviate from the above at its discretion

Optional pricing can be provided for company preferred equipment suppliers/brands.

## 5.4. Battery Limits

The following battery limits have been allowed for within the pricing of this offer.

### 5.4.1. Village PWTP

Battery Limits	
<b>Mechanical</b>	Raw water inlet connection of raw water tank
	Potable water outlet connection of container
	Drain and overflow outlets of each tank
	Brine and waste outlet connections of container
	Analyser sample waste and floor drain outlet(s) of container
<b>Electrical</b>	Power supply connection terminals of the distribution board
	Alarm signal output connection terminals of the control panel
<b>Civil/Structural</b>	Underside/base of skid

ABCO Water will supply and install all equipment and interconnecting piping and cabling within the above specified battery limits, on a client designed and supplied skid suitable for installation of equipment.

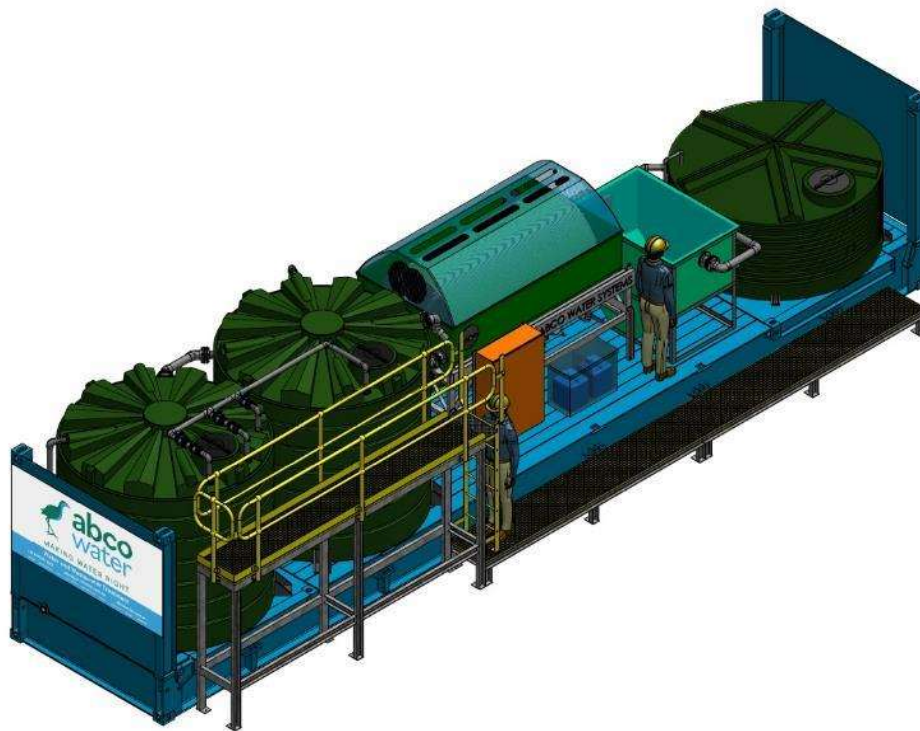


*ABCO containerised RO plant*

### 5.4.2. Village WWTP

Battery Limits	
<b>Mechanical</b>	Macerated sewage inlet connection of balance tank
	Treated effluent outlet connection of irrigation pump
	Sludge pump-out connection of sedimentation tank
	Drain and overflow outlets of each tank
	Potable water connection (if applicable)
<b>Electrical</b>	Power supply connection terminals of the distribution board
	Alarm signal output connection terminals of the control panel
<b>Civil</b>	Underside/base of skid

ABCO Water will supply and install all equipment and interconnecting piping and cabling within the above specified battery limits, on a client designed and supplied skid suitable for installation of equipment.



ABCO skid mounted RBC plant

## 5.5. Commissioning and Training

### 5.5.1. Site Acceptance Test

Once the plant has been installed onsite and all mechanical, hydraulic and electrical works have been completed the ABCO commissioning team will attend site to carry out a Site Acceptance Test on the plant.

### 5.5.2. Training/ Familiarisation

Whilst onsite the commissioning team will provide familiarisation training on the plant to the operators. This training generally covers:

- ✓ Safety protocols
- ✓ System overview
- ✓ System Start Up, Adjustments, Shut Down
- ✓ Trouble shooting
- ✓ Daily Operational Tasks
- ✓ Log Sheets Review

If additional training is required, please contact your local ABCO office for prices of this service.

## 6. Service and Maintenance

ABCO operates a service office, and can provide technical services, incorporating:

- ✓ Monthly routine site visits
- ✓ Immediate response to emergency breakdowns
- ✓ 24/7 technical support via mobile phone
- ✓ Weekly review of operating logs/Remote monitoring (optional)
- ✓ Operation and maintenance services
- ✓ Ongoing supply of chemicals, filters, and all consumables
- ✓ Priority access to spare parts

Note that scheduled servicing is required for ABCO Water rental plants.

Wednesday, May 8, 2024

Shire of Mingenew  
21 Victoria Street,  
Mingenew, Western Australia 6522

Attention: Matt Fanning

Dear Matt,

**RE: PLANNING APPLICATION FOR THE RIG SITE CAMP ASSOCIATED WITH THE MINERAL RESOURCES LIMITED MORIARY DEEP-1 EXPLORATION DRILLING PROGRAM**

Please find attached a planning application for the installation and operation of a rig camp site that will be utilized to support the upcoming Moriary Deep-1 exploration drilling program for Mineral Resources Limited within Petroleum Licence EP368 and EP426 managed under the *Petroleum and Geothermal Energy Resources Act 1967*. The drilling activities are expected to commence in August 2024 based on the current rig schedule.

Once drilling activities have commenced, they will be conducted continuously on a 24-hour basis with two crews working back-to-back on 12-hour shifts. The rig site camp is planned to accommodate up to six (6) persons that are required on-site at the drilling rig for the duration of the drilling activity. There will be up to 22 additional non-accommodated personnel on site during each 12-hour shift.

The drilling program is temporary in nature and planned to be completed within 60 days for this well, however there may be a requirement (over a period of up to 2 years) for various short-term maintenance or well testing activities to be completed. These activities may require accommodation on site but would also be temporary in nature.

The rig site location map is provided as Attachment 1 and will be accessed via Midlands Road and Moorriary Road. The rig site camp will be installed within the first five days of the drilling activity and will be conducted in conjunction with the installation of the drilling rig. The rig site equipment layout is provided as Attachment 2. The modular camp units will be transported to the site utilizing semi-trailers or winch trucks. There will be a total of eighty trailer loads (two of which will be the modular sleeper units) required to transport the drilling rig, rig camp units and associated equipment to the site. The rig site camps are plug-and-play oilfield camp units that have depreciated in value. The \$10,000 installation cost covers the transportation, loading/unloading of the units utilizing side-loaders or winch trucks. Minimal plumbing and cabling are required to commission the camp units as they are designed to be highly mobile, to be readily moved from site to site with the drilling rig.

The cost breakdown of the two sleeper units are as follows:

Rig up:

- 3 hours x Unloading/spotting/rig up of sleeper units with side loader: \$750 (based on a \$250/hour side loader cost)
- 1 x Electrician and 2 x assisting personnel: \$3,062.

Rig down:

- 3 hours x Rig down/spotting/rig up of sleeper units with side loader: \$750 (based on a \$250/hour side loader cost)
- 1 x Electrician and 2 x assisting personnel: \$3,062.

The rig camp location is not within close proximity to any residential dwellings with the distance to the nearest residential dwelling being greater than 3 kms. At the rig site camp, there will be no food preparation facilities (this will be conducted off site at the main camp).

The following information has been provided as attachments to the completed Development Application Form:

- ▶ Attachment 1: Site location showing the exploration well location with regards to the lot boundaries and lot area.
- ▶ Attachment 2: A site layout schematic that provides an indication of where the accommodation units will be situated with regards to additional key drilling rig infrastructure and wellsite boundaries.
- ▶ Attachment 3: A compilation of information regarding the rig site camp with plan views, dimensions and images associated with the temporary building structures.
- ▶ Attachment 4: The information and manual associated with the ATU system. The ATU application form has been submitted to the Shire of Mingenew EHO together with its supporting documentation.

This information has been collated and submitted for and on behalf of Mineral Resources Limited.

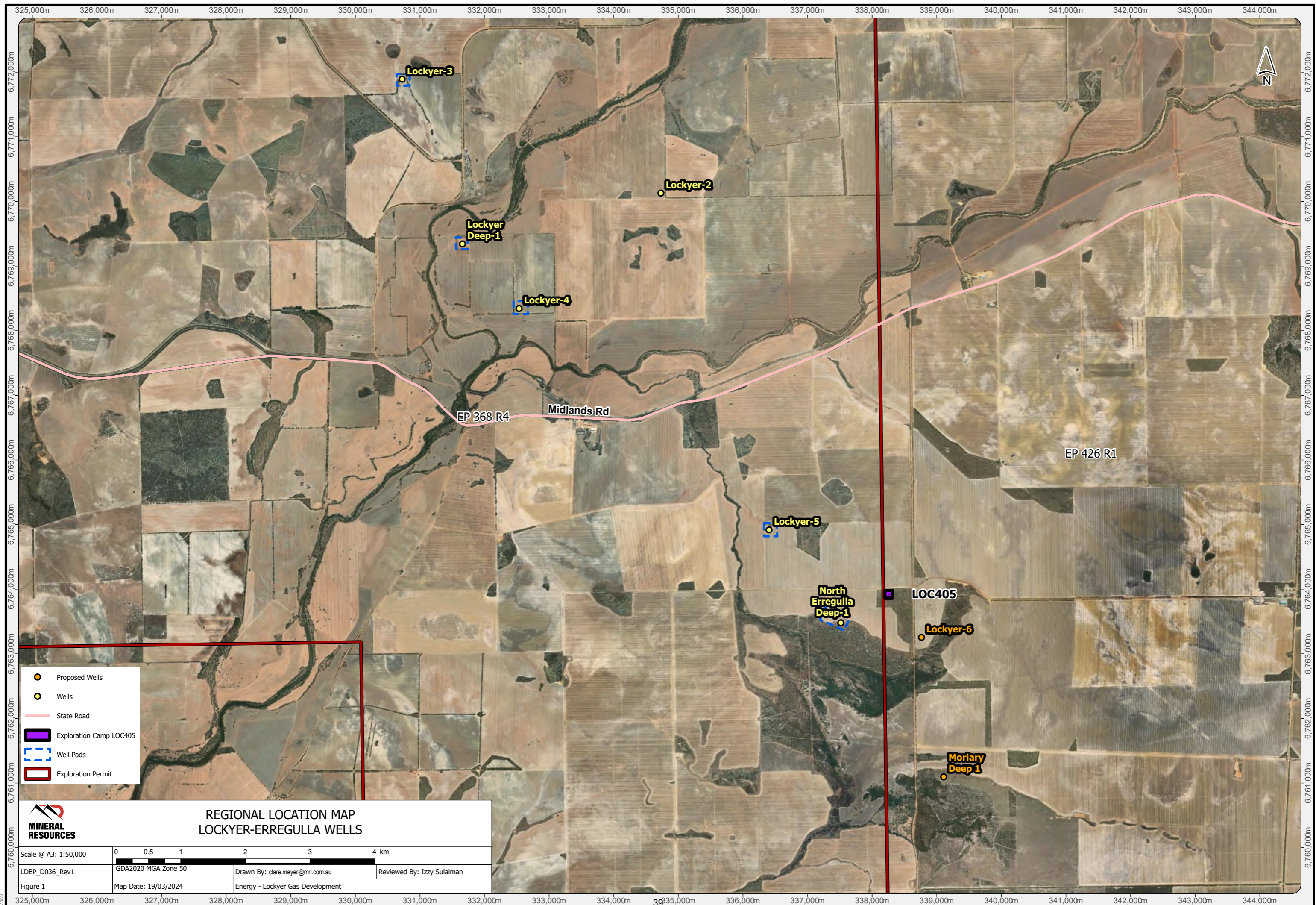
Yours sincerely,



**Darrell Girgenti**

*Project Manager*

Mineral Resources Limited



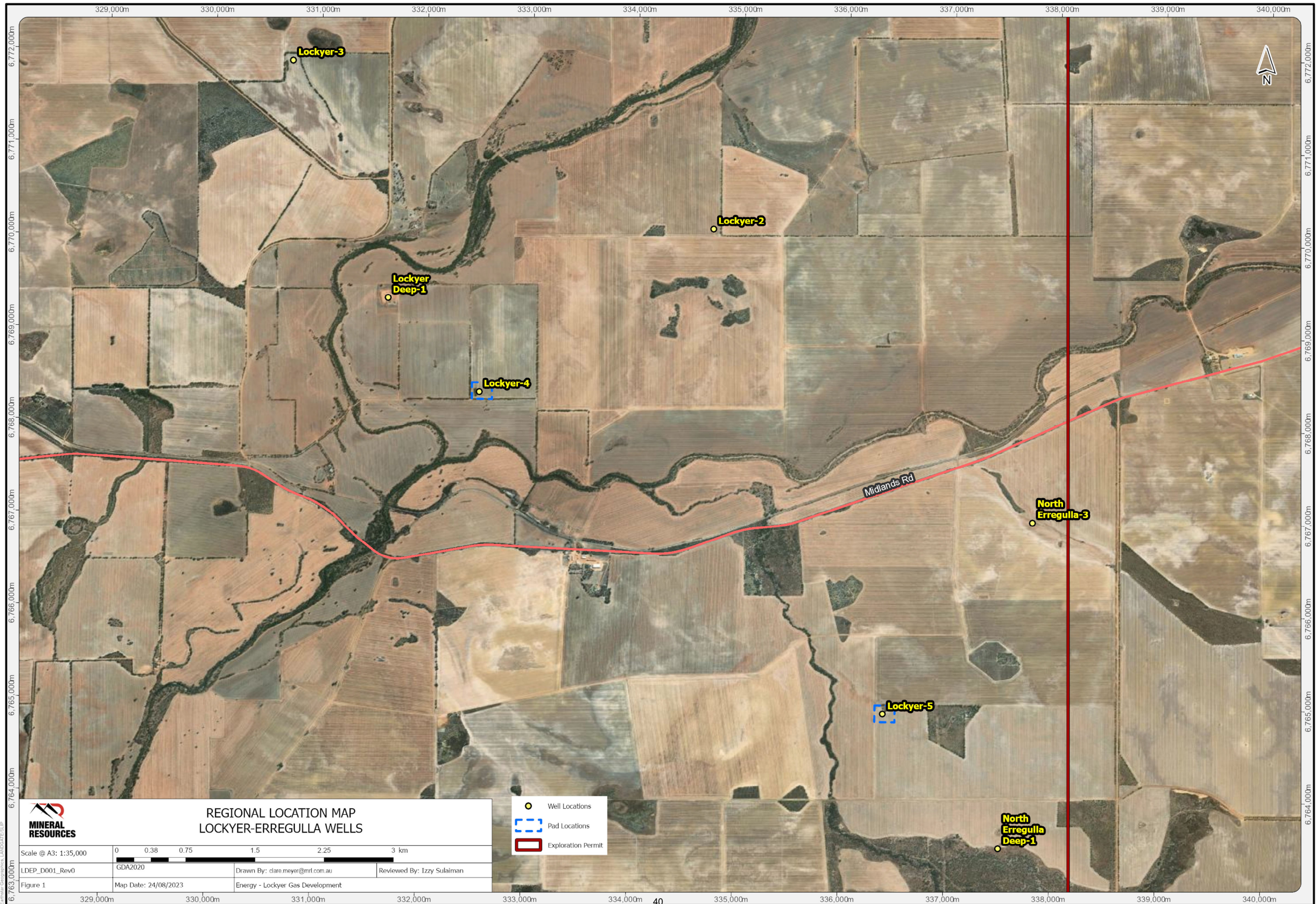
- Proposed Wells
- Wells
- State Road
- Exploration Camp LOC405
- Well Pads
- Exploration Permit

**REGIONAL LOCATION MAP**

**LOCKYER-ERREGULLA WELLS**

Scale @ A3: 1:50,000			
LDEP_D036_Rev1	GDA2020 MGA Zone 50	Drawn By: clare.meyer@mrl.com.au	Reviewed By: Izzy Sulaiman
Figure 1	Map Date: 19/03/2024	Energy - Lockyer Gas Development	





**REGIONAL LOCATION MAP  
LOCKYER-ERREGULLA WELLS**

- Well Locations
- Pad Locations
- Exploration Permit

Scale @ A3: 1:35,000    0    0.38    0.75    1.5    2.25    3 km

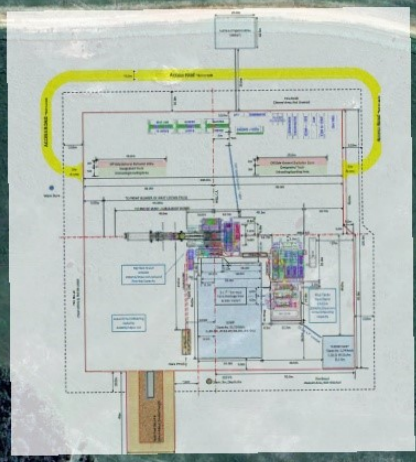
LDEP\_D001\_Rev0    GDA2020    Drawn By: dare.meyer@mrl.com.au    Reviewed By: Izzy Sulaiman

Figure 1    Map Date: 24/08/2023    Energy - Lockyer Gas Development

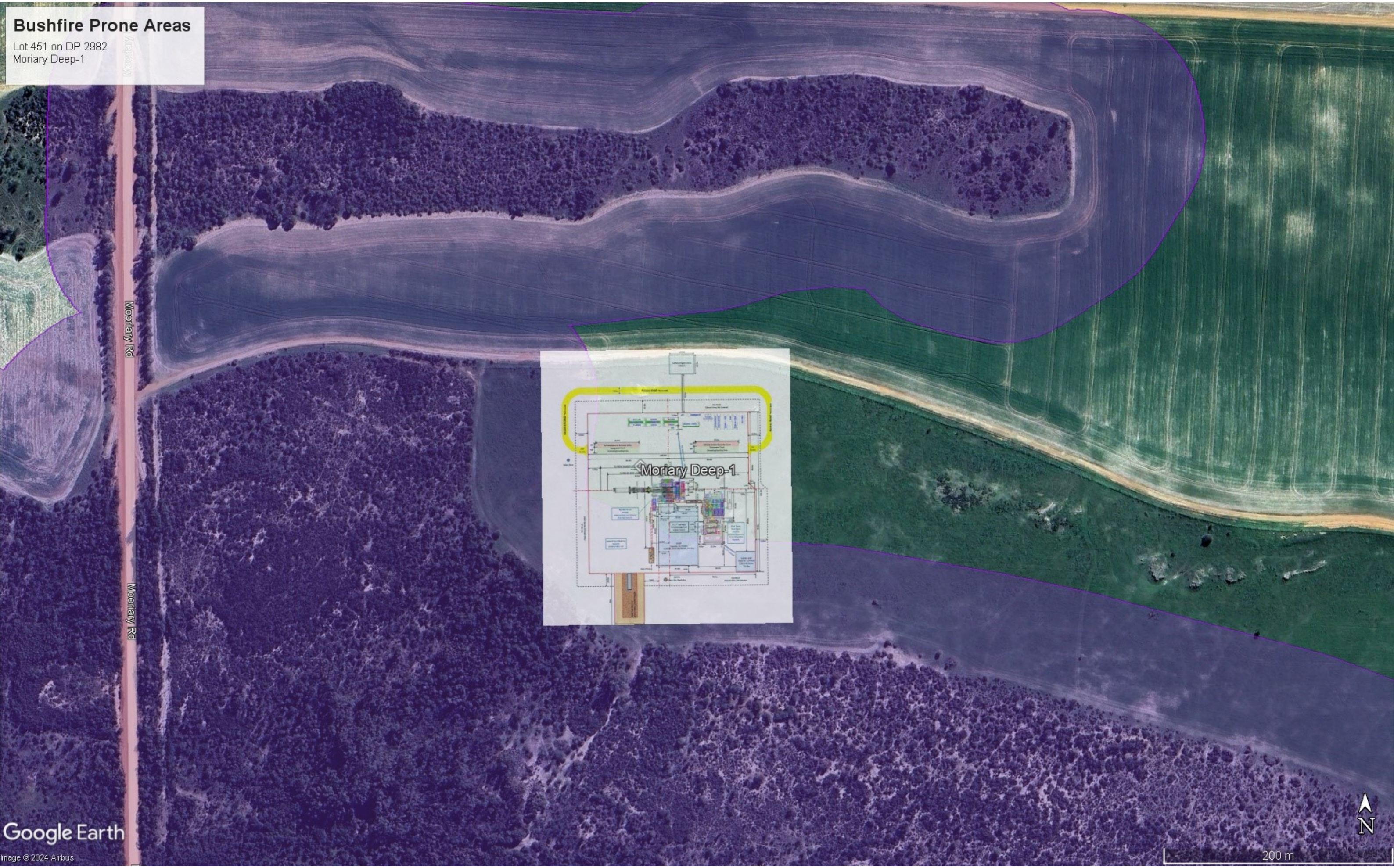
Empire Geographics, LANDGATE.SIP

**Moriary Deep-1**  
Lat: 29°16'8.36"S  
Long: 115°20'38.68"E

Moriary Rd  
Moriary Rd  
Moriary Rd  
Moriary Rd



**Bushfire Prone Areas**  
Lot 451 on DP 2982  
Moriary Deep-1

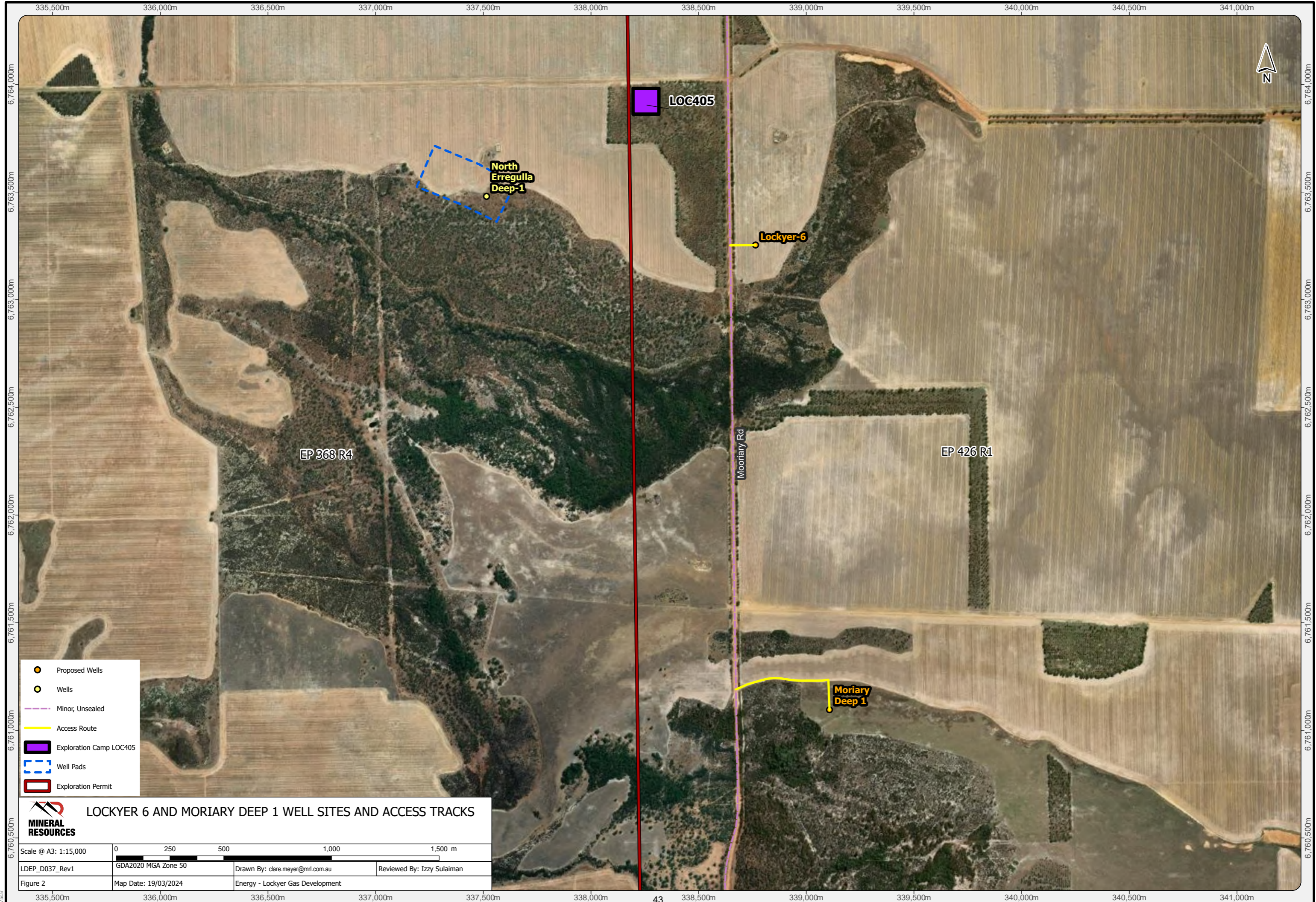


Google Earth

Image © 2024 Airbus



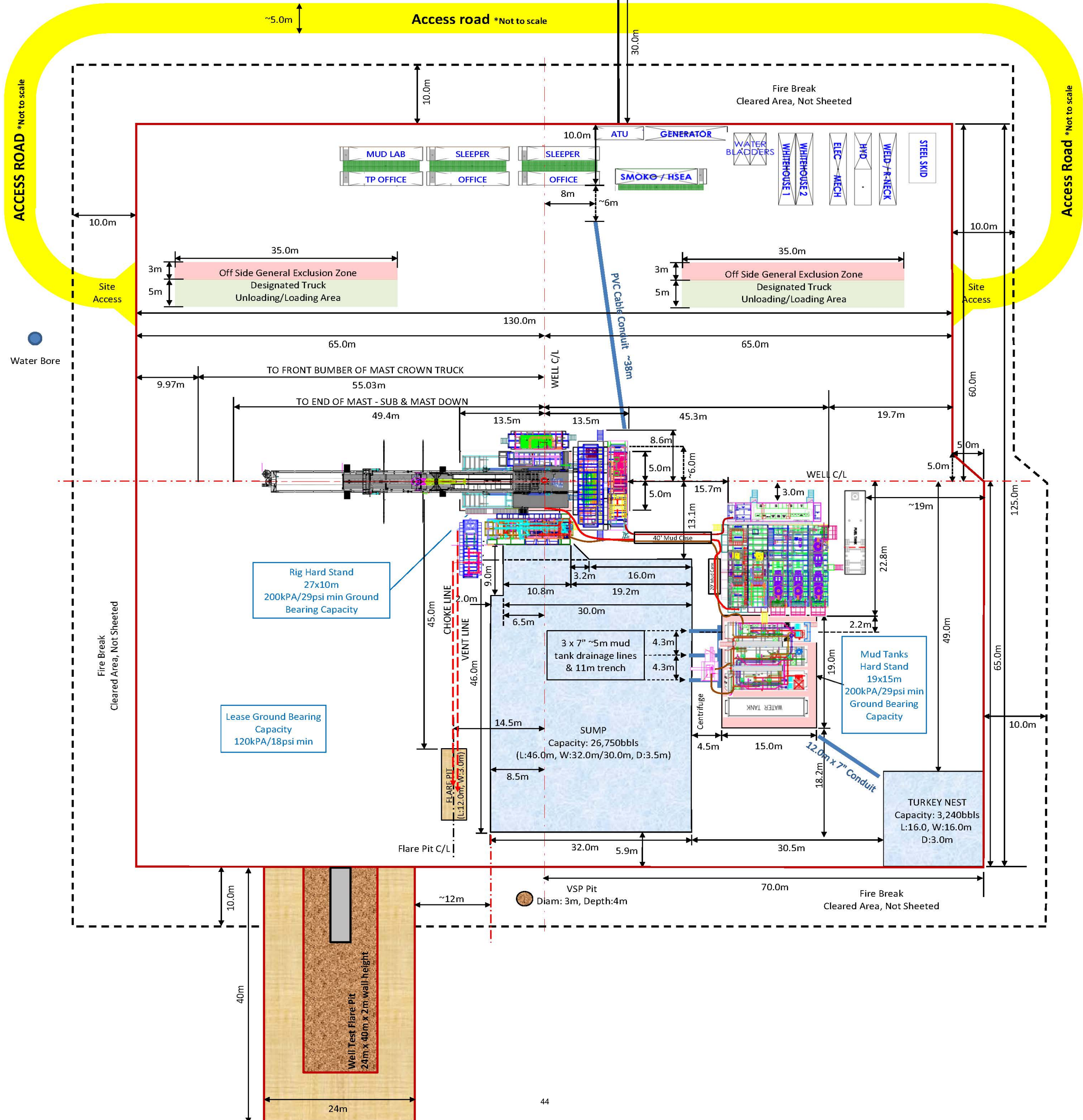
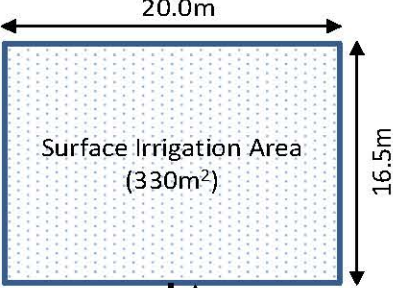
200 m



- Proposed Wells
- Wells
- Minor, Unsealed
- Access Route
- Exploration Camp LOC405
- Well Pads
- Exploration Permit

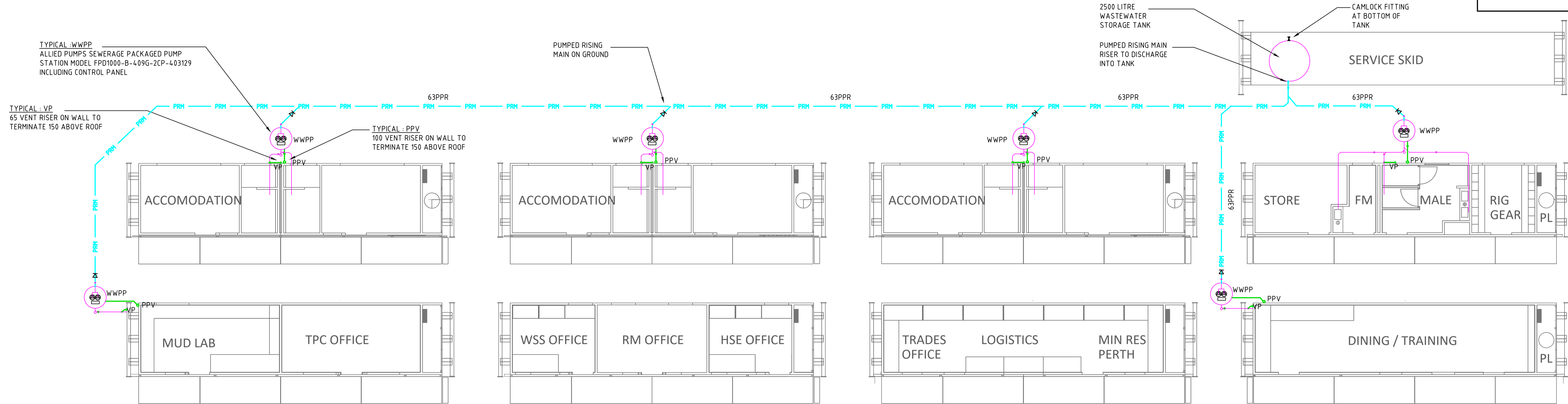
### LOCKYER 6 AND MORIARY DEEP 1 WELL SITES AND ACCESS TRACKS

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Figure 2	Map Date: 19/03/2024
	Energy - Lockyer Gas Development

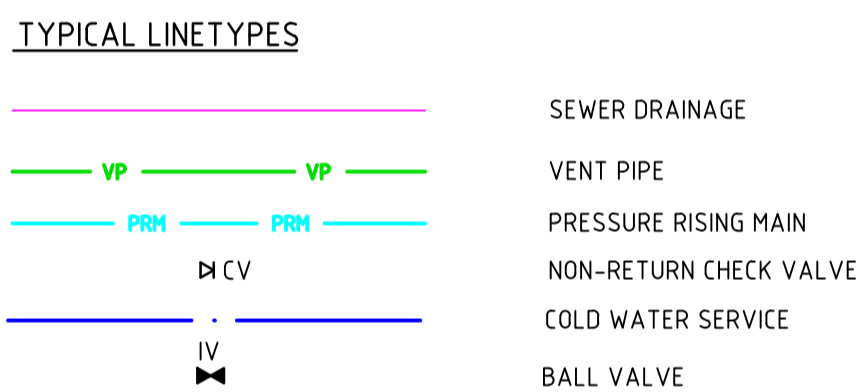


**PROJECT NOTES:**

- REFER TO DRAWING DWG-001 FOR LEGEND OF SYMBOLS AND GENERAL NOTES.
- THIS DRAWING SHALL BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS IN THE SET.
- REFER TO ARCHITECTURAL LAYOUTS FOR ALL SET-OUTS.
- COORDINATE ON SITE WITH ALL OTHER TRADES PRIOR TO INSTALLATION OF FITTINGS.

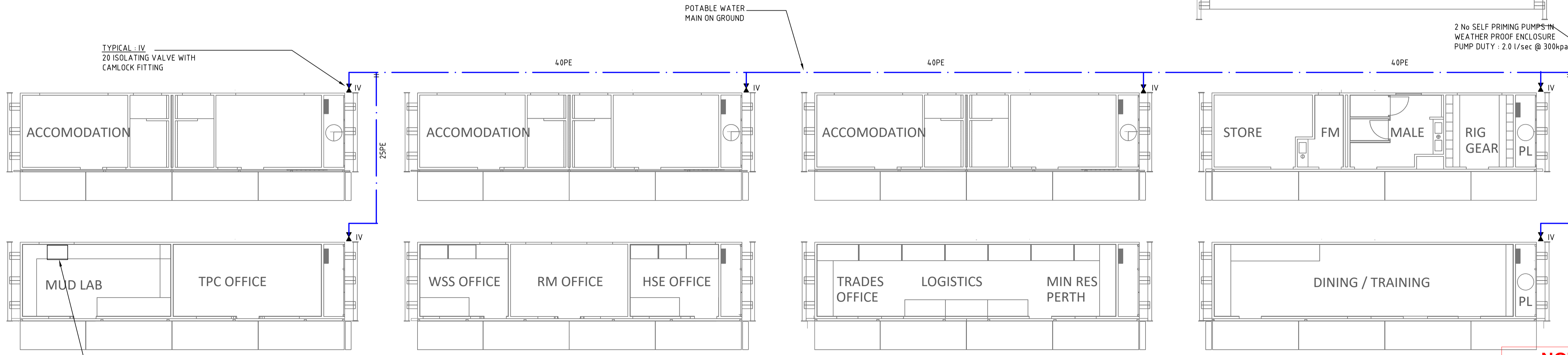
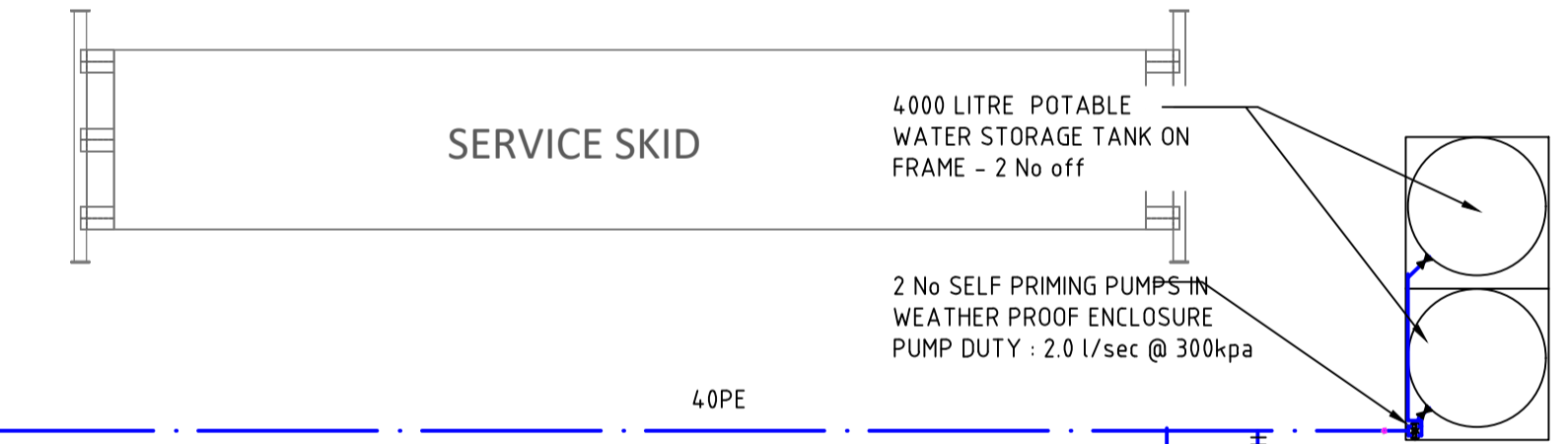


**WASTEWATER DRAINAGE**



**GENERAL NOTE 1:**  
 1. ALL POTABLE WATER SUPPLY CONNECTIONS TO MODULES AND EQUIPMENT (SUPPLIED BY OTHERS) SHALL BE VIA A CAMLOCK FITTING.  
 2. ALL POTABLE WATER PIPEWORK ABOVE GROUND TO BE SECURELY FIXED TO GROUND LEVEL AT 1500 INTERVALS VIA "U" PEG GOAL ANCHORS OR SIMILAR

SEWER DRAINAGE  
 VENT PIPE  
 PRESSURE RISING MAIN  
 NON-RETURN CHECK VALVE  
 COLD WATER SERVICE  
 BALL VALVE



**POTABLE WATER**

**NOT FOR PRICING**  
**NOT FOR CONSTRUCTION**

CONSULTANT:

Level 4, 507 Murray St  
 Perth, WA, 6000  
 T: 1300 083 238  
 ABN: 43 608 399 971  
 www.decobu.com.au

CLIENT:

82 Power Avenue,  
 Wattleup, WA 6166  
 T: (08) 9410 7100  
 www.thecomplete.group

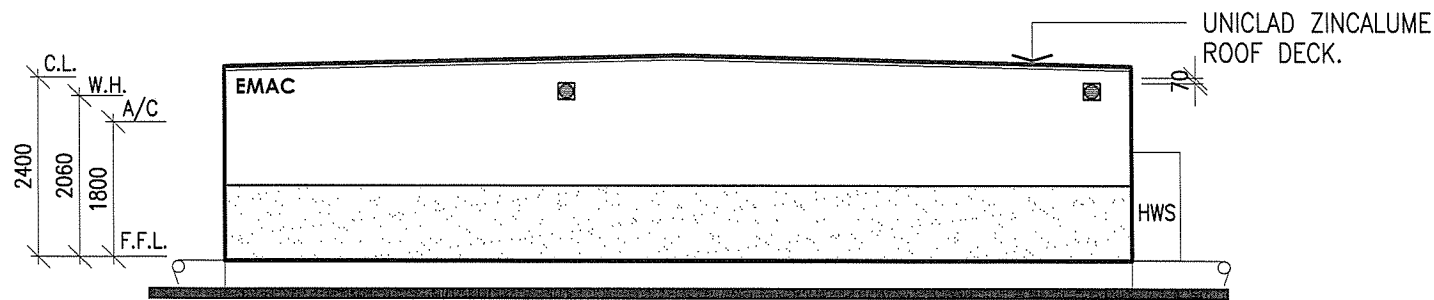
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B	11.04.24	ISSUED FOR CLIENT REVIEW	AC	AC
A	22.03.24	ISSUED FOR CLIENT REVIEW	AC	AC

PROJECT:  
**MOBILE GAS RIG VILLAGE  
 DONGARA, WA**

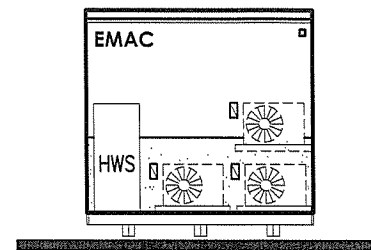
DRAWING TITLE:  
**HYDRAULIC SERVICES  
 WASTEWATER & POTABLE WATER LAYOUT  
 MINOR CAMP SITE**

ISSUED FOR CLIENT REVIEW

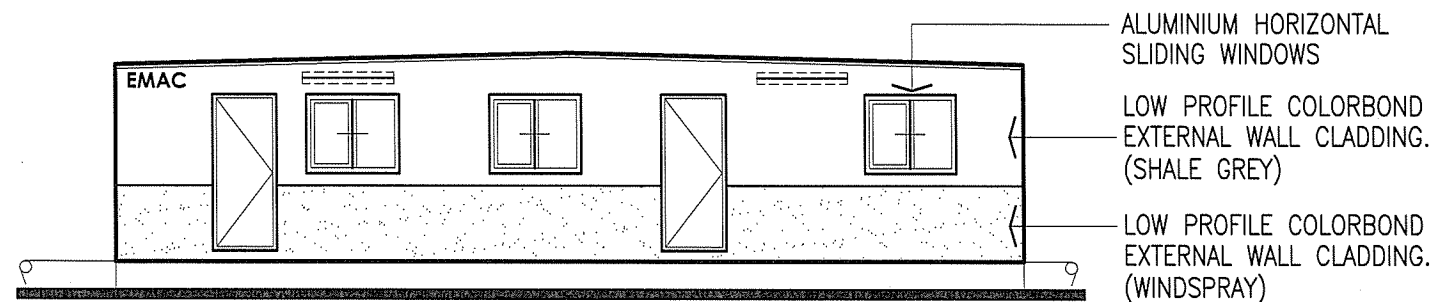
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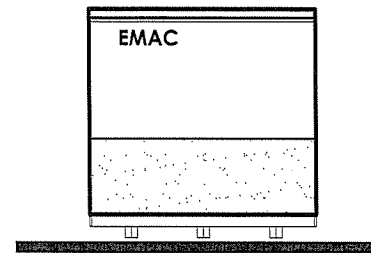
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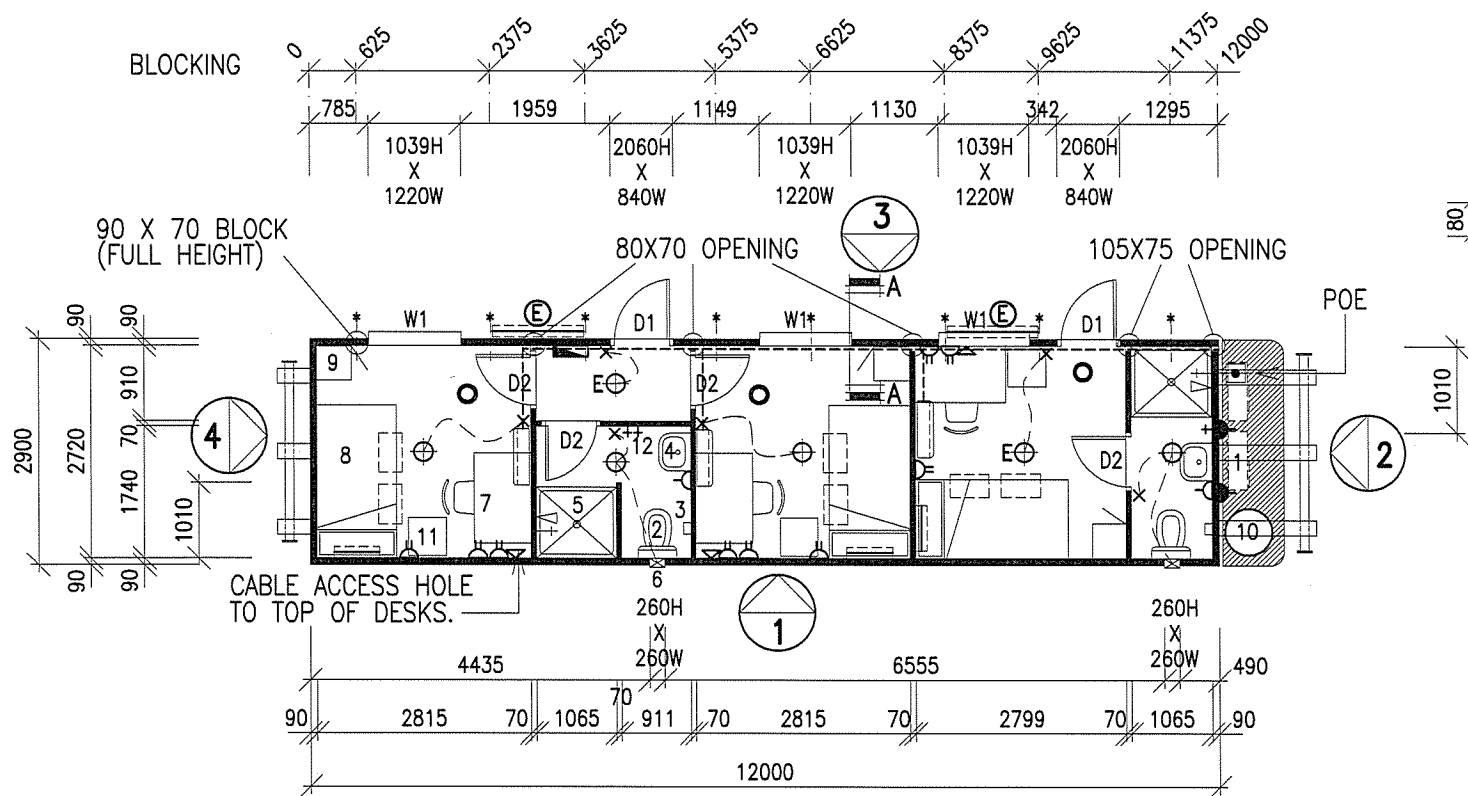
ELEVATION 2



ELEVATION 3



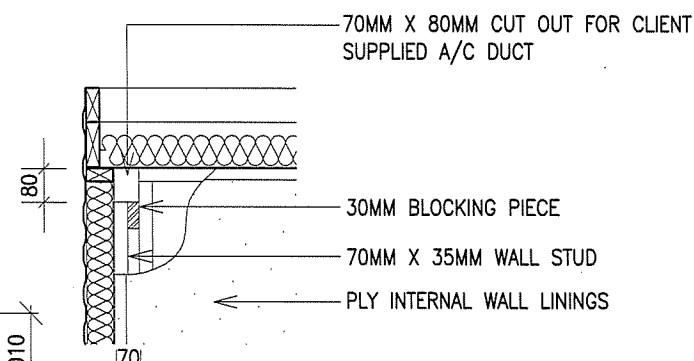
ELEVATION 4



FLOOR PLAN

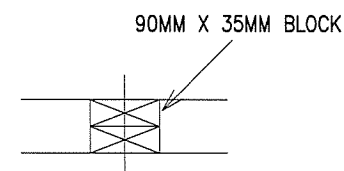
**NOTE:**

- ALL DOORS TO HAVE STICK ON REFLECTIVE EXIT SIGNS ON INSIDE FACE OF DOOR.
- ALL EXTERNAL LIGHTS TO BE ON SAME P.E. CELL.



SECTION A-A

SCALE 1:20



90 X 70 BLOCK

SCALE 1:10

ITEM:	DESCRIPTION:	QTY:
W1.	1029H. X 1210W. HORIZONTAL SLIDING WINDOW (6.38 LAMINATED - GREY)	3.
D1.	2040H. X 820W. METAL CLAD REBATE EDGE EXTERNAL DOOR C/W SPRING RESTRAINER & EXIT SIGN.	2.
D2.	2040H. X 720W. S.P.M. HOLLOW CORE INTERNAL DOOR C/W EXIT SIGN AND DOOR CATCHES TOP AND BOTTOM.	4.
1.	SPLIT R/CYCLE A/C.	3.
2.	TOILET SUITE.	2.
3.	TOILET ROLL HOLDER.	2.
4.	500MM X 400MM HAND BASIN C/W MIRROR OVER.	2.
5.	1055MM X 945MM F/GLASS SHOWER CUBICLE C/W SHOWER CURTAIN.	2.
6.	WALL MOUNTED EXHAUST FAN.	2.
7.	1200MM X 750MM DESK C/W PLASTIC STACK CHAIR.	3.
8.	KING SINGLE BED C/W STORAGE DRAWERS.	3.
9.	LOCKER.	3.
10.	250L ELECTRIC HOT WATER SERVICE.	1.
11.	BAR FRIDGE	3.
12.	COAT HOOKS.	3.
▲	15 AMP ISOLATOR.	3.
△	SINGLE GPO.	2.
△	DOUBLE GPO (100 A.F.F.L.)	9.
×	LIGHT SWITCH.	6.
≡≡≡	FLUORESCENT BED LIGHT.	3.
▽	DATA POINT.	3.
⊕	BATTEN CEILING LIGHT	4.
⊕	BATTEN CEILING LIGHT C/W BATTERY BACKUP.	2.
⊕	1 X 36W FLOURO. VANDALITE @ 2400 HEIGHT C/W BATTERY BACKUP & PE CELL.	2.
○	SMOKE DETECTOR.	3.
⊕	WILCO 5 PIN MALE PLUG FOR GENERATOR CONNECTION.	1.
■	CIRCUIT BREAKER BOARD (3 PHASE).	1.

SUBMITTAL STATUS	INITIAL	DATE
A CONTRACT DRAWINGS		
B BILL OF MATERIALS		
C ISSUE FOR PURCHASING		
D ISSUE FOR PRODUCTION		
E RELEASE FOR DELIVERY		
F APPROVED BY MANAGER		

CLIENT: **ENSIGN INTERNATIONAL**

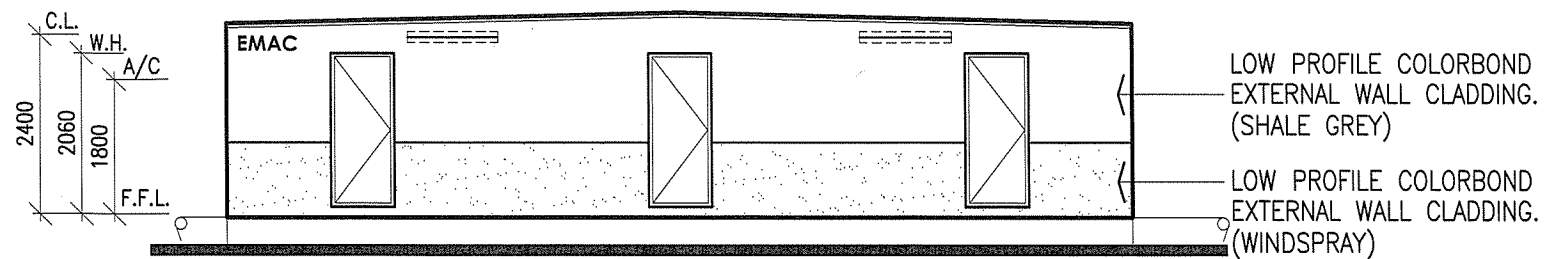
PROJECT: **12.0M X 2.9M 3 PERSON LIVING QUARTERS**

SITE: **EX PLANT**

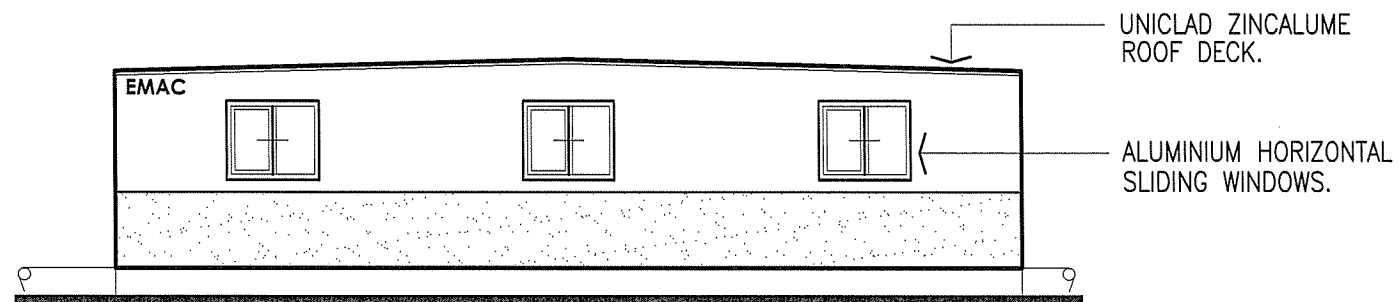
**EMAC**  
S Y S T E M S

KARYDAV PTY. LTD. A.C.N. 061 115 133  
1253 MAIN NORTH ROAD, PARA HILLS WEST,  
SOUTH AUSTRALIA 5096  
P.O. BOX 46, PARA HILLS  
PH: (08) 8260 4866 FAX: (08) 8349 6273  
BUILDERS LICENCE NO. GL 102757

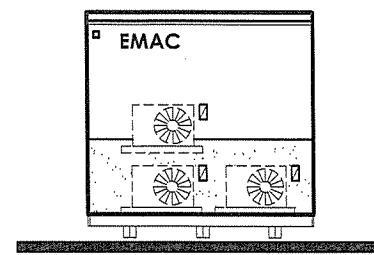
DWG NO: 3 PERS LQ	SHEET: 1 OF 1
SCALE: 1:100	DATE: 5/03/10
DRAWN: JR	CHECK: TS
REV	6



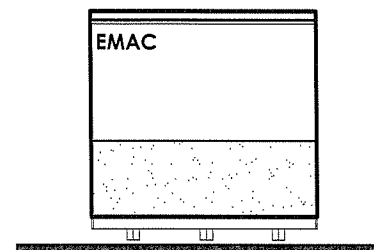
ELEVATION 1



ELEVATION 3



ELEVATION 2

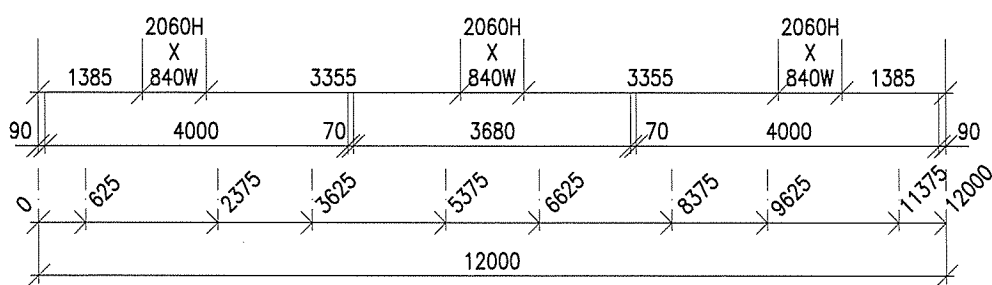
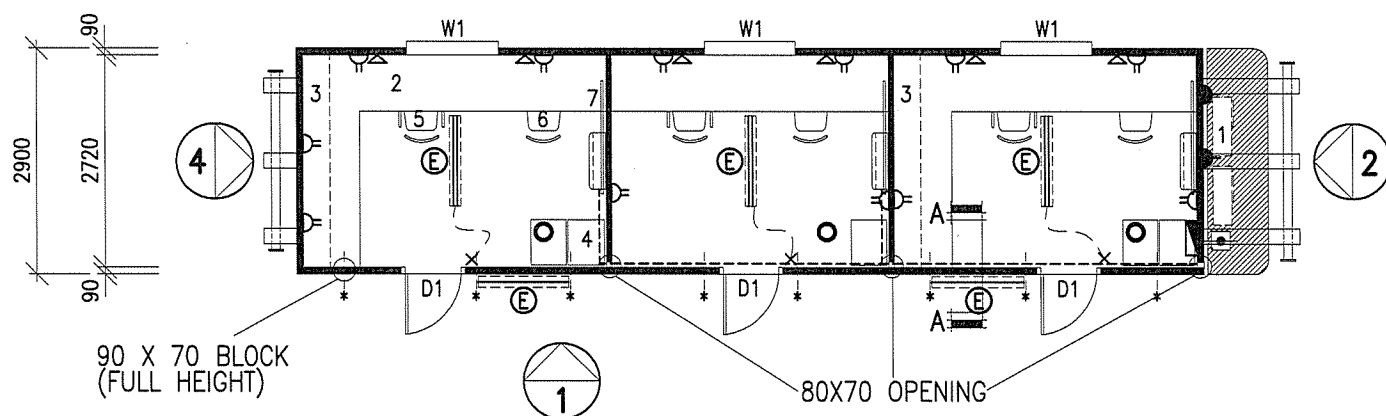
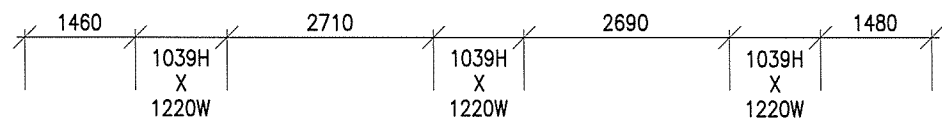


ELEVATION 4

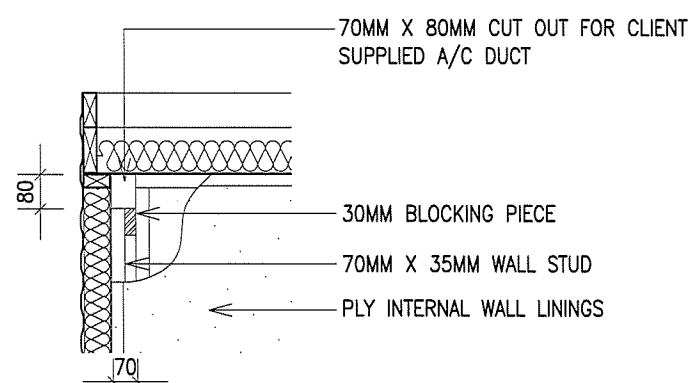
ITEM:	DESCRIPTION:	QTY:
W1.	1029H. X 1210W. HORIZONTAL SLIDING WINDOW (6.38MM LAMINATE - GREY)	3.
D1.	2040H. X 820W. METAL CLAD REBATE EDGE EXTERNAL DOOR C/W SPRING RESTRAINER & EXIT SIGN.	3.
1.	SPLIT R/CYCLE A/C.	3.
2.	FULL WALL 750MM DEEP DESK.	5.
3.	BOOK SHELF OVER DESK C/W BRACKETS UNDER.	2.
4.	4 DRAW FILING CABINET.	5.
5.	TYPIST CHAIR WITH ARMS.	3.
6.	TYPIST CHAIR NO ARMS.	3.
7.	1000H X 1500W WHITEBOARD	3.
▲	15 AMP ISOLATOR.	3.
△	DOUBLE GPO.	12.
×	LIGHT SWITCH.	3.
▽	DATA POINT.	6.
⊞	2 X 36W. DIFFUSED FLUORO C/W BATTERY BACKUP.	3.
⊞	1 X 36W FLOURO. VANDALITE @ 2400 HEIGHT C/W BATTERY BACKUP & PE CELL.	2.
○	SMOKE DETECTOR.	3.
⊞	WILCO 5 PIN MALE PLUG FOR GENERATOR CONNECTION.	1.
⊞	CIRCUIT BREAKER BOARD (3 PHASE).	1.

**NOTE:**

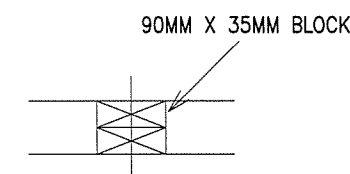
- ALL DOORS TO HAVE STICK ON REFLECTIVE EXIT SIGNS ON INSIDE FACE OF DOOR.
- ALL EXTERNAL LIGHTS TO BE ON SAME P.E. CELL.



FLOOR PLAN



SECTION A-A  
SCALE 1:20



90 X 70 BLOCK  
SCALE 1:10

SUBMITTAL STATUS	INITIAL	DATE
A CONTRACT DRAWINGS		
B BILL OF MATERIALS		
C ISSUE FOR PURCHASING		
D ISSUE FOR PRODUCTION		
E RELEASE FOR DELIVERY		
F APPROVED BY MANAGER		

CLIENT: ENSIGN INTERNATIONAL

SALES ORDER NO: -

PROJECT: 12.0M X 2.9M 3 ROOM OFFICE

SERIAL NO: -

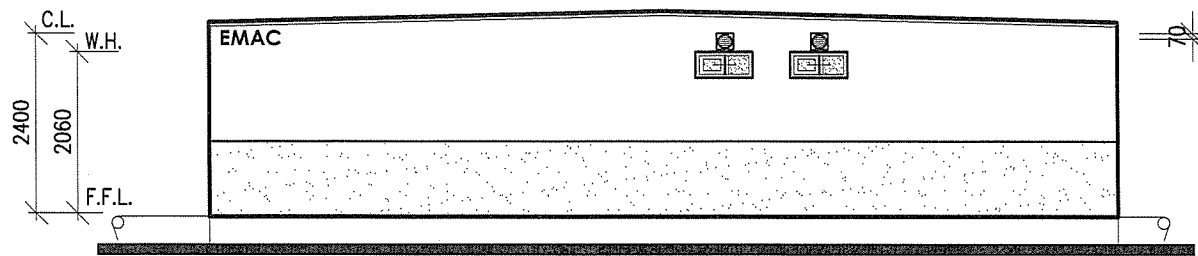
SITE: EX PLANT

**EMAC**  
S Y S T E M S

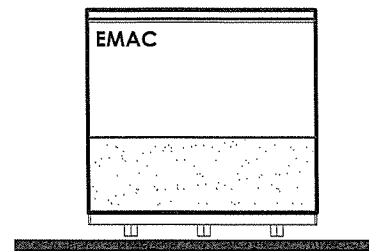
KARYDAV PTY. LTD. A.C.N. 061 115 133  
1253 MAIN NORTH ROAD, PARA HILLS WEST,  
SOUTH AUSTRALIA 5096  
P.O. BOX 46, PARA HILLS  
PH: (08) 8260 4866 FAX: (08) 8349 6273  
BUILDERS LICENCE NO. GL 102757

DWG NO: 3 RM OFF	SHEET: 1 OF 1
SCALE: 1:100	DATE: 5/03/10
DRAWN: JR	CHECK: TS
REV	0

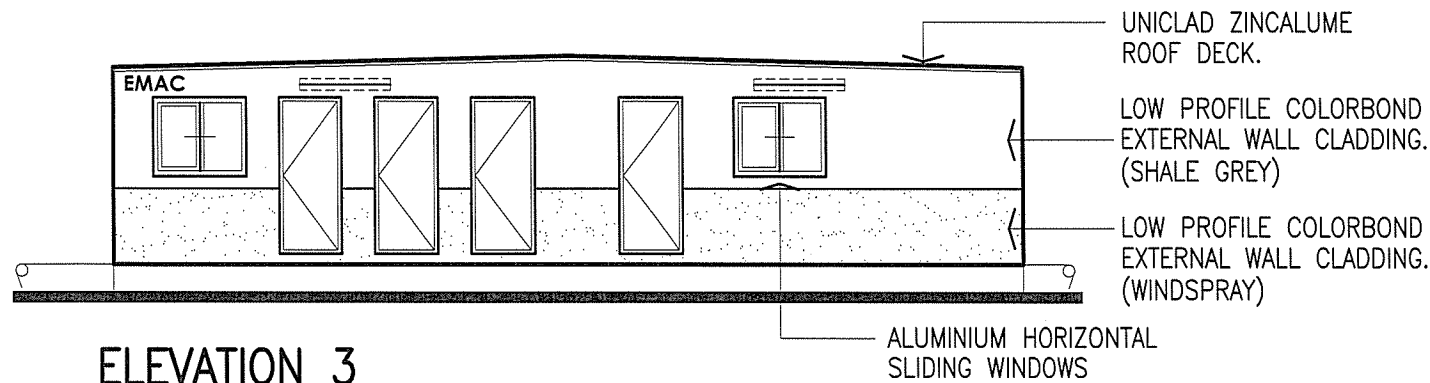




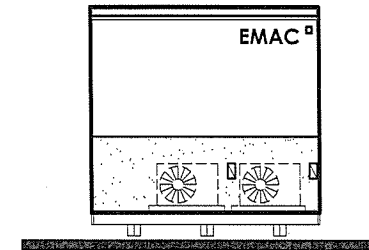
ELEVATION 1



ELEVATION 2

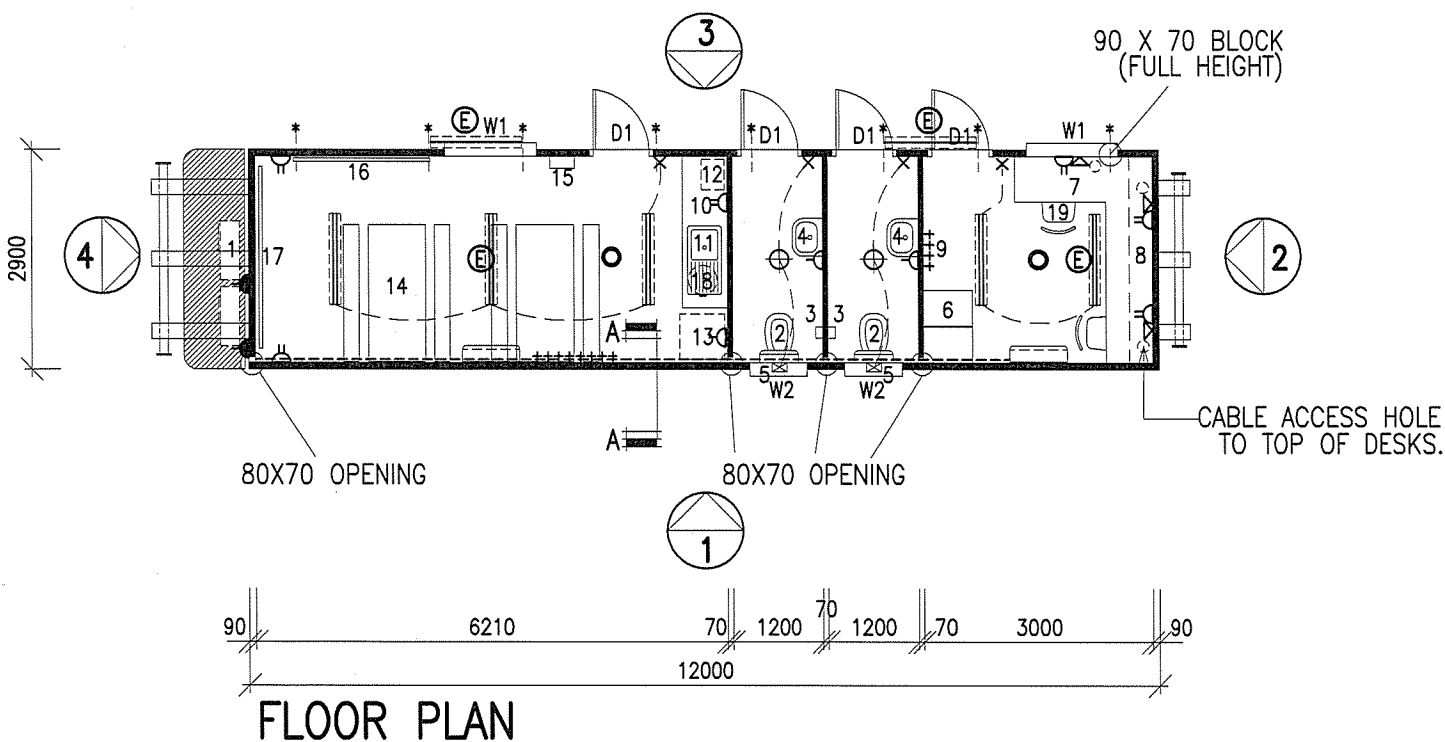


ELEVATION 3

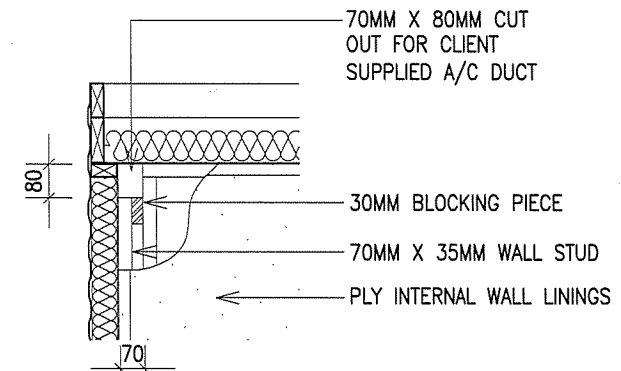


ELEVATION 4

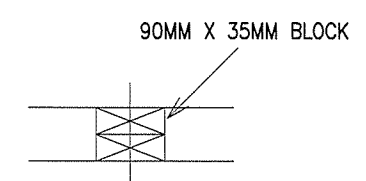
**NOTE:**  
 1. ALL EXTERNAL DOORS TO HAVE STICK ON REFLECTIVE EXIT SIGNS ON INSIDE FACE OF DOOR.  
 2. ALL EXTERNAL LIGHTS TO BE ON SAME P.E. CELL.



FLOOR PLAN



SECTION A-A  
SCALE 1:20



90 X 70 BLOCK  
SCALE 1:10

ITEM:	DESCRIPTION:	QTY:
W1.	1029H. X 1210W. HORIZONTAL SLIDING WINDOW (6.38 LAMINATED - GREY)	2.
W2.	350H. X 750W. ALUMINIUM SLIDING WINDOW. (OBSCURE GLAZING)	2.
D1.	2040H. X 820W. METAL CLAD REBATE EDGE EXTERNAL DOOR C/W SPRING RESTRAINER & EXIT SIGN.	4.
1.	SPLIT R/CYCLE A/C.	2.
2.	TOILET SUITE.	2.
3.	TOILET ROLL HOLDER.	2.
4.	500MM X 400MM HAND BASIN C/W MIRROR OVER.	2.
5.	WALL MOUNTED EXHAUST FAN.	2.
6.	4 DRAW FILING CABINET.	2.
7.	750MM DEEP DESK UNIT C/W CABLE ACCESS HOLES.	1.
8.	SHELVING OVER DESK (AS PER DETAIL).	1.
9.	COAT HOOKS.	12.
10.	LAMINATED CUPBOARD UNIT.	1.
11.	900MM S/STEEL INSET SINGLE BOWL SINK.	1.
12.	CHILLER/BOILER UNIT.	1.
13.	380L FRIDGE.	1.
14.	TABLE AND BENCHES (SCREWED TO FLOOR).	2.
15.	FIRST AID BOX.	1.
16.	1000 X 1800 WHITE BOARD.	1.
17.	1000 X 2400 WHITE BOARD.	1.
18.	50L UNDERBENCH HOT WATER UNIT.	1.
19.	CLERICAL CHAIR.	2.
▲	15 AMP ISOLATOR.	2
△	SINGLE GPO.	3.
△	DOUBLE GPO (100 A.F.F.L.)	6.
×	LIGHT SWITCH.	4.
⊕	BATTEN CEILING LIGHT	2.
=====	2 X 36W. DIFFUSED FLUORO.	3.
=====	2 X 36W. DIFFUSED FLUORO C/W BATTERY BACKUP.	2.
⊕	1 X 36W FLOURO. VANDALITE @ 2400 HEIGHT C/W BATTERY BACKUP & PE CELL.	2.
○	SMOKE DETECTOR.	2.
⊕	ELECTRICAL POINT OF ENTRY (TBA).	1.
■	CIRCUIT BREAKER BOARD (3 PHASE).	1.

SUBMITTAL STATUS	INITIAL	DATE
A CONTRACT DRAWINGS		
B BILL OF MATERIALS		
C ISSUE FOR PURCHASING		
D ISSUE FOR PRODUCTION		
E RELEASE FOR DELIVERY		
F APPROVED BY MANAGER		

CLIENT: **ENSIGN INTERNATIONAL**  
 SALES ORDER NO: -

PROJECT: **12.0M X 2.9M OFFICE/TOILET/LUNCHROOM**  
 SERIAL NO: -

SITE: -

**EMAC**  
 S Y S T E M S

KARYDAV PTY. LTD. A.C.N. 061 115 133  
 1253 MAIN NORTH ROAD, PARA HILLS WEST,  
 SOUTH AUSTRALIA 5096  
 P.O. BOX 46, PARA HILLS  
 PH: (08) 8260 4866 FAX: (08) 8349 6273  
 BUILDERS LICENCE NO. GL 102757

DWG NO: OFF/TOI/LNCH	SHEET: 1 OF 1
SCALE: 1:100	DATE: 5/03/10
DRAWN: JR	CHECK: TS
REV	0

CERTIFIED  
A. PRESCOTT  
RP-16002

*A. Prescott*  
REF: 1235



Proudly owned, designed and manufactured  
by Suncoast Waste Water Management

---

## Technical Specifications

### OZZI KLEEN Sewage Treatment Systems

#### SK20A-G

---



*Efficiency, Reliability, Simplicity*  
[www.ozzikleen.com](http://www.ozzikleen.com)

## 1. DESIGN CAPACITY

The design capacity of the SK20A-G treatment plant is 4,000L per day, producing advanced secondary effluent quality as specified below.

## 2. DESIGN PARAMETERS

The performance of the OZZI KLEEN SK20A-G Sewage Treatment Plant will achieve advanced effluent quality provided the incoming wastewater parameters meet the following characteristics:

### Sewage Inlet

Parameter	Unit	Influent	Advanced
Biological Oxygen Demand (BOD <sub>5</sub> )	mg/L	≤ 350	≤ 10
Total Suspended Solids (TSS)	mg/L	≤ 350	≤ 10
Total Nitrogen	mg/L	≤ 75	≤ 10
Total Phosphorus	mg/L	≤ 15	≤ 5
Faecal Coliforms, FC	cfu/100 mL	-	≤ 10
Chlorine Residual	mg/L	-	0.5 ≤ 2.0
pH		6.0 ≤ 8.5	6.0 ≤ 8.5

## 3. SERVICE LIFE

The Ozzi Kleen SK20A-G was designed for a minimum service life of 15 years

## 4. ENGINEERING CALCULATION AND POE

Description	Document No.	Revision
SK20A-G Design Calculation Sheet	OK-SK20A-G-CS	12/11/2020
SK20A-G Power & Operating Cost Estimate	OK-SK20A-G-POE	12/11/2020
SK20A-G Elevation View Drawing	GD-SK20A-G-H06	17/11/2020
SK20A-G Plan View Drawing	GD-SK20A-G-H05	17/11/2020

CERTIFIED  
A. PRESCOTT  
RP-16002

*AP*  
REF: 1235

## Suncoast Waste Water Management

## Plant Engineering Calculation

Project: Ozzi Kleen SK20A-G

Model	Unit	SK20A-G	Notes
<b>1. Process Design Parameters</b>			
Plant Capacity	EP	20	
Hydraulic flow	l/day	4000	
BOD <sub>5</sub> loading	mg/l	350	
BOD <sub>5</sub> loading	kg/day	1.4	
Suspended solids loading	mg/l	350	
Suspended solids loading	kg/day	1.4	
Mixed Liquor Suspended Solids (MLSS)	mg/l	5000	Typical extended aeration: 2500 to 6000 mg/l
Sludge Age	days	40	Typical extended aeration: > 30 days
Flow hours per day - Hydraulic sizing	hr/day	24	
Blower on time per cycle	min	60	
Settling time per cycle	min	30	
Decant time per cycle	min	30	
Total cycle time	min	120	
Number of cycles per day	cycles	12	
Total decanting time per day	min	360	
Total decanting time per day	hr	6	
Total aeration time per day	min	720	
Total aeration time per day	hr	12	
<b>2. Aeration Tank</b>			
Number of Aeration Tanks		2	Two RP Tanks, SBR operation
Aeration Tank outside diameter	mm	1900	
Shell Thickness	mm	18	
Aeration Tank inside diameter	mm	1864	
Aeration Tank top water level	mm	1745	
Aeration Tank volume - actual, calculated	litre	8,414	Excluding 4 x ø450 OD tubes volume
Aeration Tank volume per EP actual		421	
Maximum decant depth	mm	150	
Aeration Tank max. decant volume	litre	723	
Max. decant volume to daily flow	%	18%	Two cells on same cycling
Aeration Tank minimum working volume	litre	7690	
Max. decant ratio	%	8.6%	
Hydraulic Residence Time based on TWL	hr	50	24 hours minimum: Ref: SA Dept. of Health
Hydraulic Residence Time based on BWL	hr	46	
Food to Microbial Mass ratio (F:M Ratio)	g/g day	0.033	Typical for extended aeration, F:M 0.04 to 0.15
<b>3. Air Flow</b>			
Oxygen demand (kg O <sub>2</sub> / kg BOD <sub>5</sub> )	kg/kg	2.4	Ref: SA Dept. of Health
BOD <sub>5</sub> loading	kg/day	1.40	
Actual Oxygen demand required	kg O <sub>2</sub> /day	3.4	Ref: SA Dept. of Health
1 kmol of air at STP occupies:	m <sup>3</sup> /kmol	22.41	
1 kmol of dry air has mass of:	kg/kmol	28.96	
Gravimetric fraction of Oxygen in dry air	kg/kg	0.2314	
Mass of Oxygen per kmol of air	kg/kmol	6.701	
Mass of Oxygen per m <sup>3</sup> of air at STP (dry basis)	kg/m <sup>3</sup>	0.299	
Inlet air temperature	°C	25	25°C default
Inlet air relative humidity	%	70	
Inlet air temperature	K	298.15	
Standard air temperature	°C	0	
Standard air temperature	K	273.15	
Inlet air pressure	bara	1.013	
Saturated vapour pressure at inlet conditions	bara	0.032	0.03166 for 25°C. 0.04242 for 30°C

**CERTIFIED**  
**A. PRESCOTT**  
**RP-16002**

*ARP*  
**REF: 1235**

Blower discharge pressure at TWL	mbar	207	
Blower air flow (FAD) - actual	m <sup>3</sup> /hr	18	2 Blowers
Blower model	LP150HN		
Number of Elastox-T type B diffusers		4	
Air flow per diffuser (FAD at suction temperature)	m <sup>3</sup> /hr	4.50	
Ratio : Actual m <sup>3</sup> (wet basis) per Nm <sup>3</sup> (dry basis)		1.116	
Air flow per diffuser (at STP)	Nm <sup>3</sup> /hr	4.03	Recommended for Elastox-T: 2 to 6 Nm <sup>3</sup> /h
Elastox-T diffuser Oxygen transfer (from	g O <sub>2</sub> /m Nm <sup>3</sup>	22	
Diffuser immersion depth at TWL	m	1.545	
Diffuser Oxygen transfer at immersion depth	g O <sub>2</sub> /Nm <sup>3</sup>	33.99	
Oxygen transfer per diffuser	g O <sub>2</sub> /hr	137.06	
Oxygen transfer, all diffusers	kg O <sub>2</sub> /hr	0.55	
Oxygen transfer, all diffusers - daily basis at TWL	kg O <sub>2</sub> /day	6.6	
Standard Oxygen transfer efficiency (wet basis)	%	12.7	
<b>4. Chlorine Contact Tank</b>			
Decanting flow rate	l/min	16	Based on average flow plus 40% margin
Decanting flow rate	m <sup>3</sup> /hr	0.9	
Minimum Cl contact time	min	30	
Minimum Cl contact tank volume required	litre	467	
Number of Contact Tanks		2	
Contact Tank outside diameter	mm	450	
Shell Thickness	mm	10	
Contact Tank inside diameter	mm	430	
Contact Tank top water level	mm	1745	
Contact Tank volume - calculated	litre	507	
Cl contact time - actual	min	33	
<b>Chlorine tablet consumption</b>			
dosage rate	mg/L	10	
daily tablet consumption	kg/d	0.04	
min. storage - 3 months	kg	3.64	
number of tablets (200 g/ea) - 3 months	no.	18	
<b>5. Waste Sludge Tank</b>			
Sludge oxidation ratio	40 t	40	
Sludge D.S. wastage based on SS loading	kg/day	0.035	
Wet sludge solids content in sludge tank	% D S	1	
Wet sludge mass to be wasted	kg/day	3.5	
Wet sludge volume wasted where SG = 1	l/day	3.5	
Period between tank de-sludging	day	90	
Minimum sludge tank volume required	litre	315	
Number of Sludge Tanks		2	
Sludge Tank outside diameter	mm	450	
Shell Thickness	mm	10	
Sludge Tank inside diameter	mm	430	
Sludge Tank top water level	mm	1900	
Sludge Tank volume - calculated	litre	552	
Period between de-sludging - actual	day	158	
<b>6. Alum Dosing System (SK20A / A-G ONLY)</b>			
Dosage rate	mg/L	30	
Daily alum consumption	kg/d	0.12	
Percentage of alum solution	%	20	
Daily alum consumption at 20% solution:	kg/d	0.6	
Daily alum consumption at 20% solution:	L/d	0.53	
Dosing rate per inflow at 20% solution	ml/m <sup>3</sup>	133	
Chemical tank volume	litre	80	
Minimum refill period of Alum	days	150	

CERTIFIED  
A. PRESCOTT  
RP-16002

ARP  
REF: 1235

## Suncoast Waste Water Management

## AWTS Process Design Parameters for Power Utilisation

## Project: Ozzi Kleen SK20A-G

Design Parameter	EP	20	Model			
Hydraulic Flow	l/day	4000				
Flow Hours per Day - Hydraulic Sizing	hr/day	24				
Blower ON Time per Cycle	min	60				
Settling Time per Cycle	min	30				
Decant Time per Cycle	min	30				
Total Cycle Time	min	120				
Number of Cycles per Day	cycles	12				
Transfer Pump Flow Rate	l/min	200	Showfou STA-112			
Effluent Pump Flow Rate	l/min	100	Reefe RVS300			
Grease Trap Pump Flow Rate (SK20G / A-G ONLY)	l/min	200	Reefe RVS300			
Dosing Pump Flow Rate (SK20A / A-G ONLY)	l/hr	3	Iwaki EJ B16			
Air Blower	m <sup>3</sup> /hr	18	Thomas LP150HN			
Power Utilisation Based on Rated Power	Installed Power		Unit	Hrs/day	Energy Used	
	3 phase	1 phase		hr	kWh	
Transfer Pump		0.75	kW	0.33	0.25	
Effluent Pump 1		0.40	kW	0.33	0.13	
Effluent Pump 2		0.40	kW	0.33	0.13	
Grease Trap Pump (SK20G / A-G ONLY)		0.18	kW	0.11	0.02	
Dosing Pump (SK20A / A-G ONLY)		0.10	kW	0.37	0.04	
Blower 1		0.13	kW	12.00	1.56	
Blower 2		0.13	kW	12.00	1.56	
Control System		0.10	kW	24.00	2.40	
<b>Total Installed Power</b>	<b>0.00</b>	<b>2.19</b>	kW		<b>6.1</b>	
<b>Average Power</b>			kW		<b>0.25</b>	
Current Draw Based on Full Load Current	Full Load Current		Unit	Hrs/day	Amp-hr Used	
	3 phase	1 phase			3 phase	1 phase
Transfer Pump		6.00	A	0.33		2.00
Effluent Pump 1		4.00	A	0.33		1.33
Effluent Pump 2		4.00	A	0.33		1.33
Grease Trap Pump (SK20G / A-G ONLY)		4.00	A	0.11		0.44
Dosing Pump (SK20A / A-G ONLY)		0.50	A	0.37		0.19
Blower 1		0.85	A	12.00		10.20
Blower 2		0.85	A	12.00		10.20
Control System		1.00	A	24.00		24.00
<b>Total Installed Current</b>	<b>0.00</b>	<b>21.20</b>	A		<b>0.00</b>	<b>49.69</b>
<b>Average Current</b>			A		<b>0.00</b>	<b>2.07</b>

Operating Cost Estimating	unit	unit price	qty/d	qty/yr	\$/yr
Power	kW	0.20	6.1	2224	445
Chlorine	kg	12.50	0.04	15	183
Alum	kg	1.50	0.12	44	66
Waste Sludge Disposal	L	0.20	3.50	1278	256
<b>total:</b>	<b>\$/year</b>				<b>949</b>

Note: All costs are estimated based on the SK20A-G operating for 365 days at full design capacity (4 kL/day), an adjustment should be made when less sewage is treated per year.

CERTIFIED  
A. PRESCOTT  
RP-16002

ARP  
REF: 1235

EFFLUENT OUTLET  
(32mm CAMLOCK)

SLUDGE TANK

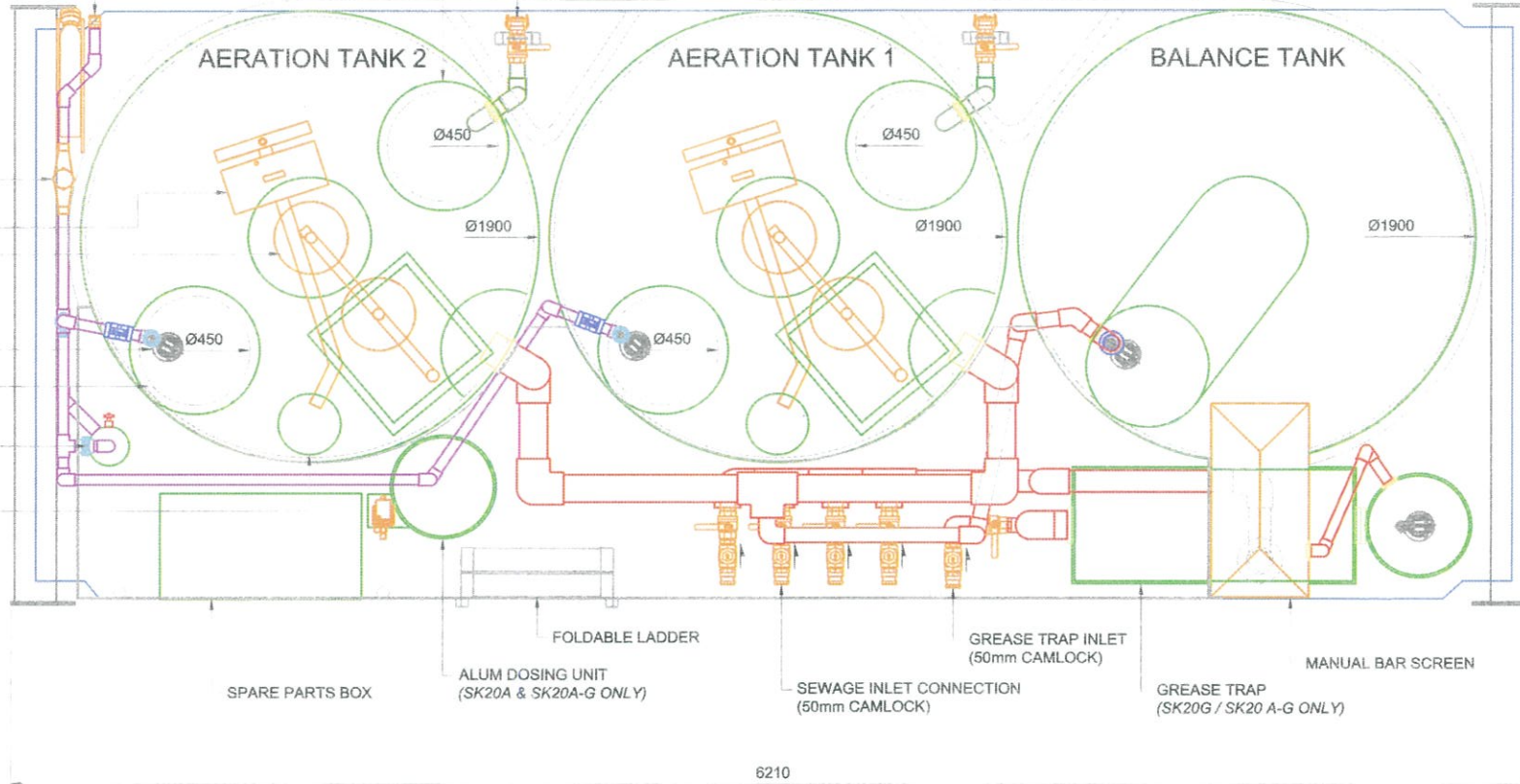
WASTE SLUDGE DISPOSAL  
(50mm CAMLOCK)

AERATION TANK 2

AERATION TANK 1

BALANCE TANK

EFFLUENT FLOW METER  
FLOATING DECANTER  
AIR DIFFUSERS  
EFFLUENT PUMP  
EFFLUENT TANK  
SOCK FILTER  
CHLORINATOR



PLAN VIEW

**CERTIFIED**  
**A. PRESCOTT**  
**RP-16002**  
*AP*  
**REF: 1235**

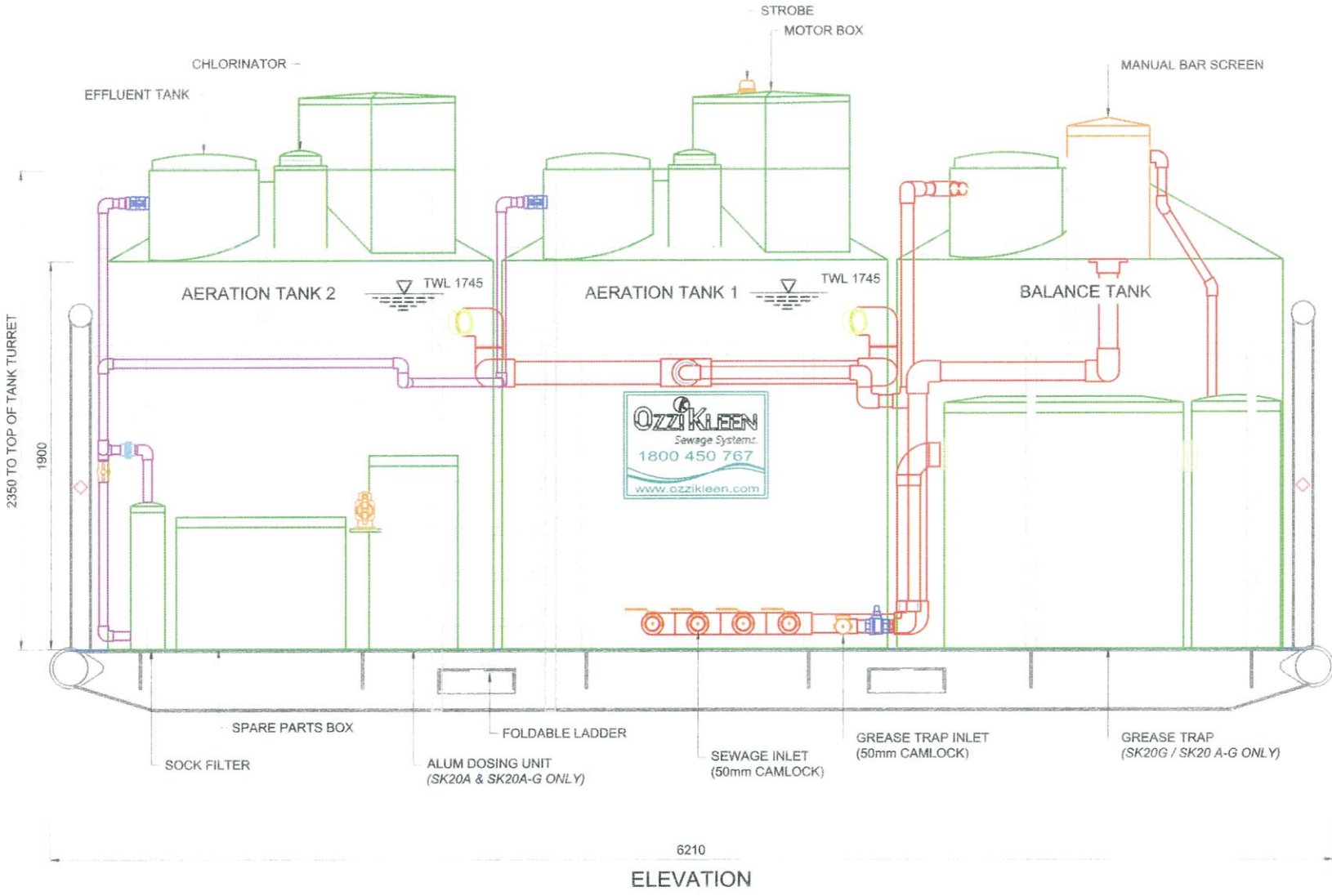
DATE	DESCRIPTION	REV.	BY
17/11/20	TANK DIMENSIONS ADDED	2	YH
26/10/16	GENERAL REVISION	1	YH



Suncoast Waste Water Management

59 INDUSTRIAL AVE  
KUNDA PARK  
QLD 4556  
PH +61 7 5459 4900  
FAX +61 7 5456 4677  
www.ozziclean.com

CLIENT	GENERAL	DESIGN	AP
PROJECT	OZZI KLEEN SK20A-G AWTS	DRAWN	YH
TITLE	PLAN VIEW	CHKD	SB
DWG NO.	GD-SK20A-G-H05	DATE	17/11/20
		SCALE	NTS



CERTIFIED  
 A. PRESCOTT  
 RP-16002  
 REF: 1235  
*AP*

DATE	DESCRIPTION	REV.	BY
17/11/20	TANK WATER LEVEL INDICATED	2	YH
26/10/16	GENERAL REVISION	1	YH



Suncoast Waste Water Management  
 55

59 INDUSTRIAL AVE  
 KUNDA PARK  
 QLD 4556  
 PH +61 7 5459 4900  
 FAX +61 7 5456 4877  
 www.ozzicleen.com

CLIENT	GENERAL DRAWING	DESIGN	AP
PROJECT	OZZI KLEEN SK20A-G AWTS	DRAWN	YH
TITLE	ELEVATION VIEW	CHKD	SB
DWG NO.	GD-SK20A-G-H06	DATE	17/11/20
		SCALE	NTS



Wednesday, May 8, 2024

Shire of Mingenew  
21 Victoria Street,  
Mingenew, Western Australia 6522

Attention: Matt Fanning

Dear Matt,

**RE: PLANNING APPLICATION FOR THE RIG SITE CAMP ASSOCIATED WITH THE MINERAL RESOURCES LIMITED LOCKYER-6 EXPLORATION DRILLING PROGRAM**

Please find attached a planning application for the installation and operation of a rig camp site that will be utilized to support the upcoming Lockyer-6 exploration drilling program for Mineral Resources Limited within Petroleum Licence EP368 and EP426 managed under the *Petroleum and Geothermal Energy Resources Act 1967*. The drilling activities are expected to commence in December 2024 based on the current rig schedule.

Once drilling activities have commenced, they will be conducted continuously on a 24-hour basis with two crews working back-to-back on 12-hour shifts. The rig site camp is planned to accommodate up to six (6) persons that are required on-site at the drilling rig for the duration of the drilling activity. There will be up to 22 additional non-accommodated personnel on site during each 12-hour shift.

The drilling program is temporary in nature and planned to be completed within 60 days for this well, however there may be a requirement (over a period of up to 2 years) for various short-term maintenance or well testing activities to be completed. These activities may require accommodation on site but would also be temporary in nature.

The rig site location map is provided as Attachment 1 and will be accessed via Midlands Road and Moorriary Road. The rig site camp will be installed within the first five days of the drilling activity and will be conducted in conjunction with the installation of the drilling rig. The rig site equipment layout is provided as Attachment 2. The modular camp units will be transported to the site utilizing semi-trailers or winch trucks. There will be a total of eighty trailer loads (two of which will be the modular sleeper units) required to transport the drilling rig, rig camp units and associated equipment to the site. The rig site camps are plug-and-play oilfield camp units that have depreciated in value. The \$10,000 installation cost covers the transportation, loading/unloading of the units utilizing side-loaders or winch trucks. Minimal plumbing and cabling are required to commission the camp units as they are designed to be highly mobile, to be readily moved from site to site with the drilling rig.

The cost breakdown of the two sleeper units are as follows:

Rig up:

- 3 hours x Unloading/spotting/rig up of sleeper units with side loader: \$750 (based on a \$250/hour side loader cost)
- 1 x Electrician and 2 x assisting personnel: \$3,062.

Rig down:

- 3 hours x Rig down/spotting/rig up of sleeper units with side loader: \$750 (based on a \$250/hour side loader cost)
- 1 x Electrician and 2 x assisting personnel: \$3,062.

The rig camp location is not within close proximity to any residential dwellings with the distance to the nearest residential dwelling being greater than 3 kms. At the rig site camp, there will be no food preparation facilities (this will be conducted off site at the main camp).

The following information has been provided as attachments to the completed Development Application Form:

- ▶ Attachment 1: Site location showing the exploration well location with regards to the lot boundaries and lot area.
- ▶ Attachment 2: A site layout schematic that provides an indication of where the accommodation units will be situated with regards to additional key drilling rig infrastructure and wellsite boundaries.
- ▶ Attachment 3: A compilation of information regarding the rig site camp with plan views, dimensions and images associated with the temporary building structures.
- ▶ Attachment 4: The information and manual associated with the ATU system. The ATU application form has been submitted to the Shire of Mingenew EHO together with its supporting documentation.

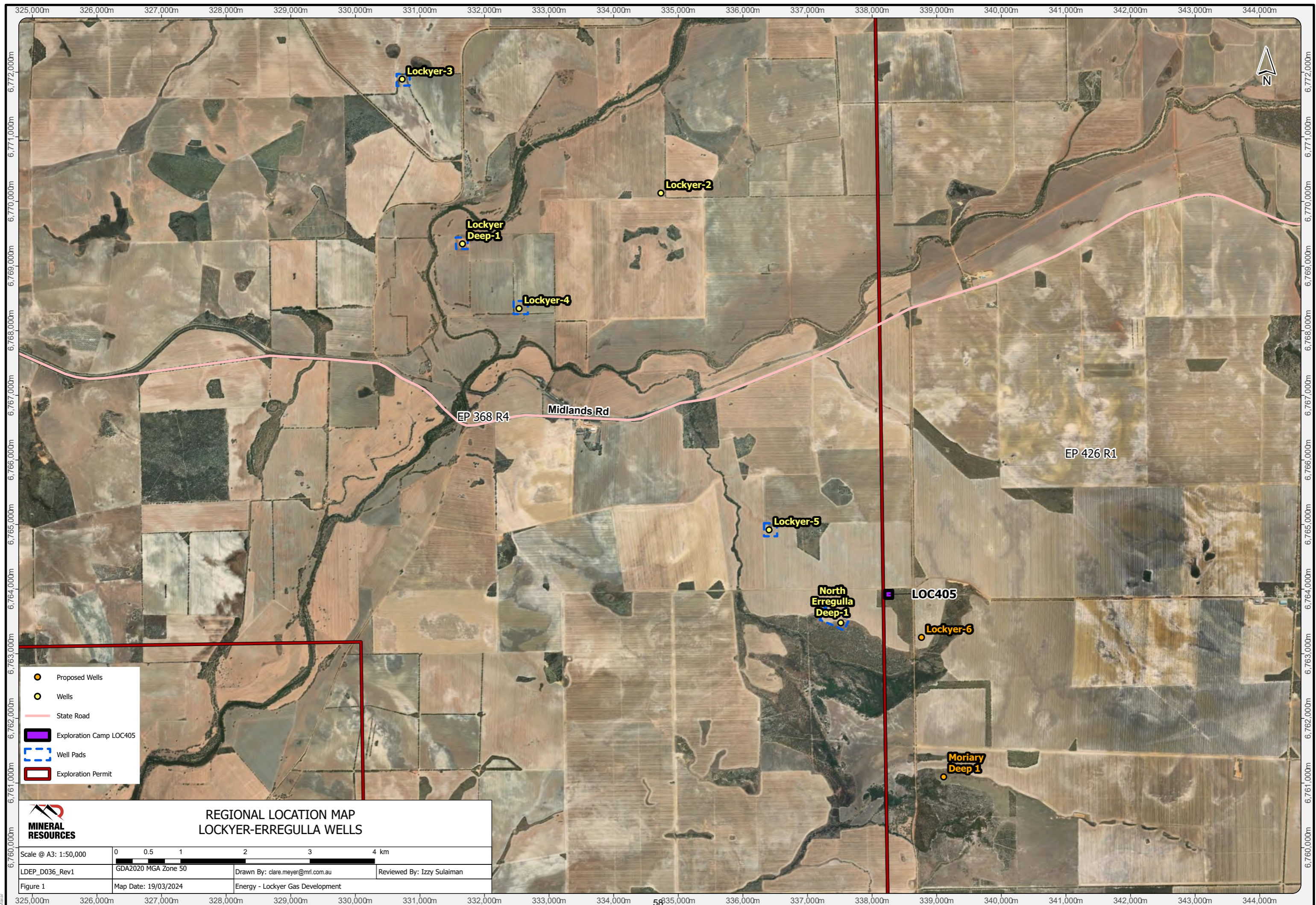
This information has been collated and submitted for and on behalf of Mineral Resources Limited.

Yours sincerely,




**Darrell Girgenti**  
*Project Manager*

Mineral Resources Limited

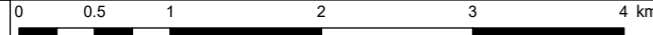


- Proposed Wells
- Wells
- State Road
- Exploration Camp LOC405
- Well Pads
- Exploration Permit

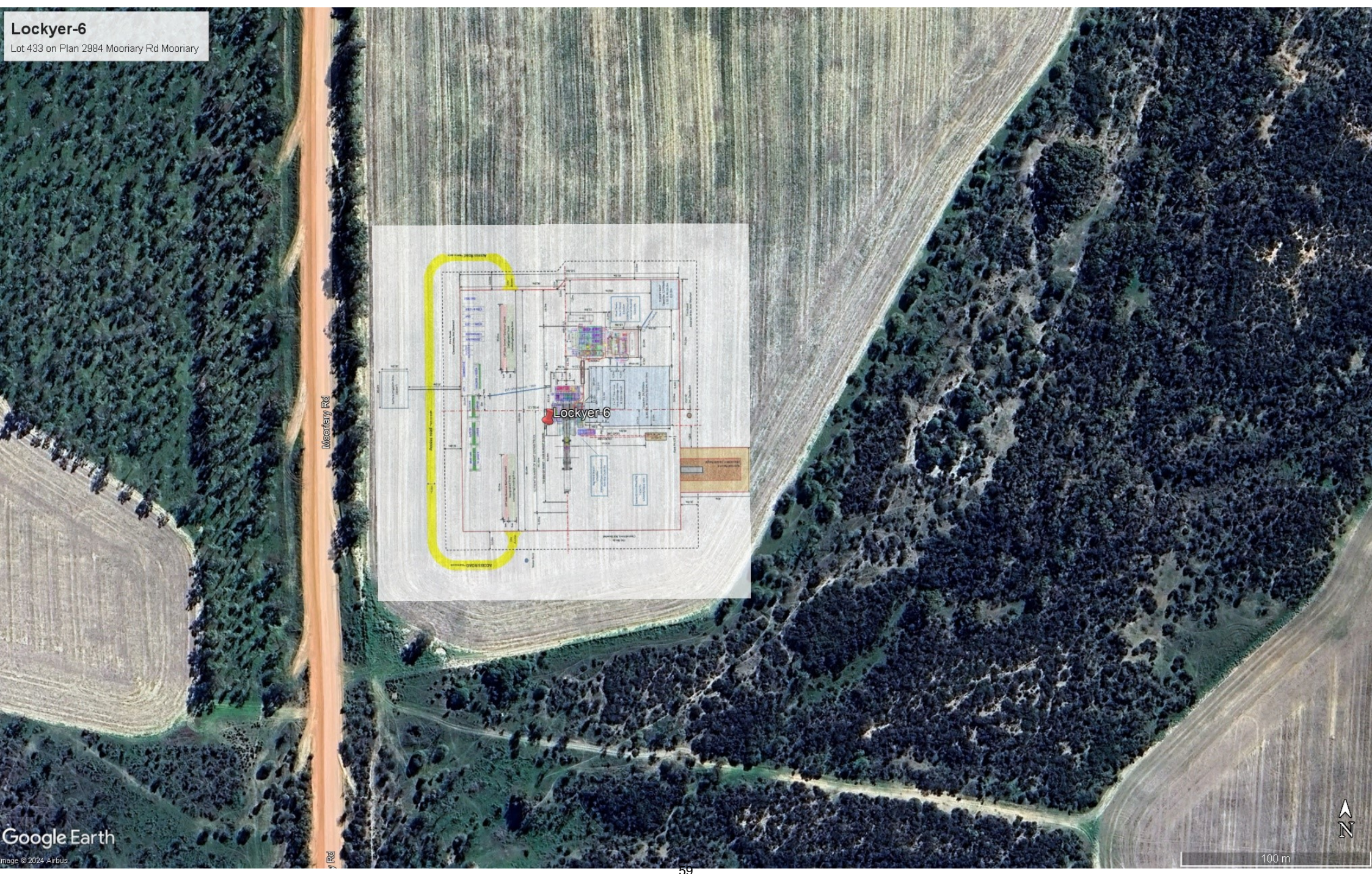


**MINERAL RESOURCES**

**REGIONAL LOCATION MAP  
LOCKYER-ERREGULLA WELLS**

Scale @ A3: 1:50,000		
LDEP_D036_Rev1	GDA2020 MGA Zone 50	Drawn By: clare.meyer@mrl.com.au
Figure 1	Map Date: 19/03/2024	Energy - Lockyer Gas Development

**Lockyer-6**  
Lot 433 on Plan 2984 Moorriary Rd Moorriary



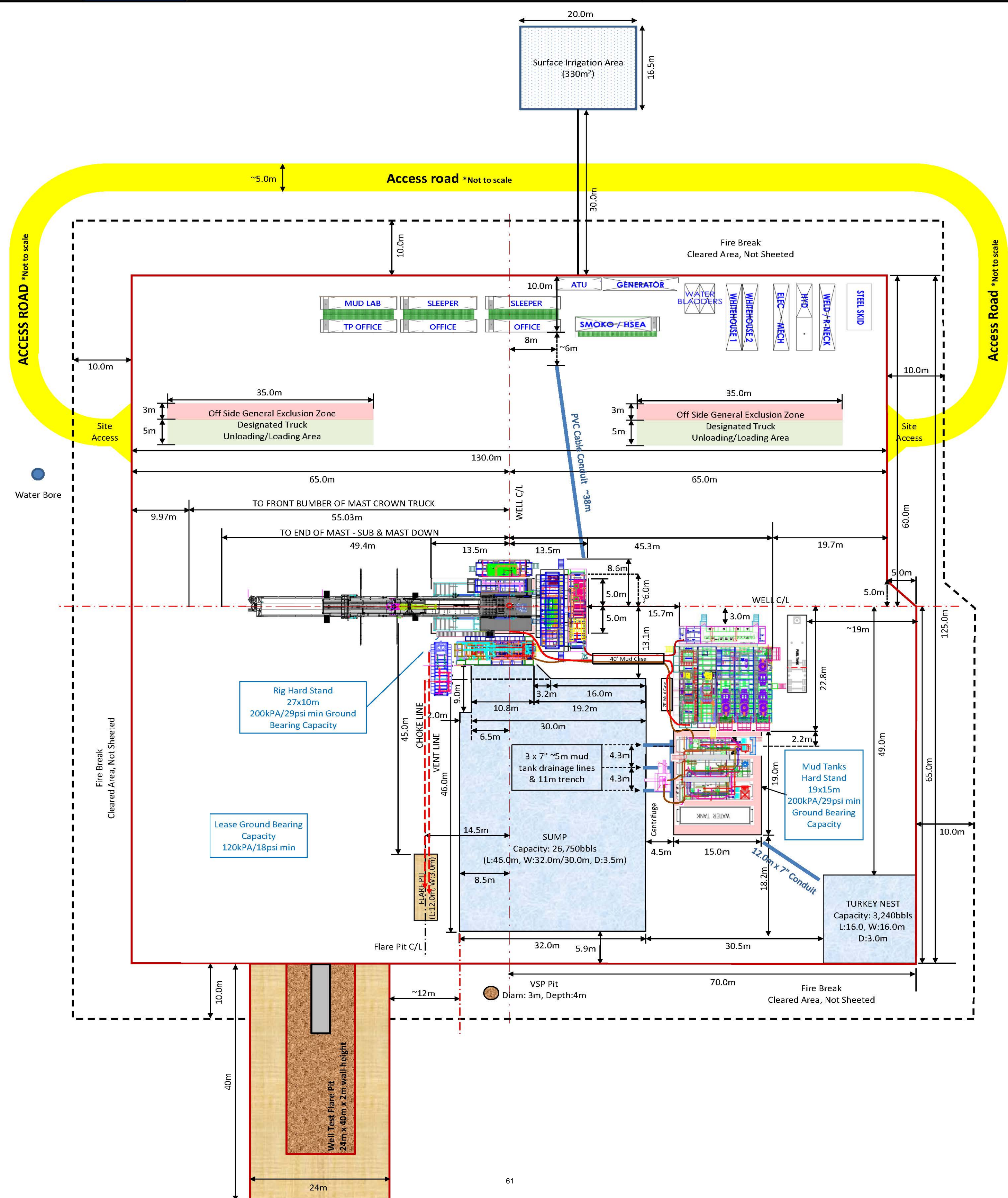
Moorriary Rd

Lockyer-6



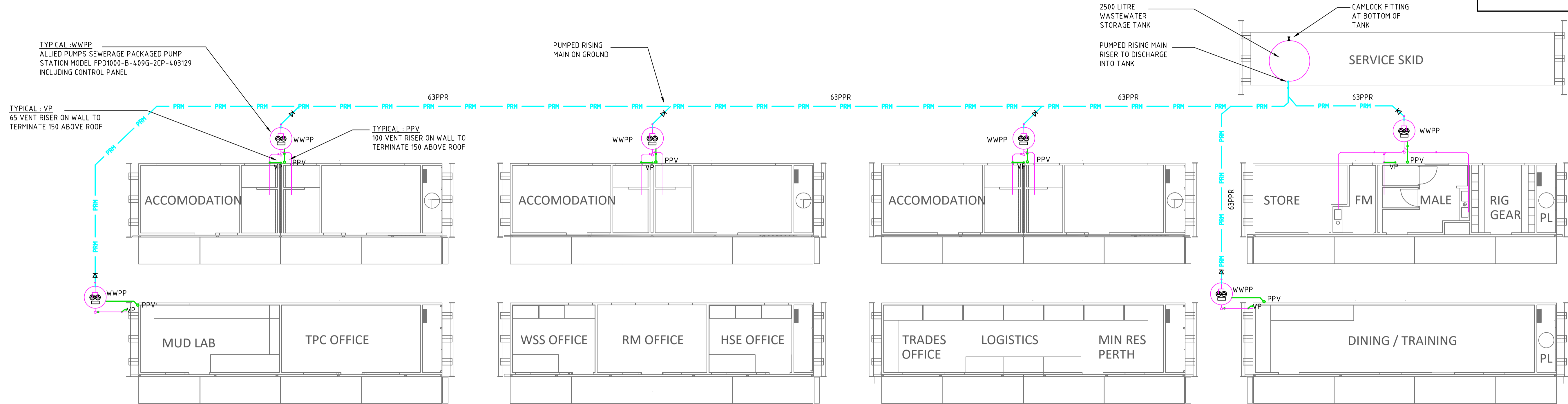
**Bushfire Prone Areas**  
Lot 433 on DP 2984  
Lockyer-6



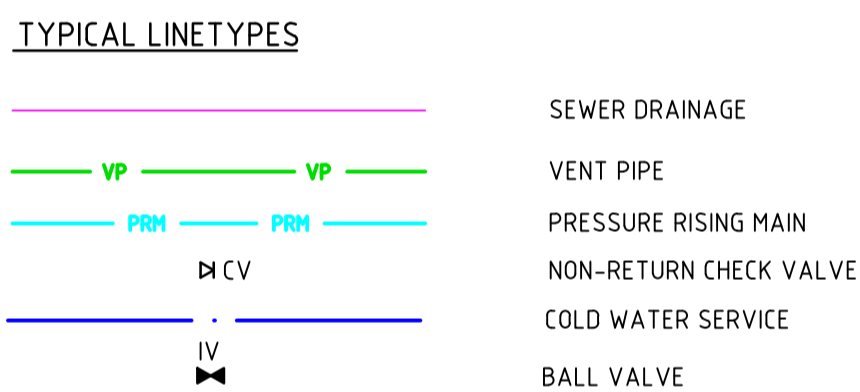


**PROJECT NOTES:**

- REFER TO DRAWING DWG-001 FOR LEGEND OF SYMBOLS AND GENERAL NOTES.
- THIS DRAWING SHALL BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS IN THE SET.
- REFER TO ARCHITECTURAL LAYOUTS FOR ALL SET-OUTS.
- COORDINATE ON SITE WITH ALL OTHER TRADES PRIOR TO INSTALLATION OF FITTINGS.

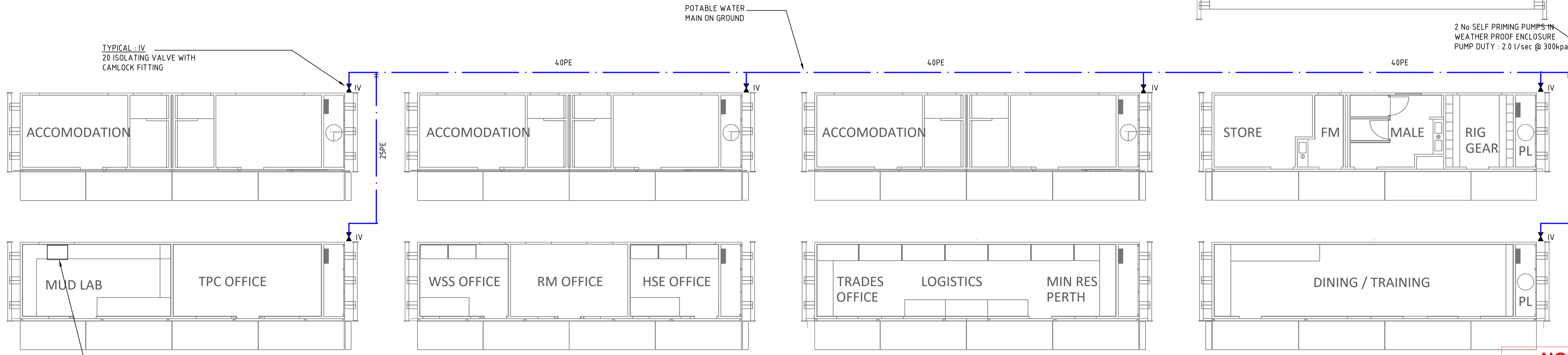
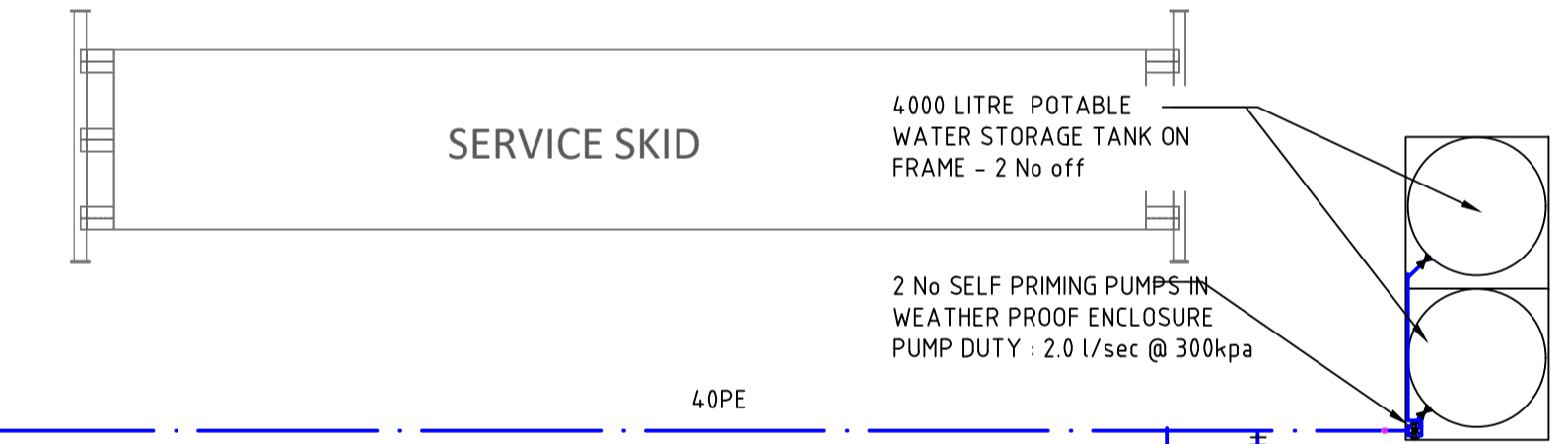


**WASTEWATER DRAINAGE**



**GENERAL NOTE 1:**  
 1. ALL POTABLE WATER SUPPLY CONNECTIONS TO MODULES AND EQUIPMENT (SUPPLIED BY OTHERS) SHALL BE VIA A CAMLOCK FITTING.

**GENERAL NOTE 2:**  
 2. ALL POTABLE WATER PIPEWORK ABOVE GROUND TO BE SECURELY FIXED TO GROUND LEVEL AT 1500 INTERVALS VIA "U" PEG GOAL ANCHORS OR SIMILAR



**POTABLE WATER**

**NOT FOR PRICING**

**NOT FOR CONSTRUCTION**

CONSULTANT:

Level 4, 507 Murray St  
 Perth, WA, 6000  
 T: 1300 083 238  
 ABN: 43 608 399 971  
 www.decobu.com.au

CLIENT:

82 Power Avenue,  
 Wattleup, WA 6166  
 T: (08) 9410 7100  
 www.thecomplete.group

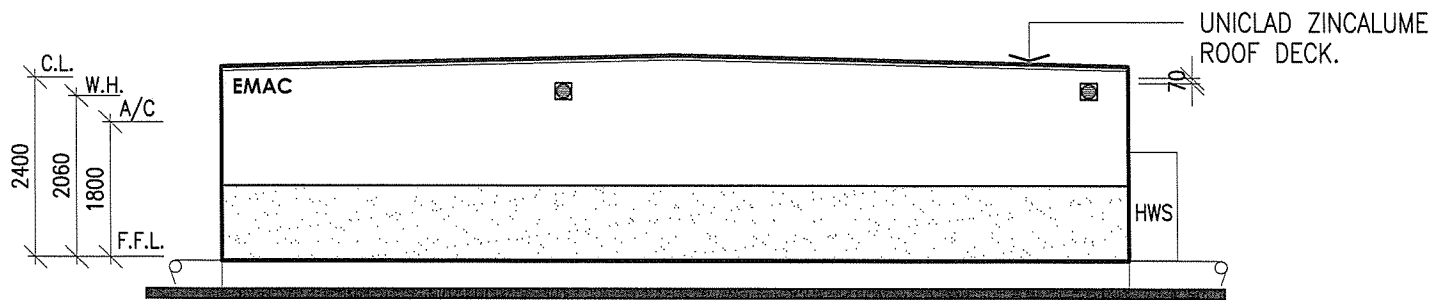
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B	11.04.24	ISSUED FOR CLIENT REVIEW	AC	AC
A	22.03.24	ISSUED FOR CLIENT REVIEW	AC	AC

PROJECT:  
**MOBILE GAS RIG VILLAGE  
 DONGARA, WA**

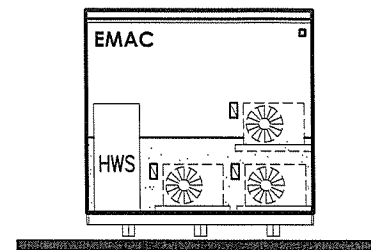
DRAWING TITLE:  
**HYDRAULIC SERVICES  
 WASTEWATER & POTABLE WATER LAYOUT  
 MINOR CAMP SITE**

ISSUED FOR CLIENT REVIEW

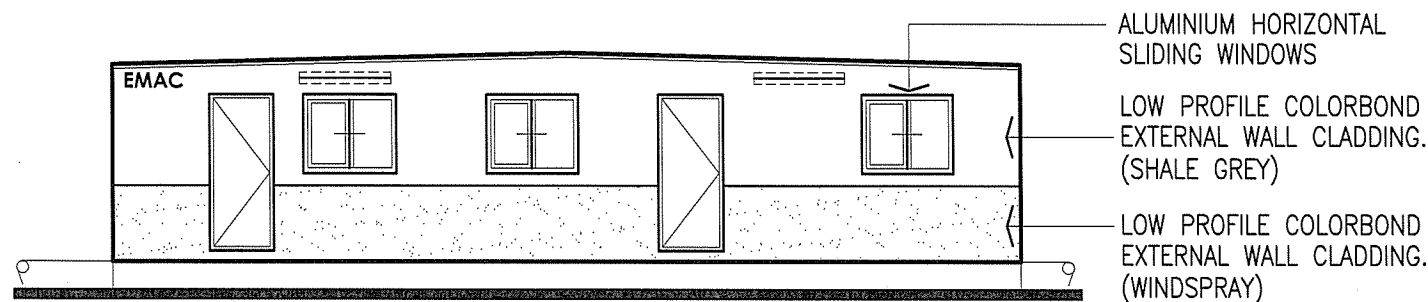
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APPROVED:	KR	SHT. SIZE:	A1
DRAWING NO.	24-127-HY-DWG-103		REV. C



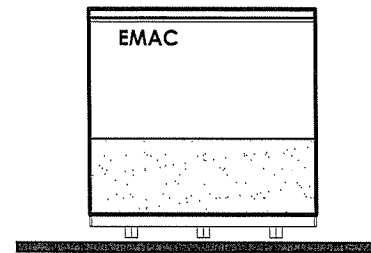
ELEVATION 1



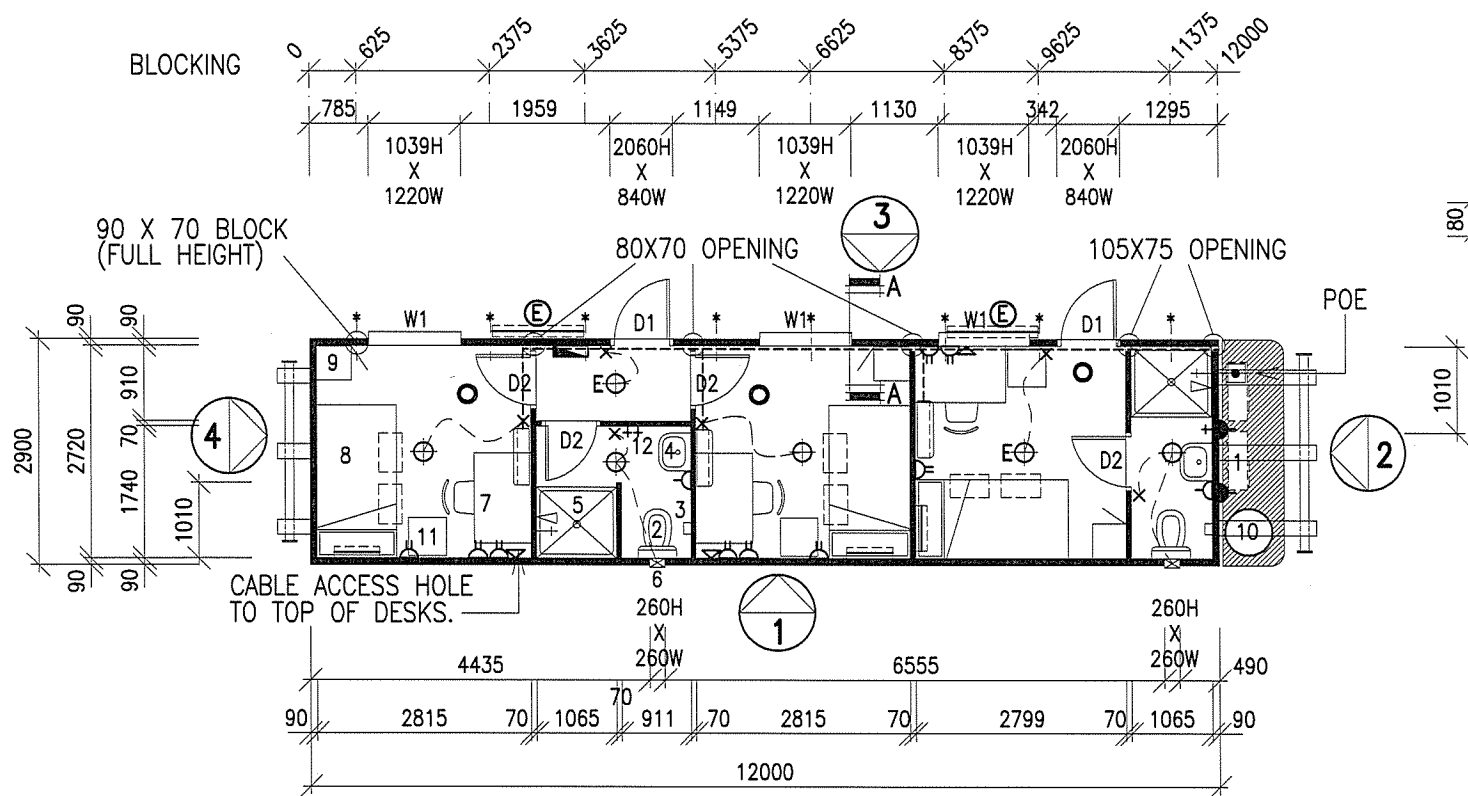
ELEVATION 2



ELEVATION 3



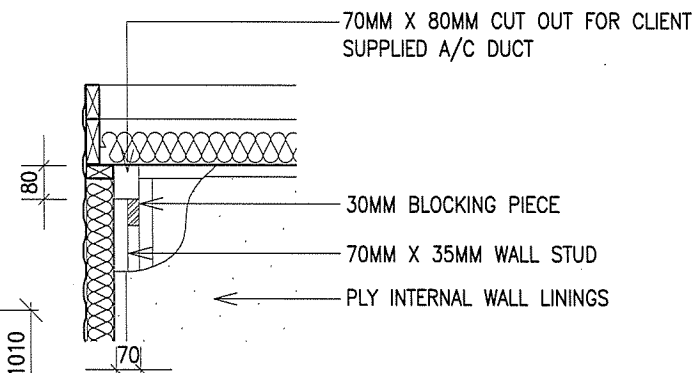
ELEVATION 4



FLOOR PLAN

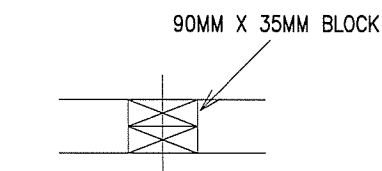
**NOTE:**

- ALL DOORS TO HAVE STICK ON REFLECTIVE EXIT SIGNS ON INSIDE FACE OF DOOR.
- ALL EXTERNAL LIGHTS TO BE ON SAME P.E. CELL.



SECTION A-A

SCALE 1:20



90 X 70 BLOCK

SCALE 1:10

ITEM:	DESCRIPTION:	QTY:
W1.	1029H. X 1210W. HORIZONTAL SLIDING WINDOW (6.38 LAMINATED - GREY)	3.
D1.	2040H. X 820W. METAL CLAD REBATE EDGE EXTERNAL DOOR C/W SPRING RESTRAINER & EXIT SIGN.	2.
D2.	2040H. X 720W. S.P.M. HOLLOW CORE INTERNAL DOOR C/W EXIT SIGN AND DOOR CATCHES TOP AND BOTTOM.	4.
1.	SPLIT R/CYCLE A/C.	3.
2.	TOILET SUITE.	2.
3.	TOILET ROLL HOLDER.	2.
4.	500MM X 400MM HAND BASIN C/W MIRROR OVER.	2.
5.	1055MM X 945MM F/GLASS SHOWER CUBICLE C/W SHOWER CURTAIN.	2.
6.	WALL MOUNTED EXHAUST FAN.	2.
7.	1200MM X 750MM DESK C/W PLASTIC STACK CHAIR.	3.
8.	KING SINGLE BED C/W STORAGE DRAWERS.	3.
9.	LOCKER.	3.
10.	250L ELECTRIC HOT WATER SERVICE.	1.
11.	BAR FRIDGE	3.
12.	COAT HOOKS.	3.
▲	15 AMP ISOLATOR.	3.
△	SINGLE GPO.	2.
△	DOUBLE GPO (100 A.F.F.L.)	9.
×	LIGHT SWITCH.	6.
≡	FLUORESCENT BED LIGHT.	3.
▽	DATA POINT.	3.
⊕	BATTEN CEILING LIGHT	4.
⊕	BATTEN CEILING LIGHT C/W BATTERY BACKUP.	2.
⊕	1 X 36W FLOURO. VANDALITE @ 2400 HEIGHT C/W BATTERY BACKUP & PE CELL.	2.
○	SMOKE DETECTOR.	3.
⊕	WILCO 5 PIN MALE PLUG FOR GENERATOR CONNECTION.	1.
■	CIRCUIT BREAKER BOARD (3 PHASE).	1.

SUBMITTAL STATUS	INITIAL	DATE
A CONTRACT DRAWINGS		
B BILL OF MATERIALS		
C ISSUE FOR PURCHASING		
D ISSUE FOR PRODUCTION		
E RELEASE FOR DELIVERY		
F APPROVED BY MANAGER		

CLIENT: **ENSIGN INTERNATIONAL**

PROJECT: **12.0M X 2.9M 3 PERSON LIVING QUARTERS**

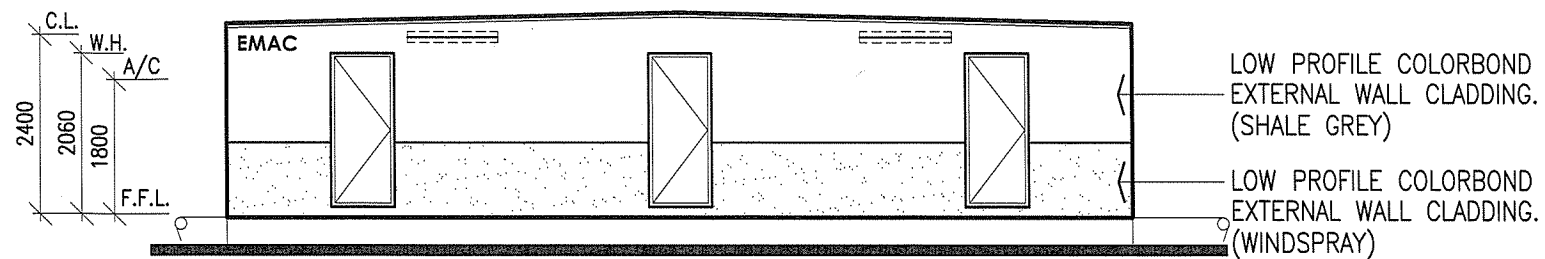
SITE: **EX PLANT**

**EMAC**  
S Y S T E M S

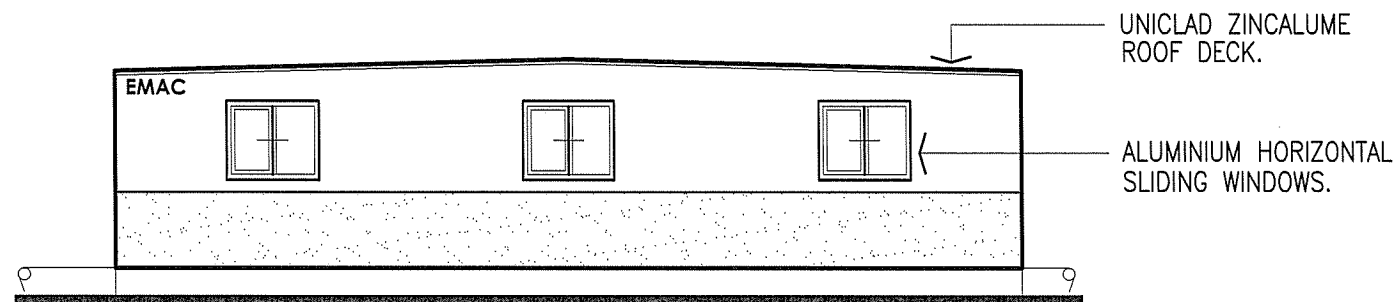
KARYDAV PTY. LTD. A.C.N. 061 115 133  
1253 MAIN NORTH ROAD, PARA HILLS WEST,  
SOUTH AUSTRALIA 5096  
P.O. BOX 46, PARA HILLS  
PH: (08) 8260 4866 FAX: (08) 8349 6273  
BUILDERS LICENCE NO. GL 102757

DWG NO: 3 PERS LQ		SHEET: 1 OF 1	
SCALE: 1:100		DATE: 5/03/10	
DRAWN: JR	CHECK: TS	REV	6

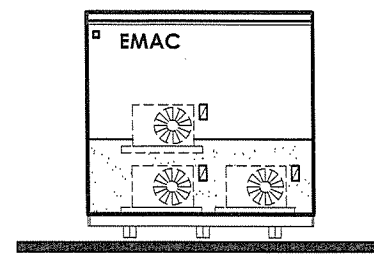




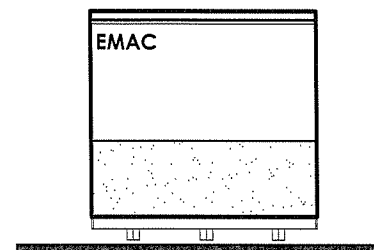
ELEVATION 1



ELEVATION 3



ELEVATION 2

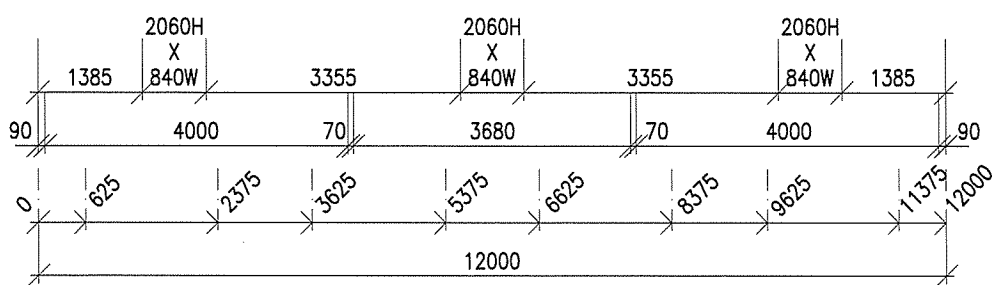
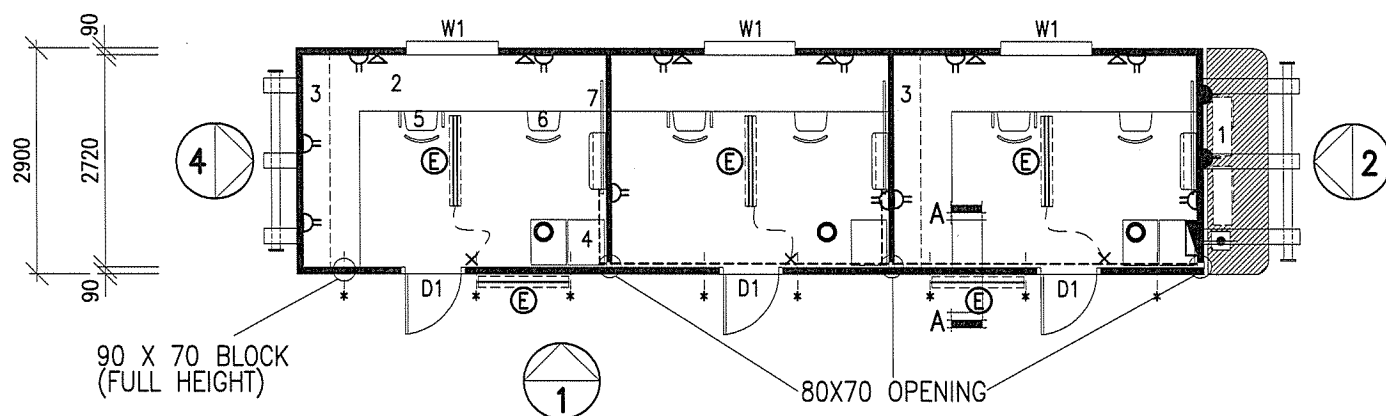
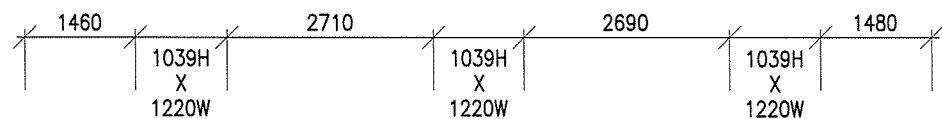


ELEVATION 4

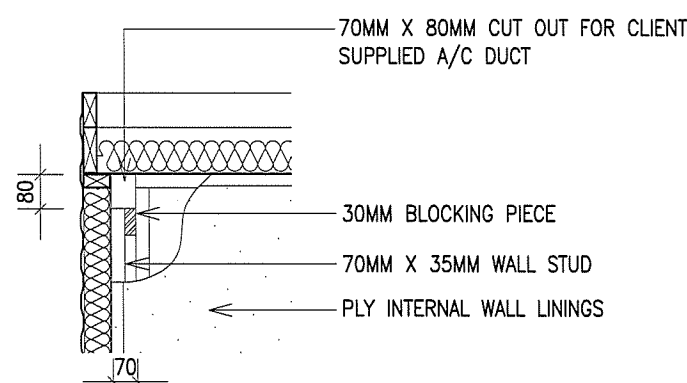
ITEM:	DESCRIPTION:	QTY:
W1.	1029H. X 1210W. HORIZONTAL SLIDING WINDOW (6.38MM LAMINATE - GREY)	3.
D1.	2040H. X 820W. METAL CLAD REBATE EDGE EXTERNAL DOOR C/W SPRING RESTRAINER & EXIT SIGN.	3.
1.	SPLIT R/CYCLE A/C.	3.
2.	FULL WALL 750MM DEEP DESK.	5.
3.	BOOK SHELF OVER DESK C/W BRACKETS UNDER.	2.
4.	4 DRAW FILING CABINET.	5.
5.	TYPIST CHAIR WITH ARMS.	3.
6.	TYPIST CHAIR NO ARMS.	3.
7.	1000H X 1500W WHITEBOARD	3.
▲	15 AMP ISOLATOR.	3.
△	DOUBLE GPO.	12.
x	LIGHT SWITCH.	3.
▽	DATA POINT.	6.
⊞	2 X 36W. DIFFUSED FLUORO C/W BATTERY BACKUP.	3.
⊞	1 X 36W FLOURO. VANDALITE @ 2400 HEIGHT C/W BATTERY BACKUP & PE CELL.	2.
○	SMOKE DETECTOR.	3.
⊞	WILCO 5 PIN MALE PLUG FOR GENERATOR CONNECTION.	1.
⊞	CIRCUIT BREAKER BOARD (3 PHASE).	1.

**NOTE:**

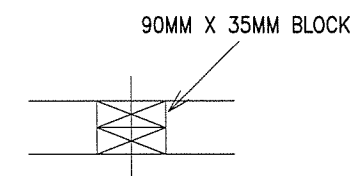
- ALL DOORS TO HAVE STICK ON REFLECTIVE EXIT SIGNS ON INSIDE FACE OF DOOR.
- ALL EXTERNAL LIGHTS TO BE ON SAME P.E. CELL.



FLOOR PLAN



SECTION A-A  
SCALE 1:20



90 X 70 BLOCK  
SCALE 1:10

SUBMITTAL STATUS	INITIAL	DATE
A CONTRACT DRAWINGS		
B BILL OF MATERIALS		
C ISSUE FOR PURCHASING		
D ISSUE FOR PRODUCTION		
E RELEASE FOR DELIVERY		
F APPROVED BY MANAGER		

CLIENT: ENSIGN INTERNATIONAL

SALES ORDER NO: -

PROJECT: 12.0M X 2.9M  
3 ROOM OFFICE

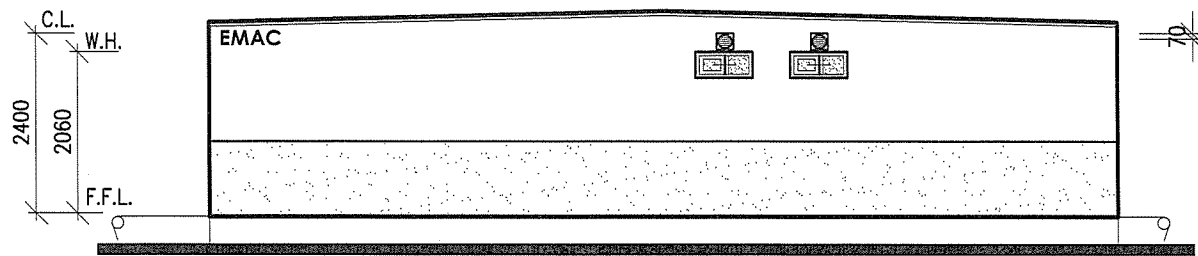
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SITE: EX PLANT

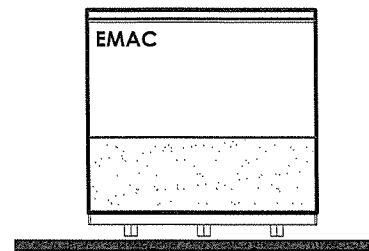
**EMAC**  
S Y S T E M S

KARYDAV PTY. LTD. A.C.N. 061 115 133  
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BUILDERS LICENCE NO. GL 102757

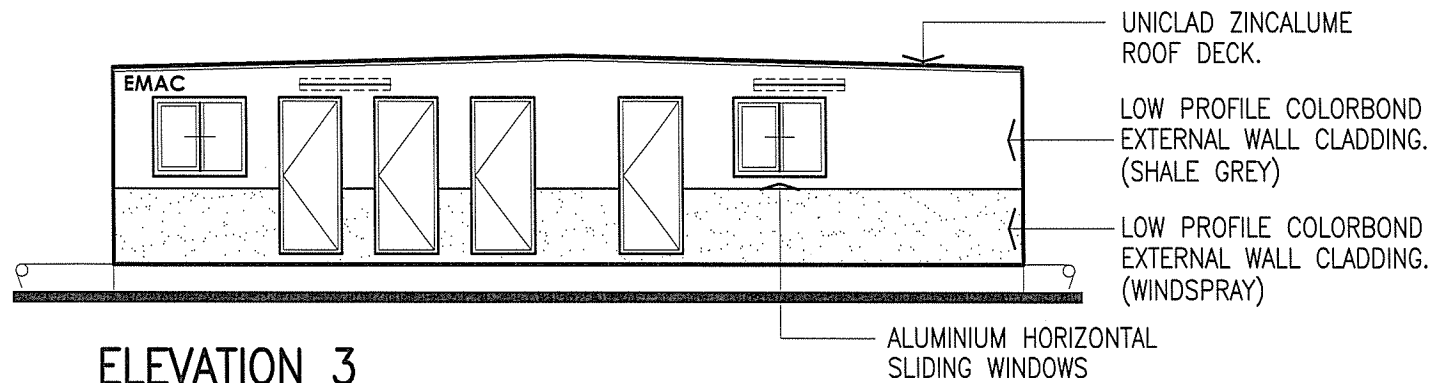
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REV	0



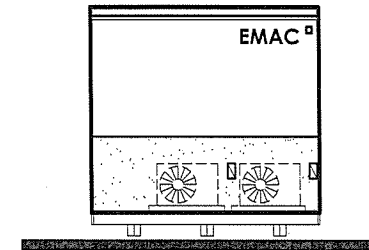
ELEVATION 1



ELEVATION 2

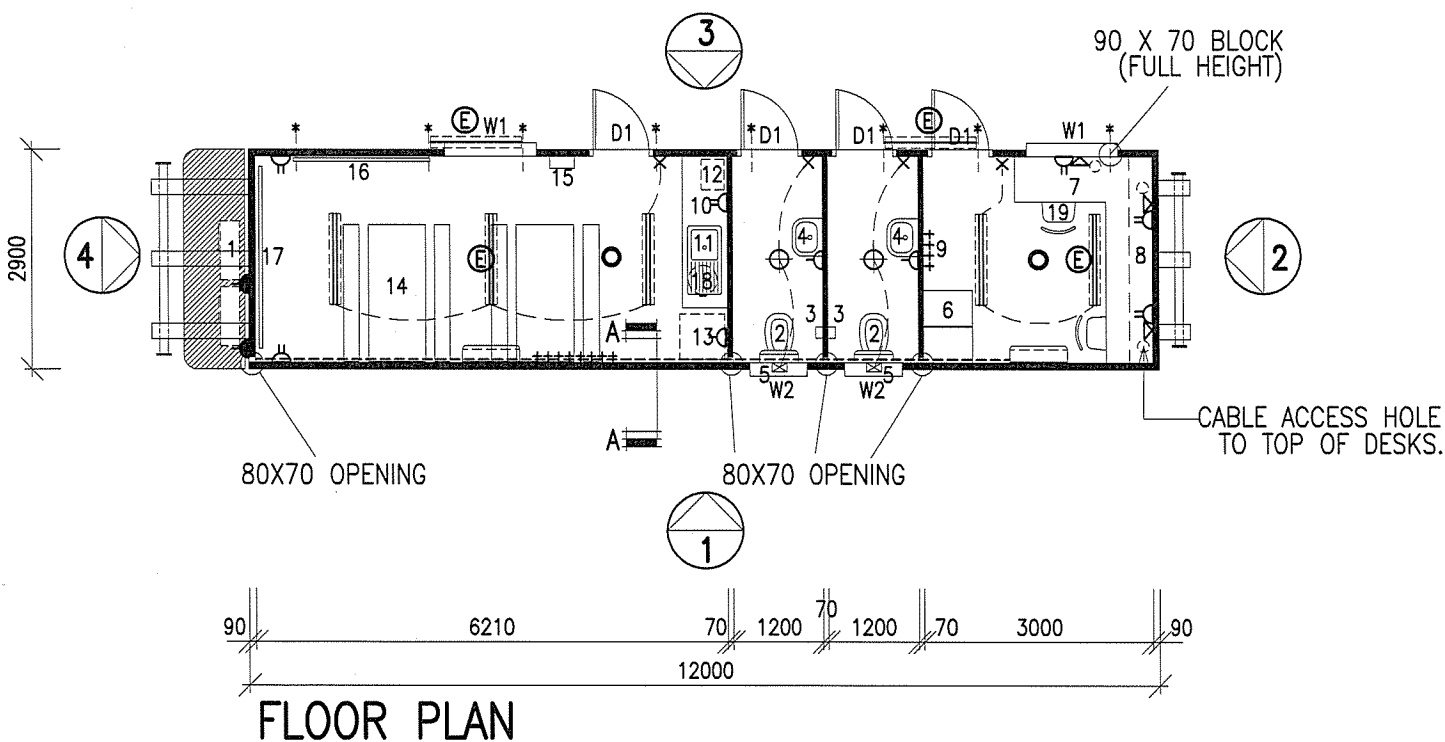


ELEVATION 3

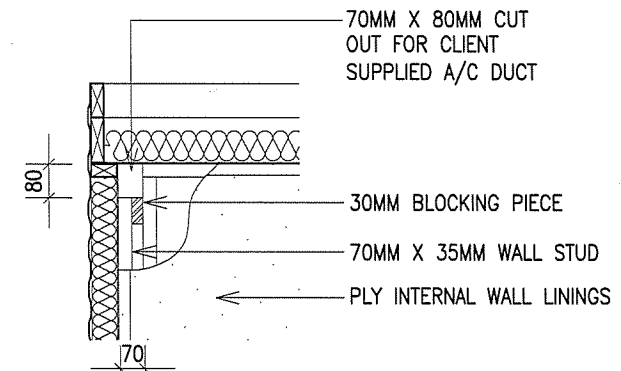


ELEVATION 4

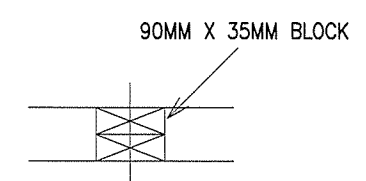
**NOTE:**  
 1. ALL EXTERNAL DOORS TO HAVE STICK ON REFLECTIVE EXIT SIGNS ON INSIDE FACE OF DOOR.  
 2. ALL EXTERNAL LIGHTS TO BE ON SAME P.E. CELL.



FLOOR PLAN



SECTION A-A  
SCALE 1:20



90 X 70 BLOCK  
SCALE 1:10

ITEM:	DESCRIPTION:	QTY:
W1.	1029H. X 1210W. HORIZONTAL SLIDING WINDOW (6.38 LAMINATED - GREY)	2.
W2.	350H. X 750W. ALUMINIUM SLIDING WINDOW. (OBSCURE GLAZING)	2.
D1.	2040H. X 820W. METAL CLAD REBATE EDGE EXTERNAL DOOR C/W SPRING RESTRAINER & EXIT SIGN.	4.
1.	SPLIT R/CYCLE A/C.	2.
2.	TOILET SUITE.	2.
3.	TOILET ROLL HOLDER.	2.
4.	500MM X 400MM HAND BASIN C/W MIRROR OVER.	2.
5.	WALL MOUNTED EXHAUST FAN.	2.
6.	4 DRAW FILING CABINET.	2.
7.	750MM DEEP DESK UNIT C/W CABLE ACCESS HOLES.	1.
8.	SHELVING OVER DESK (AS PER DETAIL).	1.
9.	COAT HOOKS.	12.
10.	LAMINATED CUPBOARD UNIT.	1.
11.	900MM S/STEEL INSET SINGLE BOWL SINK.	1.
12.	CHILLER/BOILER UNIT.	1.
13.	380L FRIDGE.	1.
14.	TABLE AND BENCHES (SCREWED TO FLOOR).	2.
15.	FIRST AID BOX.	1.
16.	1000 X 1800 WHITE BOARD.	1.
17.	1000 X 2400 WHITE BOARD.	1.
18.	50L UNDERBENCH HOT WATER UNIT.	1.
19.	CLERICAL CHAIR.	2.
▲	15 AMP ISOLATOR.	2.
△	SINGLE GPO.	3.
△	DOUBLE GPO (100 A.F.F.L.)	6.
×	LIGHT SWITCH.	4.
⊕	BATTEN CEILING LIGHT	2.
=====	2 X 36W. DIFFUSED FLUORO.	3.
=====	2 X 36W. DIFFUSED FLUORO C/W BATTERY BACKUP.	2.
⊕	1 X 36W FLOURO. VANDALITE @ 2400 HEIGHT C/W BATTERY BACKUP & PE CELL.	2.
○	SMOKE DETECTOR.	2.
⊕	ELECTRICAL POINT OF ENTRY (TBA).	1.
⊕	CIRCUIT BREAKER BOARD (3 PHASE).	1.

SUBMITTAL STATUS	INITIAL	DATE
A CONTRACT DRAWINGS		
B BILL OF MATERIALS		
C ISSUE FOR PURCHASING		
D ISSUE FOR PRODUCTION		
E RELEASE FOR DELIVERY		
F APPROVED BY MANAGER		

CLIENT: **ENSIGN INTERNATIONAL**  
 SALES ORDER NO: -

PROJECT: **12.0M X 2.9M OFFICE/TOILET/LUNCHROOM**  
 SERIAL NO: -

SITE: -



KARYDAV PTY. LTD. A.C.N. 061 115 133  
 1253 MAIN NORTH ROAD, PARA HILLS WEST,  
 SOUTH AUSTRALIA 5096  
 P.O. BOX 46, PARA HILLS  
 PH: (08) 8260 4866 FAX: (08) 8349 6273  
 BUILDERS LICENCE NO. GL 102757

DWG NO: OFF/TOI/LNCH	SHEET: 1 OF 1
SCALE: 1:100	DATE: 5/03/10
DRAWN: JR	CHECK: TS
REV	0

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RP-16002

*A. Prescott*  
REF: 1235



Proudly owned, designed and manufactured  
by Suncoast Waste Water Management

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## Technical Specifications

### OZZI KLEEN Sewage Treatment Systems

#### SK20A-G

---



*Efficiency, Reliability, Simplicity*  
[www.ozzikleen.com](http://www.ozzikleen.com)

## 1. DESIGN CAPACITY

The design capacity of the SK20A-G treatment plant is 4,000L per day, producing advanced secondary effluent quality as specified below.

## 2. DESIGN PARAMETERS

The performance of the OZZI KLEEN SK20A-G Sewage Treatment Plant will achieve advanced effluent quality provided the incoming wastewater parameters meet the following characteristics:

### Sewage Inlet

Parameter	Unit	Influent	Advanced
Biological Oxygen Demand (BOD <sub>5</sub> )	mg/L	≤ 350	≤ 10
Total Suspended Solids (TSS)	mg/L	≤ 350	≤ 10
Total Nitrogen	mg/L	≤ 75	≤ 10
Total Phosphorus	mg/L	≤ 15	≤ 5
Faecal Coliforms, FC	cfu/100 mL	-	≤ 10
Chlorine Residual	mg/L	-	0.5 ≤ 2.0
pH		6.0 ≤ 8.5	6.0 ≤ 8.5

## 3. SERVICE LIFE

The Ozzi Kleen SK20A-G was designed for a minimum service life of 15 years

## 4. ENGINEERING CALCULATION AND POE

Description	Document No.	Revision
SK20A-G Design Calculation Sheet	OK-SK20A-G-CS	12/11/2020
SK20A-G Power & Operating Cost Estimate	OK-SK20A-G-POE	12/11/2020
SK20A-G Elevation View Drawing	GD-SK20A-G-H06	17/11/2020
SK20A-G Plan View Drawing	GD-SK20A-G-H05	17/11/2020

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## Suncoast Waste Water Management

## Plant Engineering Calculation

Project: Ozzi Kleen SK20A-G

Model	Unit	SK20A-G	Notes
<b>1. Process Design Parameters</b>			
Plant Capacity	EP	20	
Hydraulic flow	l/day	4000	
BOD <sub>5</sub> loading	mg/l	350	
BOD <sub>5</sub> loading	kg/day	1.4	
Suspended solids loading	mg/l	350	
Suspended solids loading	kg/day	1.4	
Mixed Liquor Suspended Solids (MLSS)	mg/l	5000	Typical extended aeration: 2500 to 6000 mg/l
Sludge Age	days	40	Typical extended aeration: > 30 days
Flow hours per day - Hydraulic sizing	hr/day	24	
Blower on time per cycle	min	60	
Settling time per cycle	min	30	
Decant time per cycle	min	30	
Total cycle time	min	120	
Number of cycles per day	cycles	12	
Total decanting time per day	min	360	
Total decanting time per day	hr	6	
Total aeration time per day	min	720	
Total aeration time per day	hr	12	
<b>2. Aeration Tank</b>			
Number of Aeration Tanks		2	Two RP Tanks, SBR operation
Aeration Tank outside diameter	mm	1900	
Shell Thickness	mm	18	
Aeration Tank inside diameter	mm	1864	
Aeration Tank top water level	mm	1745	
Aeration Tank volume - actual, calculated	litre	8,414	Excluding 4 x ø450 OD tubes volume
Aeration Tank volume per EP actual		421	
Maximum decant depth	mm	150	
Aeration Tank max. decant volume	litre	723	
Max. decant volume to daily flow	%	18%	Two cells on same cycling
Aeration Tank minimum working volume	litre	7690	
Max. decant ratio	%	8.6%	
Hydraulic Residence Time based on TWL	hr	50	24 hours minimum: Ref: SA Dept. of Health
Hydraulic Residence Time based on BWL	hr	46	
Food to Microbial Mass ratio (F:M Ratio)	g/g day	0.033	Typical for extended aeration, F:M 0.04 to 0.15
<b>3. Air Flow</b>			
Oxygen demand (kg O <sub>2</sub> / kg BOD <sub>5</sub> )	kg/kg	2.4	Ref: SA Dept. of Health
BOD <sub>5</sub> loading	kg/day	1.40	
Actual Oxygen demand required	kg O <sub>2</sub> /day	3.4	Ref: SA Dept. of Health
1 kmol of air at STP occupies:	m <sup>3</sup> /kmol	22.41	
1 kmol of dry air has mass of:	kg/kmol	28.96	
Gravimetric fraction of Oxygen in dry air	kg/kg	0.2314	
Mass of Oxygen per kmol of air	kg/kmol	6.701	
Mass of Oxygen per m <sup>3</sup> of air at STP (dry basis)	kg/m <sup>3</sup>	0.299	
Inlet air temperature	°C	25	25°C default
Inlet air relative humidity	%	70	
Inlet air temperature	K	298.15	
Standard air temperature	°C	0	
Standard air temperature	K	273.15	
Inlet air pressure	bara	1.013	
Saturated vapour pressure at inlet conditions	bara	0.032	0.03166 for 25°C. 0.04242 for 30°C

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Blower discharge pressure at TWL	mbar	207	
Blower air flow (FAD) - actual	m <sup>3</sup> /hr	18	2 Blowers
Blower model	LP150HN		
Number of Elastox-T type B diffusers		4	
Air flow per diffuser (FAD at suction temperature)	m <sup>3</sup> /hr	4.50	
Ratio : Actual m <sup>3</sup> (wet basis) per Nm <sup>3</sup> (dry basis)		1.116	
Air flow per diffuser (at STP)	Nm <sup>3</sup> /hr	4.03	Recommended for Elastox-T: 2 to 6 Nm <sup>3</sup> /h
Elastox-T diffuser Oxygen transfer (from	g O <sub>2</sub> /m Nm <sup>3</sup>	22	
Diffuser immersion depth at TWL	m	1.545	
Diffuser Oxygen transfer at immersion depth	g O <sub>2</sub> /Nm <sup>3</sup>	33.99	
Oxygen transfer per diffuser	g O <sub>2</sub> /hr	137.06	
Oxygen transfer, all diffusers	kg O <sub>2</sub> /hr	0.55	
Oxygen transfer, all diffusers - daily basis at TWL	kg O <sub>2</sub> /day	6.6	
Standard Oxygen transfer efficiency (wet basis)	%	12.7	
<b>4. Chlorine Contact Tank</b>			
Decanting flow rate	l/min	16	Based on average flow plus 40% margin
Decanting flow rate	m <sup>3</sup> /hr	0.9	
Minimum Cl contact time	min	30	
Minimum Cl contact tank volume required	litre	467	
Number of Contact Tanks		2	
Contact Tank outside diameter	mm	450	
Shell Thickness	mm	10	
Contact Tank inside diameter	mm	430	
Contact Tank top water level	mm	1745	
Contact Tank volume - calculated	litre	507	
Cl contact time - actual	min	33	
<b>Chlorine tablet consumption</b>			
dosage rate	mg/L	10	
daily tablet consumption	kg/d	0.04	
min. storage - 3 months	kg	3.64	
number of tablets (200 g/ea) - 3 months	no.	18	
<b>5. Waste Sludge Tank</b>			
Sludge oxidation ratio	40 t	40	
Sludge D.S. wastage based on SS loading	kg/day	0.035	
Wet sludge solids content in sludge tank	% D S	1	
Wet sludge mass to be wasted	kg/day	3.5	
Wet sludge volume wasted where SG = 1	l/day	3.5	
Period between tank de-sludging	day	90	
Minimum sludge tank volume required	litre	315	
Number of Sludge Tanks		2	
Sludge Tank outside diameter	mm	450	
Shell Thickness	mm	10	
Sludge Tank inside diameter	mm	430	
Sludge Tank top water level	mm	1900	
Sludge Tank volume - calculated	litre	552	
Period between de-sludging - actual	day	158	
<b>6. Alum Dosing System (SK20A / A-G ONLY)</b>			
Dosage rate	mg/L	30	
Daily alum consumption	kg/d	0.12	
Percentage of alum solution	%	20	
Daily alum consumption at 20% solution:	kg/d	0.6	
Daily alum consumption at 20% solution:	L/d	0.53	
Dosing rate per inflow at 20% solution	ml/m <sup>3</sup>	133	
Chemical tank volume	litre	80	
Minimum refill period of Alum	days	150	

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## Suncoast Waste Water Management

## AWTS Process Design Parameters for Power Utilisation

## Project: Ozzi Kleen SK20A-G

Design Parameter	EP	20	Model			
Hydraulic Flow	l/day	4000				
Flow Hours per Day - Hydraulic Sizing	hr/day	24				
Blower ON Time per Cycle	min	60				
Settling Time per Cycle	min	30				
Decant Time per Cycle	min	30				
Total Cycle Time	min	120				
Number of Cycles per Day	cycles	12				
Transfer Pump Flow Rate	l/min	200	Showfou STA-112			
Effluent Pump Flow Rate	l/min	100	Reefe RVS300			
Grease Trap Pump Flow Rate (SK20G / A-G ONLY)	l/min	200	Reefe RVS300			
Dosing Pump Flow Rate (SK20A / A-G ONLY)	l/hr	3	Iwaki EJ B16			
Air Blower	m <sup>3</sup> /hr	18	Thomas LP150HN			
Power Utilisation Based on Rated Power	Installed Power		Unit	Hrs/day	Energy Used	
	3 phase	1 phase		hr	kWh	
Transfer Pump		0.75	kW	0.33	0.25	
Effluent Pump 1		0.40	kW	0.33	0.13	
Effluent Pump 2		0.40	kW	0.33	0.13	
Grease Trap Pump (SK20G / A-G ONLY)		0.18	kW	0.11	0.02	
Dosing Pump (SK20A / A-G ONLY)		0.10	kW	0.37	0.04	
Blower 1		0.13	kW	12.00	1.56	
Blower 2		0.13	kW	12.00	1.56	
Control System		0.10	kW	24.00	2.40	
<b>Total Installed Power</b>	<b>0.00</b>	<b>2.19</b>	kW		<b>6.1</b>	
<b>Average Power</b>			kW		<b>0.25</b>	
Current Draw Based on Full Load Current	Full Load Current		Unit	Hrs/day	Amp-hr Used	
	3 phase	1 phase			3 phase	1 phase
Transfer Pump		6.00	A	0.33		2.00
Effluent Pump 1		4.00	A	0.33		1.33
Effluent Pump 2		4.00	A	0.33		1.33
Grease Trap Pump (SK20G / A-G ONLY)		4.00	A	0.11		0.44
Dosing Pump (SK20A / A-G ONLY)		0.50	A	0.37		0.19
Blower 1		0.85	A	12.00		10.20
Blower 2		0.85	A	12.00		10.20
Control System		1.00	A	24.00		24.00
<b>Total Installed Current</b>	<b>0.00</b>	<b>21.20</b>	A		<b>0.00</b>	<b>49.69</b>
<b>Average Current</b>			A		<b>0.00</b>	<b>2.07</b>

Operating Cost Estimating	unit	unit price	qty/d	qty/yr	\$/yr
Power	kW	0.20	6.1	2224	445
Chlorine	kg	12.50	0.04	15	183
Alum	kg	1.50	0.12	44	66
Waste Sludge Disposal	L	0.20	3.50	1278	256
<b>total:</b>	<b>\$/year</b>				<b>949</b>

Note: All costs are estimated based on the SK20A-G operating for 365 days at full design capacity (4 kL/day), an adjustment should be made when less sewage is treated per year.

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REF: 1235

EFFLUENT OUTLET  
(32mm CAMLOCK)

SLUDGE TANK

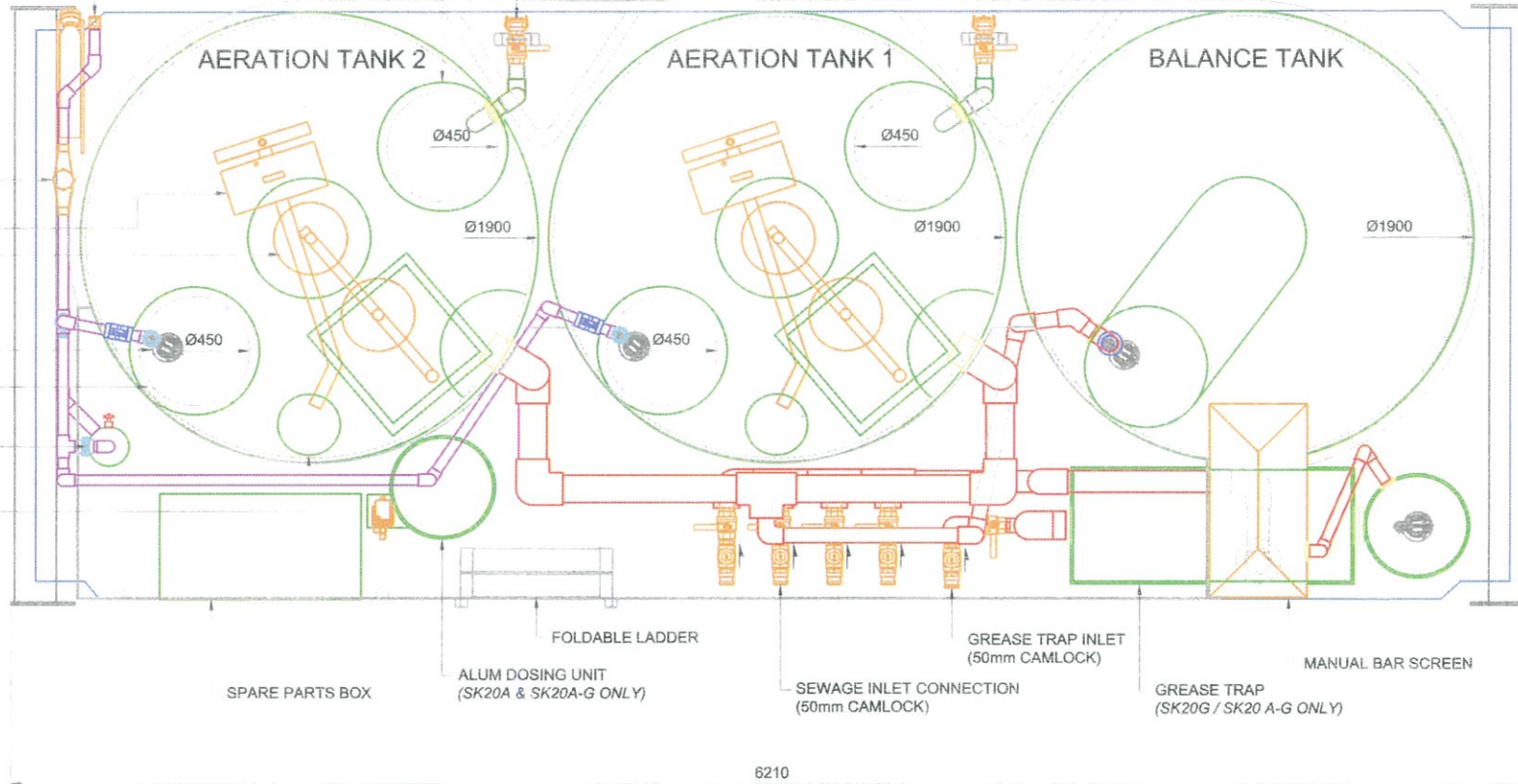
WASTE SLUDGE DISPOSAL  
(50mm CAMLOCK)

AERATION TANK 2

AERATION TANK 1

BALANCE TANK

EFFLUENT FLOW METER  
FLOATING DECANTER  
AIR DIFFUSERS  
EFFLUENT PUMP  
EFFLUENT TANK  
SOCK FILTER  
CHLORINATOR



PLAN VIEW

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*AP*  
REF: 1235

DATE	DESCRIPTION	REV.	BY
17/11/20	TANK DIMENSIONS ADDED	2	YH
26/10/16	GENERAL REVISION	1	YH

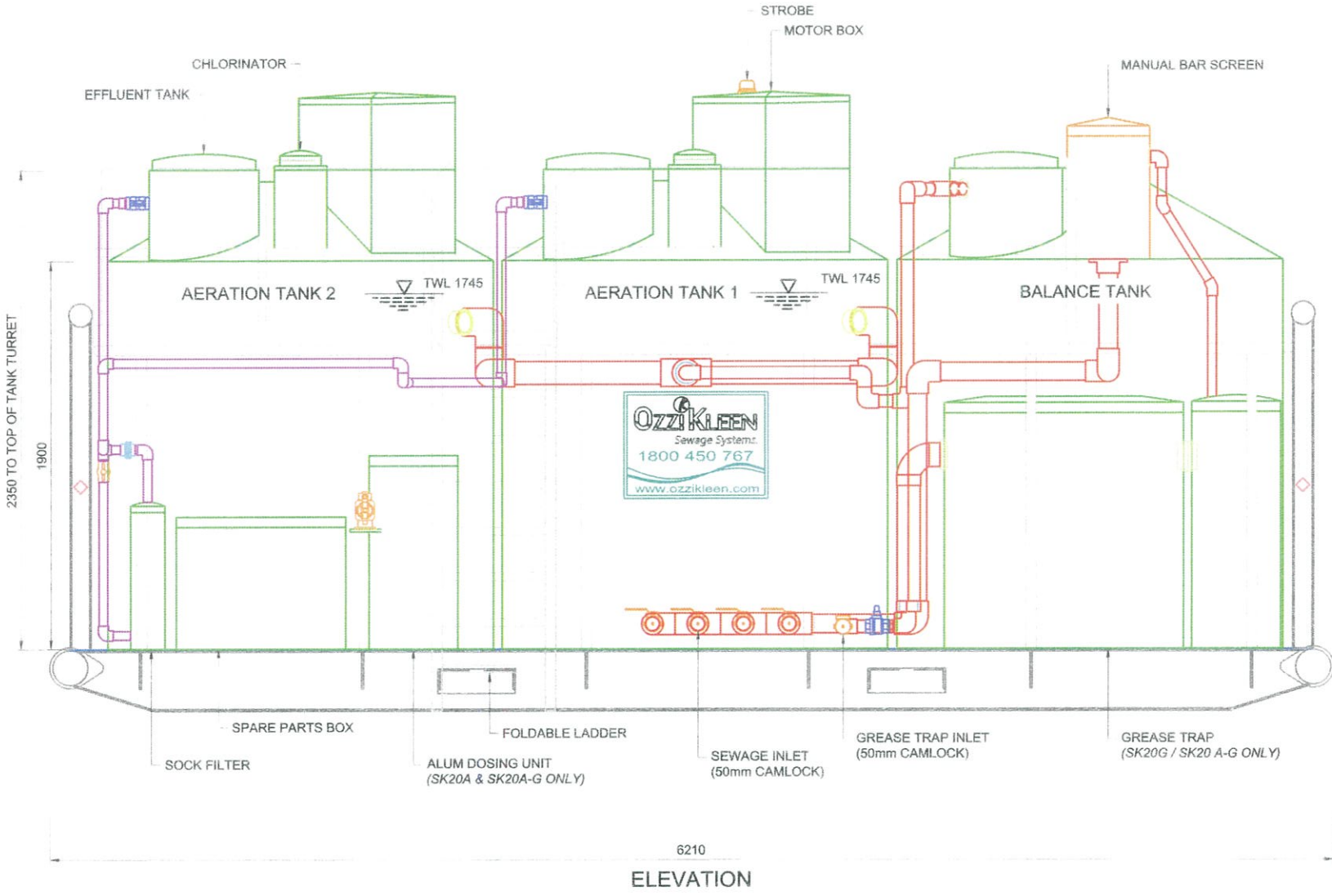


Suncoast Waste Water Management

59 INDUSTRIAL AVE  
KUNDA PARK  
QLD 4556  
PH +61 7 5459 4900  
FAX +61 7 5456 4677  
www.ozziclean.com

CLIENT	GENERAL	DESIGN	AP
PROJECT	OZZI KLEEN SK20A-G AWTS	DRAWN	YH
TITLE	PLAN VIEW	CHKD	SB
DWG NO.	GD-SK20A-G-H05	DATE	17/11/20
		SCALE	NTS





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 RP-16002  
 REF: 1235  
*AP*

DATE	DESCRIPTION	REV.	BY
17/11/20	TANK WATER LEVEL INDICATED	2	YH
26/10/16	GENERAL REVISION	1	YH



Suncoast Waste Water Management  
 72

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 KUNDA PARK  
 QLD 4556  
 PH +61 7 5459 4900  
 FAX +61 7 5456 4877  
 www.ozzicleen.com

CLIENT	GENERAL DRAWING	DESIGN	AP
PROJECT	OZZI KLEEN SK20A-G AWTS	DRAWN	YH
TITLE	ELEVATION VIEW	CHKD	SB
DWG NO.	GD-SK20A-G-H06	DATE	17/11/20
		SCALE	NTS

Wednesday, May 15, 2024

Shire of Mingenew  
21 Victoria Street,  
Mingenew, Western Australia 6522

Attention: Matt Fanning

Dear Matt,

**RE: PLANNING APPLICATION FOR THE RIG SITE CAMP ASSOCIATED WITH THE MINERAL RESOURCES LIMITED NORTH ERREGULLA-3 EXPLORATION DRILLING PROGRAM**

Please find attached a planning application for the installation and operation of a rig camp site that will be utilized to support the upcoming North Erregulla-3 exploration drilling program for Mineral Resources Limited within Petroleum Licence EP368 and EP 426 managed under the *Petroleum and Geothermal Energy Resources Act 1967*. The drilling activities are expected to commence in July 2024 based on the current rig schedule.

Once drilling activities have commenced, they will be conducted continuously on a 24-hour basis with two crews working back-to-back on 12-hour shifts. The rig site camp is planned to accommodate up to six (6) persons that are required on-site at the drilling rig for the duration of the drilling activity. There will be up to 22 additional non-accommodated personnel on site during each 12-hour shift.

The drilling program is temporary in nature and planned to be completed within 60 days for this well, however there may be a requirement (over a period of up to 2 years) for various short-term maintenance or well testing activities to be completed. These activities may require accommodation on site but would also be temporary in nature.

The rig site location map is provided as Attachment 1 and will be accessed via Midlands Road and Moorriary Road. The rig site camp will be installed within the first five days of the drilling activity and will be conducted in conjunction with the installation of the drilling rig. The rig site equipment layout is provided as Attachment 2. The modular camp units will be transported to the site utilizing semi-trailers or winch trucks. There will be a total of eighty trailer loads (two of which will be the modular sleeper units) required to transport the drilling rig, rig camp units and associated equipment to the site. The \$10,000 installation cost covers the transportation, loading/unloading of the units utilizing side-loaders or winch trucks. Minimal plumbing and cabling are required to commission the camp units as they are designed to be highly mobile, to be readily moved from site to site with the drilling rig.

The cost breakdown of the two three sleeper units are as follows:

Rig up:

- 4.5 hours x Unloading/spotting/rig up of sleeper units with side loader: \$1,125 (based on a \$250/hour side loader cost)
- 1 x Electrician and 2 x assisting personnel: \$3,674.

Rig down:

- 4.5 hours x Rig down/spotting/rig up of sleeper units with side loader: \$1,125 (based on a \$250/hour side loader cost)
- 1 x Electrician and 2 x assisting personnel: \$3,674.

The rig camp location is not within close proximity to any residential dwellings with the distance to the nearest residential dwelling being greater than 3 kms. At the rig site camp, there will be no food preparation facilities (this will be conducted off site at the main camp).

The following information has been provided as attachments to the completed Development Application Form:

- ▶ Attachment 1: Site location showing the exploration well location with regards to the lot boundaries and lot area.
- ▶ Attachment 2: A site layout schematic that provides an indication of where the accommodation units will be situated with regards to additional key drilling rig infrastructure and wellsite boundaries.
- ▶ Attachment 3: A compilation of information regarding the rig site camp with plan views, dimensions and images associated with the temporary building structures.
- ▶ Attachment 4: The information and manual associated with the ATU system. The ATU application form will be submitted to the Shire of Mingenew EHO together with its supporting documentation.

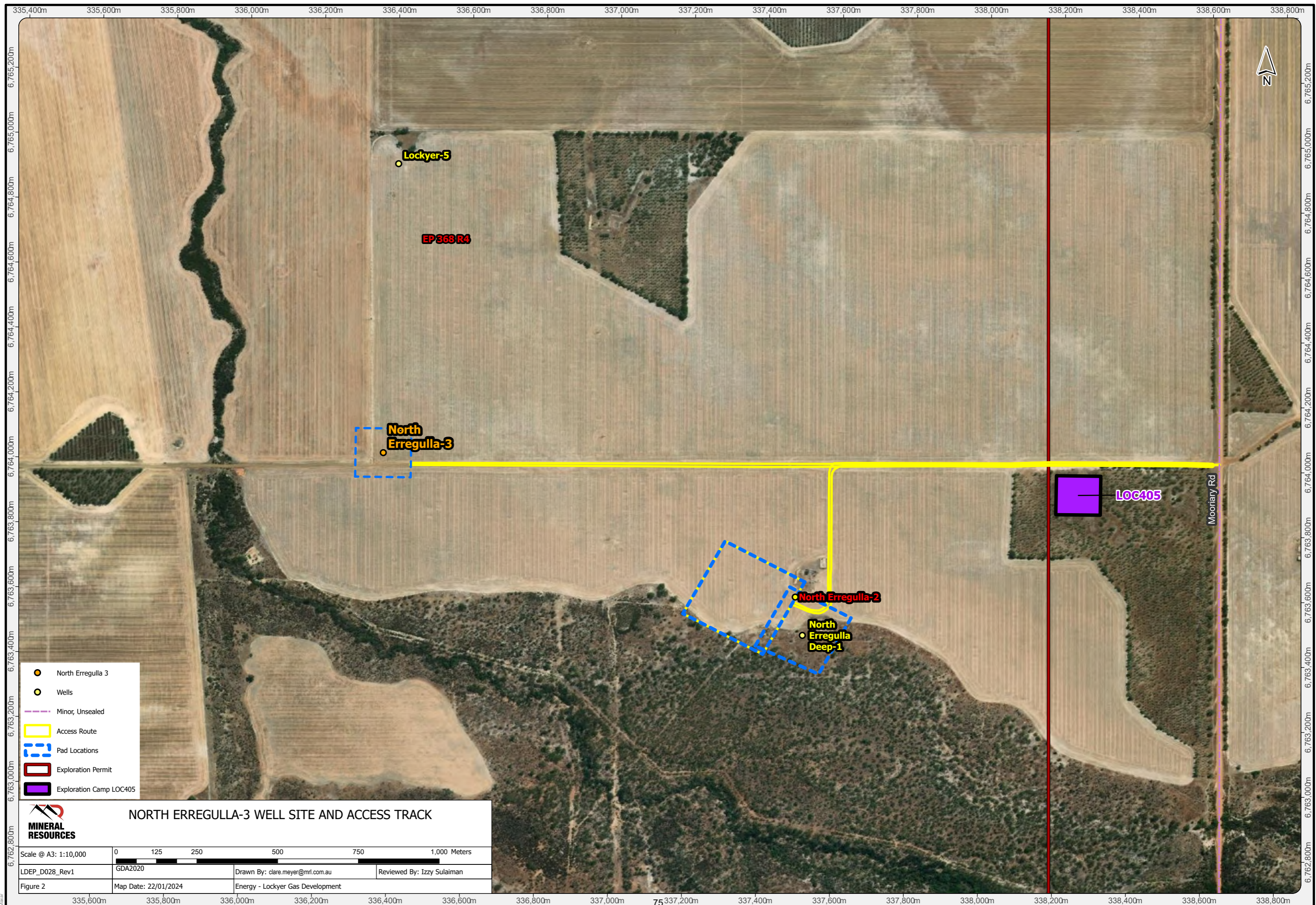
This information has been collated and submitted for and on behalf of Mineral Resources Limited.

Yours sincerely,



**Darrell Girgenti**  
*Project Manager*

Mineral Resources Limited



- North Erregulla 3
- Wells
- Minor, Unsealed
- Access Route
- - - Pad Locations
- Exploration Permit
- Exploration Camp LOC405

### NORTH ERREGULLA-3 WELL SITE AND ACCESS TRACK

Scale @ A3: 1:10,000			
LDEP_D028_Rev1	GDA2020	Drawn By: clare.meyer@mrl.com.au	Reviewed By: Izzy Sulaiman
Figure 2	Map Date: 22/01/2024	Energy - Lockyer Gas Development	

**Bushfire Prone Areas**  
Lot 433 on DP 2904  
North Erregulla-3  
MREX Mobile Gas Village



North Erregulla-3

MREX Mobile Gas Village

North Erregulla Deep

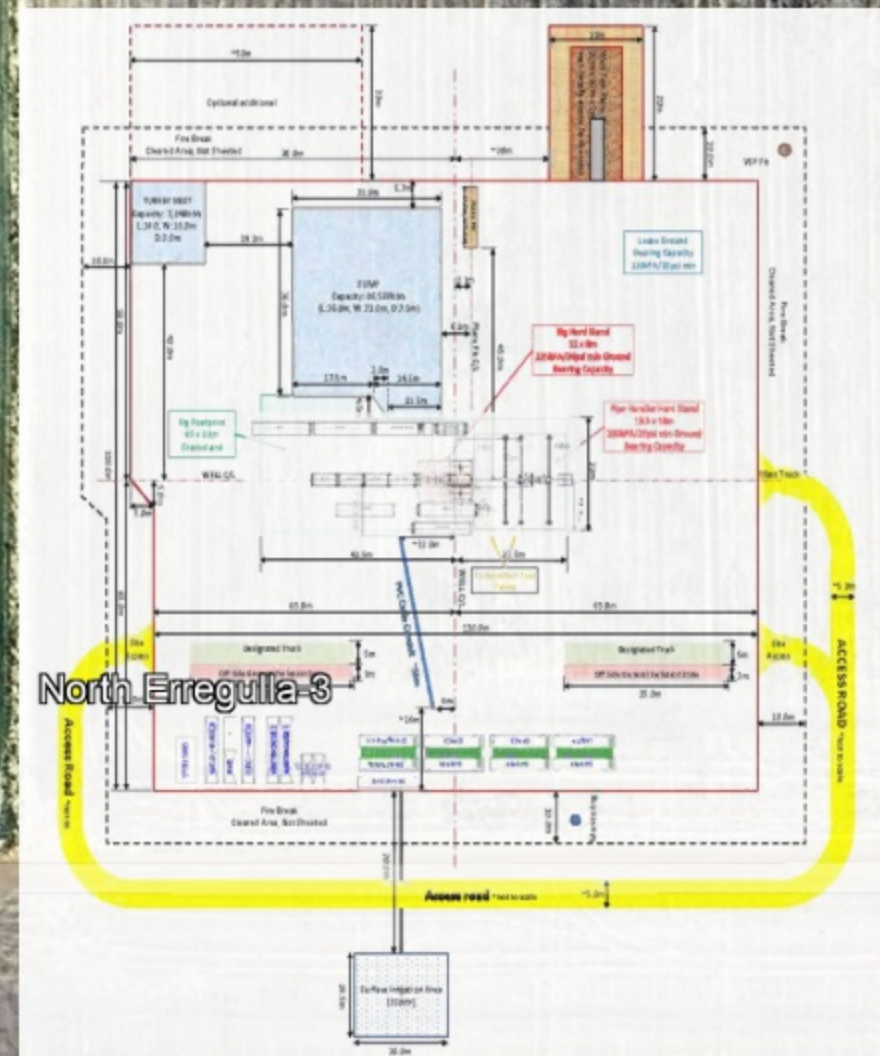
Google Earth

Image © 2024 Airbus

500 m

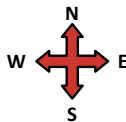
# North Erregulla-3 Site Layout

Lot 433 on DP 2984

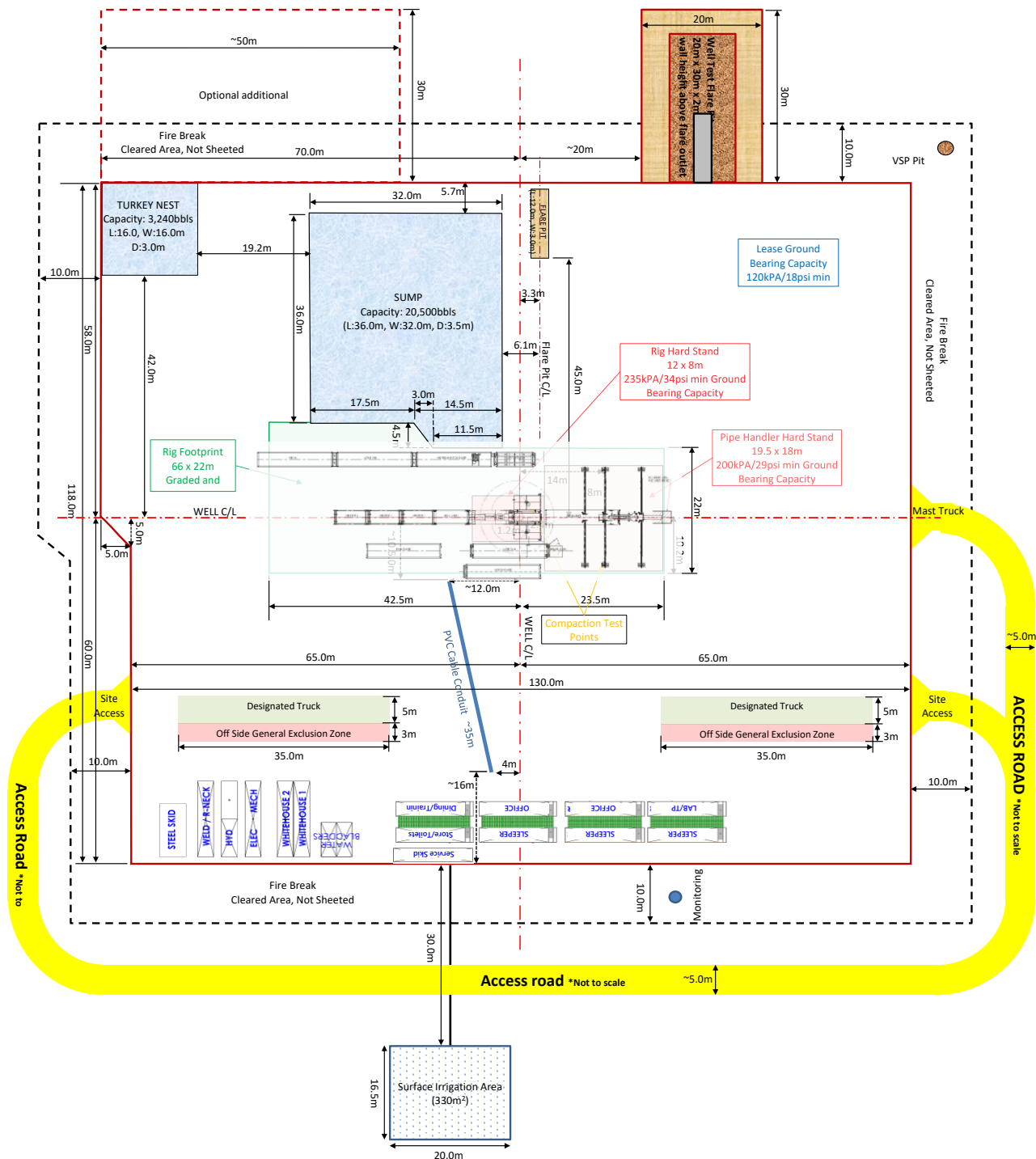


# NORTH ERREGULLA-3 SITE LAYOUT

Operator	Energy Resources Ltd	Permit	EP368	Location	Onshore Perth Basin, WA
Surface Location			Water Bore		
Latitude	29° 14' 29.98" S	Longitude	115° 19' 00.47" E	Latitude	
Revision	Rev A		Date	26/04/2024	
Drafted	Darrell Girgenti		Position	Project Manager	
Signed			Position		
Reviewed			Position		
Signed			Position		

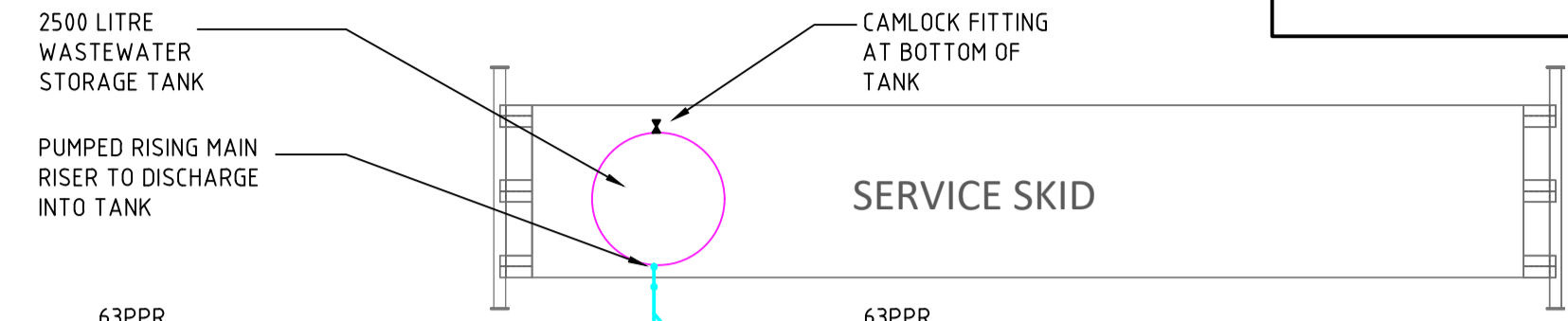
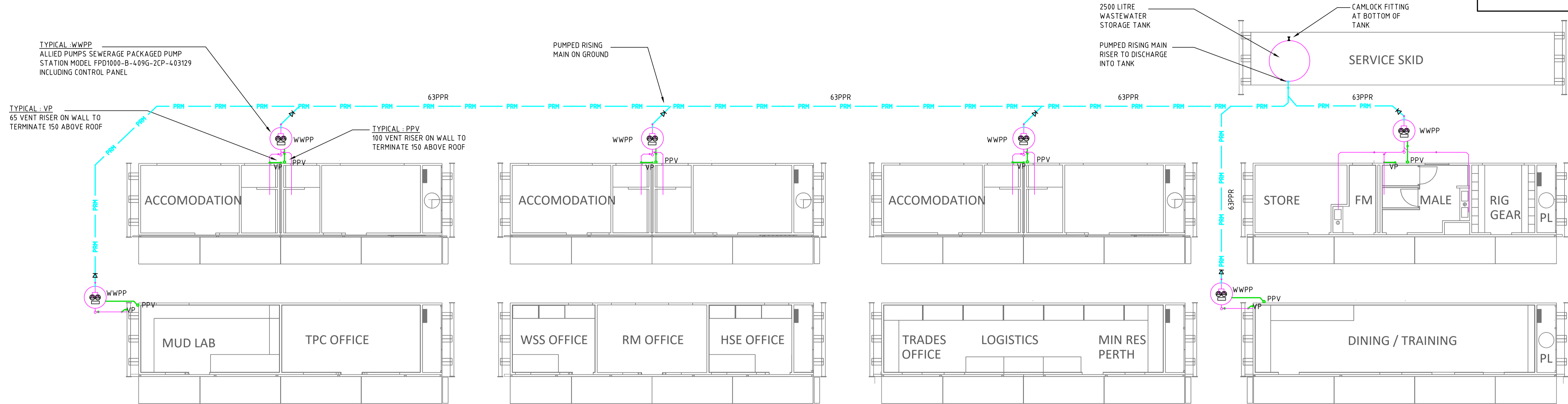


- Required Soil Bearing Minimum Capacity (Graded and Compacted Area)
- HIGH LOAD BEARING GRADED AND COMPACTED AREA (MIN 235kPA/32psi)
  - LOAD BEARING GRADED AND COMPACTED AREA (MIN 200kPA/29psi)
  - SHEETED, GRADED AND COMPACTED AREA W/ 2% FALL (MIN 120kPA/18psi)

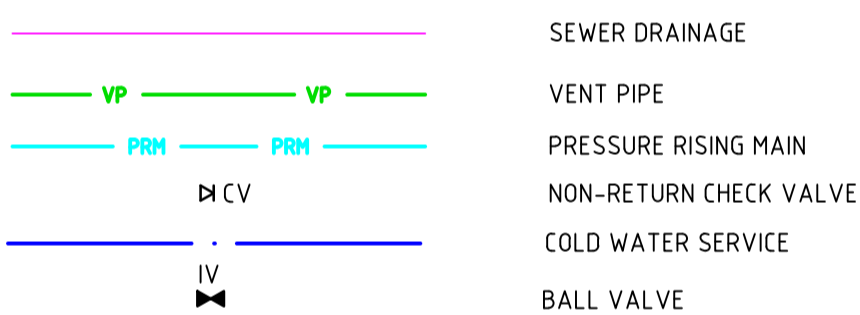


**PROJECT NOTES:**

- REFER TO DRAWING DWG-001 FOR LEGEND OF SYMBOLS AND GENERAL NOTES.
- THIS DRAWING SHALL BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS IN THE SET.
- REFER TO ARCHITECTURAL LAYOUTS FOR ALL SET-OUTS.
- COORDINATE ON SITE WITH ALL OTHER TRADES PRIOR TO INSTALLATION OF FITTINGS.

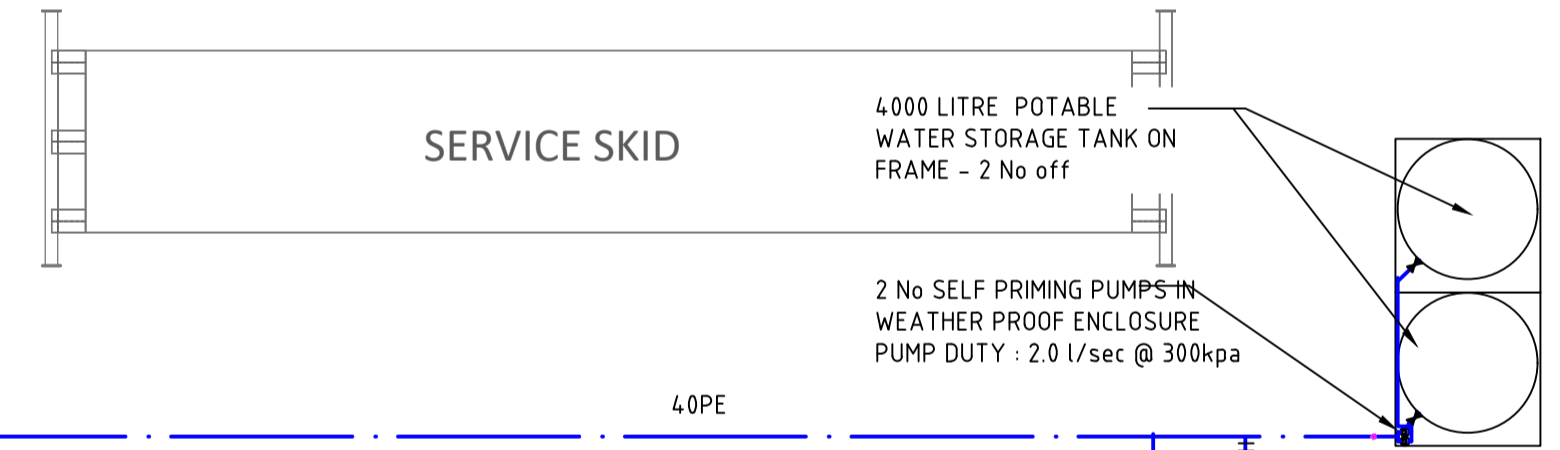
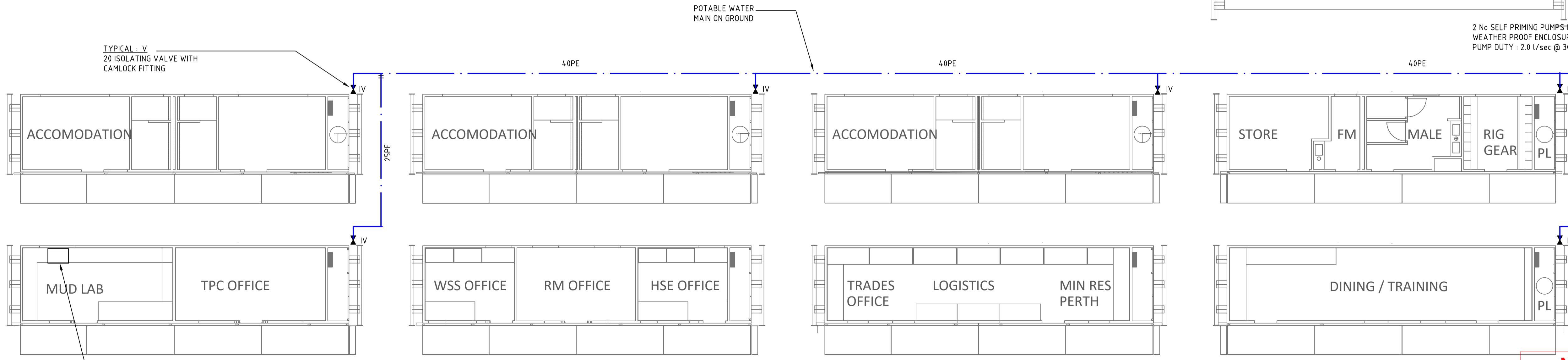


**TYPICAL LINETYPES**



**GENERAL NOTE 1:**  
 1. ALL POTABLE WATER SUPPLY CONNECTIONS TO MODULES AND EQUIPMENT (SUPPLIED BY OTHERS) SHALL BE VIA A CAMLOCK FITTING.  
 2. ALL POTABLE WATER PIPEWORK ABOVE GROUND TO BE SECURELY FIXED TO GROUND LEVEL AT 1500 INTERVALS VIA "U" PEG GOAL ANCHORS OR SIMILAR

**WASTEWATER DRAINAGE**



**POTABLE WATER**

**NOT FOR PRICING**  
**NOT FOR CONSTRUCTION**

CONSULTANT:

Level 4, 507 Murray St  
 Perth, WA, 6000  
 T: 1300 083 238  
 ABN: 43 608 399 971  
 www.decobu.com.au

CLIENT:

82 Power Avenue,  
 Wattleup, WA 6166  
 T: (08) 9410 7100  
 www.thecomplete.group

REV	DATE	REVISION	DRN	CKD
C	17.04.24	ISSUED FOR CLIENT REVIEW	AC	AC
B	11.04.24	ISSUED FOR CLIENT REVIEW	AC	AC
A	22.03.24	ISSUED FOR CLIENT REVIEW	AC	AC

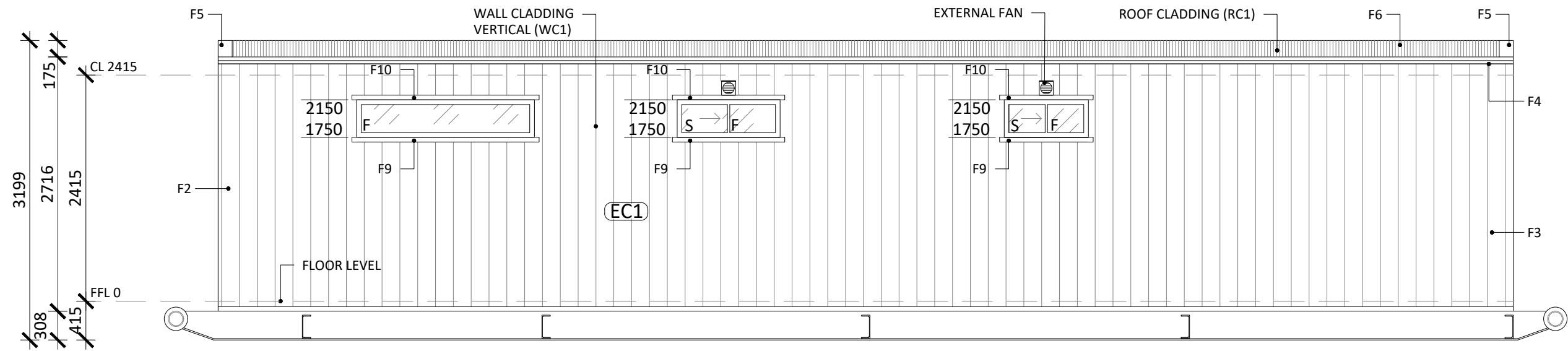
PROJECT:  
**MOBILE GAS RIG VILLAGE  
 DONGARA, WA**

DRAWING TITLE:  
**HYDRAULIC SERVICES  
 WASTEWATER & POTABLE WATER LAYOUT  
 MINOR CAMP SITE**

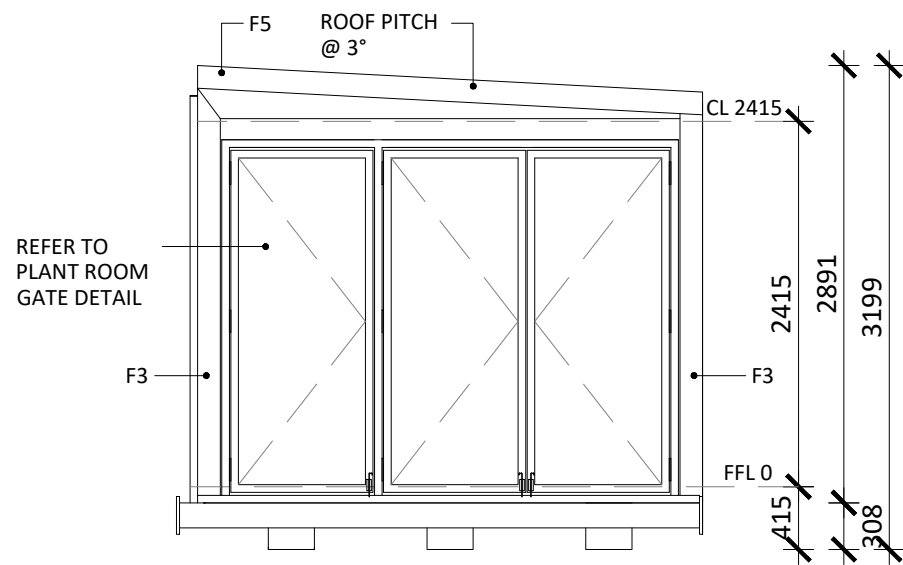
ISSUED FOR CLIENT REVIEW

DRAWN:	AC	DATE:	Mar 2024
DESIGN:	AC	SCALE:	1:100
APPROVED:	KR	SHT. SIZE:	A1
DRAWING NO.	24-127-HY-DWG-103		REV. C





**C ELEVATION**  
1:50



**D ELEVATION**  
1:50

PB 4264

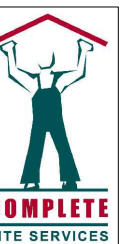
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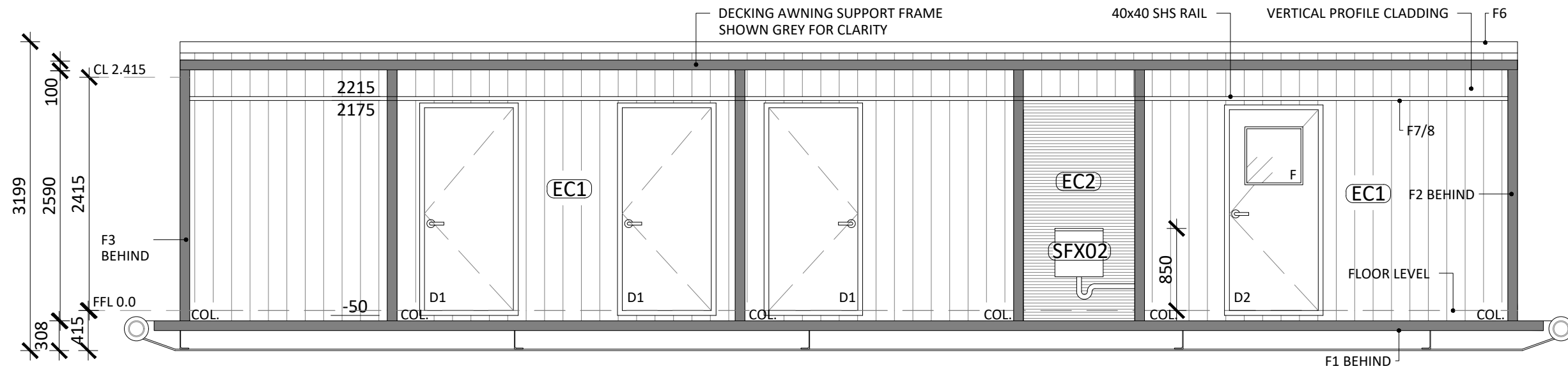
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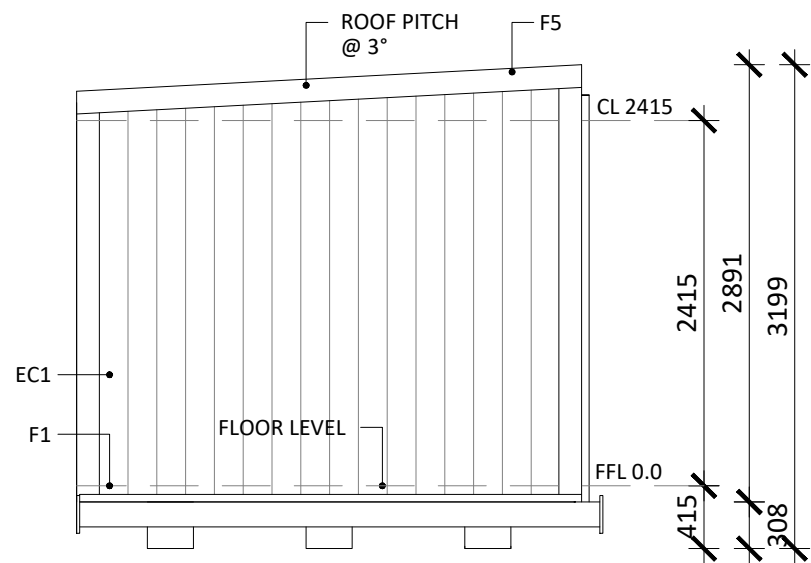
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LOCATION :	MOBILE GAS RIG VILLAGE		
TITLE :	ABLUTION - RIGHT HAND - ELEVATION - 02		
CLIENT DWG NO :	-----	REV :	A
CSS DWG NO :	12-0282-PB4264-AR-3010	REV :	A.2
80 CSS JOB NO :	12-0282		

**COMPLETE SITE SERVICES**  
82 POWER AVENUE,  
WATTLEUP, WA  
(PHONE) 9410 7100  
  
THIS DRAWING IS  
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**A ELEVATION**  
1:50



**B ELEVATION**  
1:50

PB 4264

CLIENT APPROVAL :  
CLIENT SIGNATURE :  
DATE :

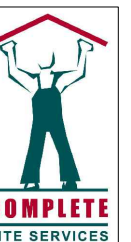
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CLIENT :	CSI MINING SERVICES		
LOCATION :	MOBILE GAS RIG VILLAGE		
TITLE :	ABLUTION - RIGHT HAND - ELEVATIONS - 01		
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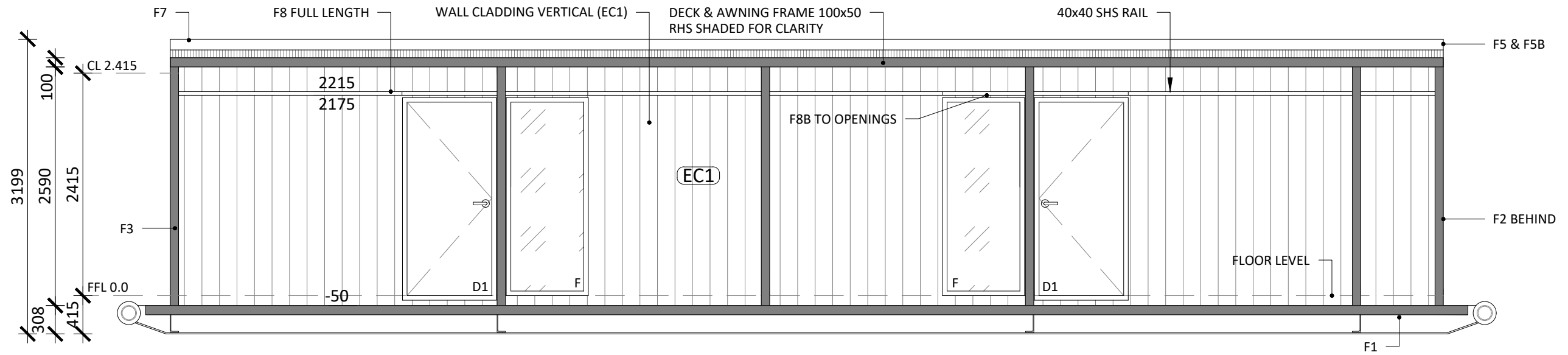
**COMPLETE SITE SERVICES**  
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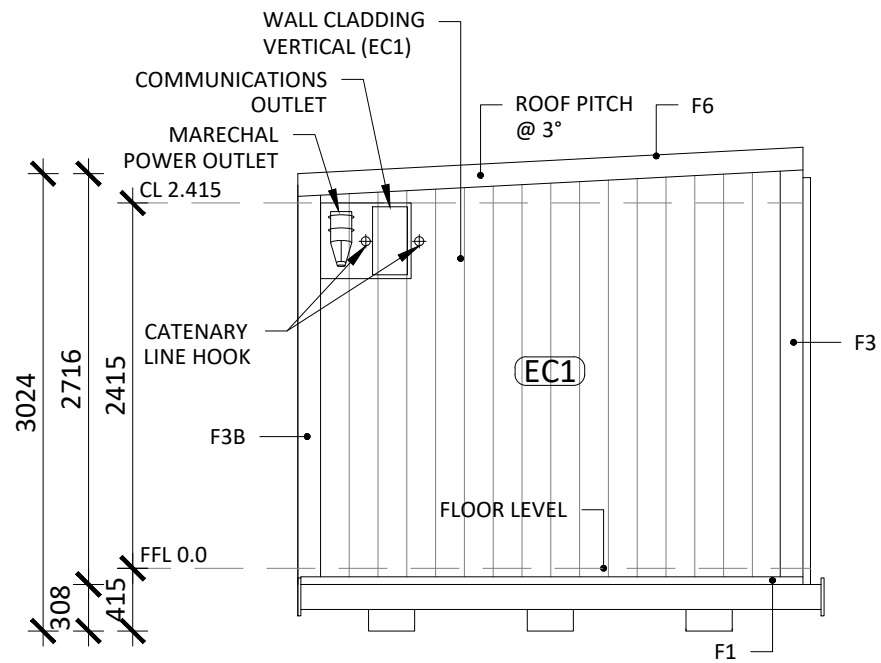


**NOTE**

- REFER TO GENERIC FLASHING DETAILS
- 40x40 SHS RAIL IS WELDED STUD WALL FRAME & DECK/AWNING FRAME



**A ELEVATION**  
2010 1:50



**B ELEVATION**  
2010 1:50

PB 4230 TO PB 4241 AND PB 4261, 4262 TO 4263 (150F)

**CLIENT APPROVAL :**  
CLIENT SIGNATURE :  
  
DATE :  
  
NOTE: THESE DRAWINGS HAVE BEEN APPROVED FOR MANUFACTURING. SHOULD ANY CHANGES BE MADE AFTER THE APPROVED DATE THE CONTRACT WILL NEED TO BE REVIEWED.

REV	DESCRIPTION	INIT	DATE
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CHECKED :	MG

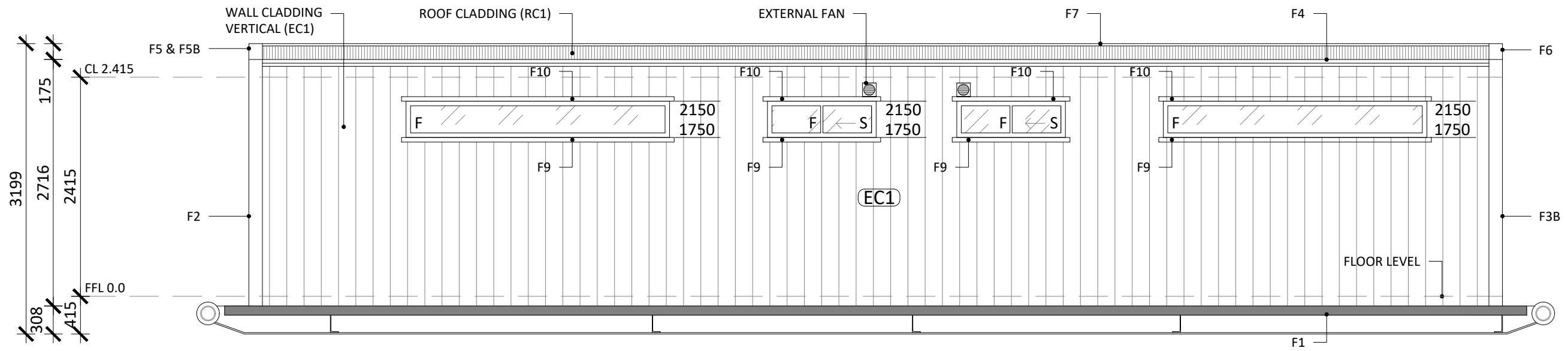
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LOCATION :	MOBILE GAS RIG VILLAGE		
TITLE :	ACCOMMODATION - RIGHT HAND - ELEVATIONS - 01		
CLIENT DWG NO :	-----	REV :	A
CSS DWG NO :	12-0282-PB4230-AR-3000	REV :	A.2
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**COMPLETE SITE SERVICES**  
82 POWER AVENUE,  
WATTLEUP, WA  
(PHONE) 9410 7100

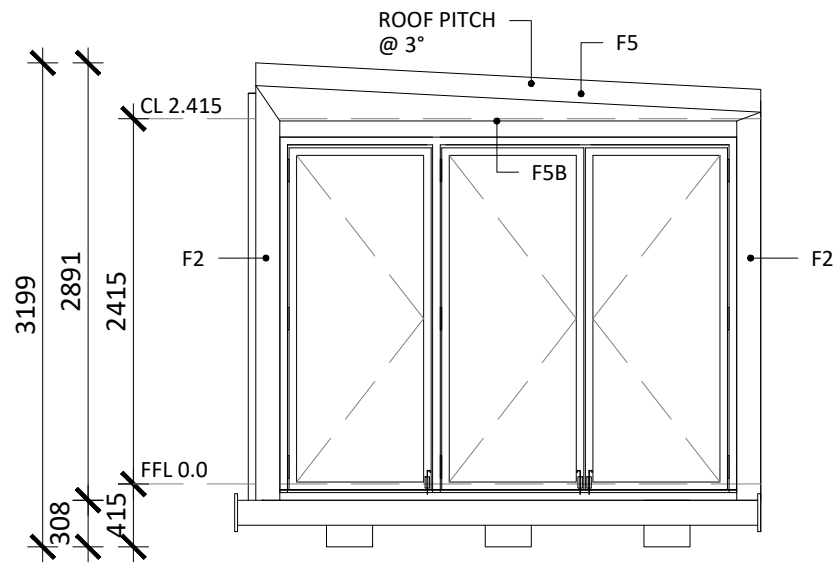
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**NOTE**

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**C ELEVATION**  
2010 1:50



**D ELEVATION**  
2010 1:50

PB 4230 TO PB 4241 AND PB 4261, 4262 TO 4263 (150F)

**CLIENT APPROVAL :**  
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A	ISSUED FOR REVIEW	MS	29.04.24

PAGE SIZE :	A3
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DATE :	29.04.24
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CLIENT :	CSI MINING SERVICES		
LOCATION :	MOBILE GAS RIG VILLAGE		
TITLE :	ACCOMMODATION - RIGHT HAND - ELEVATIONS - 02		
CLIENT DWG NO :	-----	REV :	A
CSS DWG NO :	12-0282-PB4230-AR-3010	REV :	A.2
83 CSS JOB NO :	12-0282		

**COMPLETE SITE SERVICES**  
82 POWER AVENUE,  
WATTLEUP, WA  
(PHONE) 9410 7100

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### 3. Design Requirements

#### 3.1. Site Details

Details	Information
<b>Project Name</b>	Lockyer Mobile Gas Rig Village - PWTP and WWTP
<b>Project Location</b>	Near Dongara, Western Australia
<b>Wind Region</b>	Region D

#### 3.2. Village PWTP Specifications

Details	Units	Parameter
<b>Raw Water Quality</b>	Water source	- Bore water
	Temperature <sup>2</sup>	°C 15-35
	TDS <sup>1</sup>	mg/L <5,000
	TSS <sup>2</sup>	mg/L <30
	Particle size <sup>2</sup>	µm 95% >10, 5% >1
	pH	pH units 6.0-6.7
	Free chlorine <sup>2</sup>	mg/L <0.1
	Iron <sup>2</sup>	mg/L <0.1
	Manganese <sup>2</sup>	mg/L <0.1
	Silica <sup>2</sup>	mg/L <10
	TOC (as C) <sup>2</sup>	mg/L <1
<b>Treated Water Quality</b>	Use	- Potable water, compliant to ADWG
	TDS	mg/L <600
	TSS	mg/L <1
	pH	- 6.5-8.5
	Free chlorine	mg/L 0.2-2.0
<b>Treated Water Volume</b>	m <sup>3</sup> /day	15
<b>Raw Water Tank Volume</b>	kL	14
<b>Potable Water Tank Volume</b>	kL	3 x 14
<b>Potable Water Distribution Pump Duty</b>	m <sup>3</sup> /h @ kPa	11.4 @ 500 kPa (2 x 100% pumps)
<b>Plant Type</b>	Reverse Osmosis - Brackish Water (RO-BW)	
<b>Assembly</b>	Equipment installed on a suitable client designed and supplied skid	
<b>Notes</b>	<sup>1</sup> As per water analysis received from client: 20231114 NED1 Baseline SGA Report, Nov22-Feb23. Noting that we have assumed errors in adequately flushing and sampling of bores and the presence of historical drilling fluid, hence we have assumed normal levels of TOC, iron and manganese and included standard pre-treatment of media and cartridge filtration	

<sup>2</sup>Assumed values, a complete, accurate and current raw water analysis is required to confirm design and final equipment selection



*ABCO 24 m<sup>3</sup>/day containerised RO plant*

### 3.3. Village WWTP Specifications

	Details	Units	Parameter
<b>Influent Quality<sup>1</sup></b>	Water Source	-	Macerated raw domestic strength sewage
	Peak Flow	m <sup>3</sup> / hr	2.5
	Temperature	°C	15-32
	BOD	mg/L	<300
	TSS	mg/L	<300
	pH	pH units	6.5-8.5
	TN	mg/L	<80
	TP	mg/L	<15
	FOG <sup>3</sup>	mg/L	<20
<b>Treated Effluent Quality</b>	Exposure Risk Level	-	Low (Class C)
	BOD	mg/L	<20
	TSS	mg/L	<30
	pH	pH units	6.5-8.5
	TN	mg/L	N/A
	TP	mg/L	N/A
	E Coli	cfu/100mL	<1,000
	Free chlorine	mg/L	0.5-2.0
<b>Design Influent Flow</b>		m <sup>3</sup> /day	12
<b>Peak Influent Flow<sup>2</sup></b>		m <sup>3</sup> / hr	10.4
<b>Balance Tank Volume</b>		kL	10.5
<b>Irrigation Tank Volume</b>		kL	4.5
<b>Irrigation Pump Duty</b>		m <sup>3</sup> /hr @ kPa	6 @ 300
<b>Plant Type</b>	Rotating Biological Contactor (RBC)		
<b>Assembly</b>	Equipment installed on a suitable client designed and supplied skid		
<b>Notes</b>	<sup>1</sup> Assumed values. <sup>2</sup> Maximum peak flow based on 5 x average flow for 2 hours in morning/evening. By accepting this quotation, client confirms acceptance of these parameters as the basis for design.		



ABCO 15 m<sup>3</sup>/day skid mounted RBC plant



## 4. Plant and Equipment Details

The scope of supply is outlined below subject to detailed design upon contract award.

### 4.1. Village PWTP

Item	Qty	Equipment
1.	1	14kL Raw water tank in PE construction with appropriate fittings
2.	3	14kL Potable water tanks in PE construction with appropriate fittings
3.	1	As new 10' container complete with: <ul style="list-style-type: none"> <li>Standard spray enamel painting inside and out</li> <li>Non-slip chemically resistant flooring coating</li> <li>Window mounted aircon (TECO)</li> <li>Internal ceiling mounted LED light (with battery backup)</li> <li>1 x 10A GPO for maintenance</li> <li>Roof mounted alarm beacon</li> </ul>
4.	1	Low pressure feed pump
5.	1	High pressure RO pump
6.	1	Potable water tank recirculation pump
7.	1 set	Variable speed potable water distribution pumps configured in duty/standby (2 x 100%): <ul style="list-style-type: none"> <li>2 x vertical multistage pumps, 304SS construction</li> <li>Pumps fitted with motor mounted variable speed drives</li> <li>1 x 40L pressure vessel, manifold mounted</li> <li>304SS suction and discharge manifolds</li> <li>2 x isolating ball valves and 1 x wafer check valve per pump</li> <li>All mounted to a pressed stainless steel skid base</li> </ul>
8.	1	Anti-scalant dosing pump with low-level switch and bunded dosing tank
9.	1	Hypochlorite dosing pump with low-level switch and bunded dosing tank
10.	1	Auto-backwashing multi-media filter
11.	1 lot	Cartridge filters (5 and 1 micron)
12.	1 lot	Brackish water RO vessels and membranes
13.	1	Calcite filter
14.	1	CIP tank with manual valves
15.	1 lot	Pressure gauges
16.	2	Pressure switches
17.	3	Float level switches
18.	3	Flow gauges (rotameter)
19.	1	Flow switch
20.	1	Conductivity transmitter
21.	2	pH transmitters

22.	1	Free chlorine analyser
23.	1	Power distribution board to AS 3000, IP65 plastic enclosure
24.	1	Combined motor starter and PLC control panel to AS 3000
25.	1 lot	uPVC piping and valves
26.	1 lot	Interconnecting piping and cabling within the battery limits

Note: full equipment list subject to engineering design and approval



*ABCO 480 m<sup>3</sup>/day containerised RO plant*

## 4.2. Village WWTP

Item	Qty	Equipment
1.	1	10.5kL Balance tank in PE construction with appropriate fittings
2.	1	10.5kL Sedimentation tank in PE construction with appropriate fittings
3.	1	4.5kL Irrigation tank in PE construction with appropriate fittings
4.	1	Rotating biological contractor (RBC) in FRP construction, PP disks
5.	1	Lamella clarifier (LC) in FRP construction
6.	1	Feed pump
7.	1	RAS pump
8.	1	Irrigation tank recirculation pump
9.	1	Irrigation pump
10.	1	Hypochlorite dosing pump with low-level switch and bunded dosing tank
11.	1	Coagulant dosing pump with low-level switch and bunded dosing tank
12.	1 lot	Pressure gauges
13.	1 lot	Level switches
14.	2	Flow switches
15.	2	Flow transmitters
16.	1	ORP sensor
17.	1	Power distribution board to AS 3000, IP65 plastic enclosure
18.	1	Combined motor starter and PLC control panel with HMI to AS 3000
19.	1 lot	uPVC piping and valves
20.	1 lot	Interconnecting piping and cabling within the battery limits
21.	1	Tank access platform

Note: full equipment list subject to engineering design and approval



*ABCO PWTP and WWTP installed onsite*

## 5. Project Deliverables

### 5.1. Engineering Standards & Specifications

ABCO's Water and Wastewater Treatment plants are designed to ABCO's process design specifications in accordance with Australian Standards, including AS3000 for the electrical component.

ABCO's is committed to continuous improvement in the quality of our management systems, occupational health and safety performance, and environmental practices.

We hold internationally recognised certification in the following areas which ensures our plants are manufactured to the highest standards.



Optional pricing can be provided for compliance with company specific engineering standards and specifications.

### 5.2. Drawings and Documentation

The following documents will be provided as part of this proposal

- ✓ Process Drawings (P&IDs)
- ✓ General Arrangement Drawings
- ✓ Civil Outline Drawings (showing weights and dimensions)
- ✓ Electrical Drawings (SLD, schematics)
- ✓ Electrical Load List
- ✓ Equipment List
- ✓ Installation, Operation and Maintenance Manual
- ✓ Factory Acceptance Test Report
- ✓ Site Acceptance Test Report

Optional pricing can be provided for company specific vendor data requirements.

### 5.3. Equipment Suppliers

This proposal is based on using ABCO Water's preferred equipment suppliers/brands, which are selected based on suitability for this project, proven performance, local availability of spares and after sales support:

Equipment	Brands
Pumps	Ebara
	Lowara
	Grundfos
Submersible pumps	Tsurumi
	Xylem
	Domo
Dosing pumps	Etatron
	Grundfos
Instruments	WIKA
	Stubbe
	GTS Gauges
	IFM
	Etatron
	George Fischer
	E&H
Filters	Wave Cyber
	Southland Filtration
	Brother Filtration
	WaterCo
RO vessels	Pentair
	Wavecyber
	BEL
RO membranes	Hydranautics
	Toray
RBCs and lamella clarifiers	PlanetTEK
Electric valve actuators	Valpes
Manual valves	FIP
	Stubbe
	George Fischer
PLC/HMI	Allen Bradley
	Siemens

Note: list is not exhaustive; ABCO Water may deviate from the above at its discretion

Optional pricing can be provided for company preferred equipment suppliers/brands.

## 5.4. Battery Limits

The following battery limits have been allowed for within the pricing of this offer.

### 5.4.1. Village PWTP

Battery Limits	
<b>Mechanical</b>	Raw water inlet connection of raw water tank
	Potable water outlet connection of container
	Drain and overflow outlets of each tank
	Brine and waste outlet connections of container
	Analyser sample waste and floor drain outlet(s) of container
<b>Electrical</b>	Power supply connection terminals of the distribution board
	Alarm signal output connection terminals of the control panel
<b>Civil/Structural</b>	Underside/base of skid

ABCO Water will supply and install all equipment and interconnecting piping and cabling within the above specified battery limits, on a client designed and supplied skid suitable for installation of equipment.



*ABCO containerised RO plant*

### 5.4.2. Village WWTP

Battery Limits	
<b>Mechanical</b>	Macerated sewage inlet connection of balance tank
	Treated effluent outlet connection of irrigation pump
	Sludge pump-out connection of sedimentation tank
	Drain and overflow outlets of each tank
	Potable water connection (if applicable)
<b>Electrical</b>	Power supply connection terminals of the distribution board
	Alarm signal output connection terminals of the control panel
<b>Civil</b>	Underside/base of skid

ABCO Water will supply and install all equipment and interconnecting piping and cabling within the above specified battery limits, on a client designed and supplied skid suitable for installation of equipment.



ABCO skid mounted RBC plant



## 5.5. Commissioning and Training

### 5.5.1. Site Acceptance Test

Once the plant has been installed onsite and all mechanical, hydraulic and electrical works have been completed the ABCO commissioning team will attend site to carry out a Site Acceptance Test on the plant.

### 5.5.2. Training/ Familiarisation

Whilst onsite the commissioning team will provide familiarisation training on the plant to the operators. This training generally covers:

- ✓ Safety protocols
- ✓ System overview
- ✓ System Start Up, Adjustments, Shut Down
- ✓ Trouble shooting
- ✓ Daily Operational Tasks
- ✓ Log Sheets Review

If additional training is required, please contact your local ABCO office for prices of this service.

## 6. Service and Maintenance

ABCO operates a service office, and can provide technical services, incorporating:

- ✓ Monthly routine site visits
- ✓ Immediate response to emergency breakdowns
- ✓ 24/7 technical support via mobile phone
- ✓ Weekly review of operating logs/Remote monitoring (optional)
- ✓ Operation and maintenance services
- ✓ Ongoing supply of chemicals, filters, and all consumables
- ✓ Priority access to spare parts

Note that scheduled servicing is required for ABCO Water rental plants.

Schedule of Submissions - Temporary Workforce Accommodation (Main Camp & Exploration Drill Camps) – Lots M433 & M451 Moorriary Road, Moorriary				
Submission & Date Received	Respondent	Nature of Submission	Comment	Recommendation
1 (18/6/24)	Department of Mines, Industry Regulation & Safety	DMIRS has determined this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy and basic raw materials.	No additional comment	Note submission and provide copy to applicant.
2 (19/6/24)	Department of Water & Environmental Regulation	DWER has identified the proposal has the potential for impact on water resource management. Key issues and recommendations are provided below and these matters should be addressed: <u>Water licensing</u> The proposed activities occur within the proclaimed Irwin River surface water area and Arrowsmith groundwater area which are subject to licensing requirements under the <i>Rights in Water and Irrigation Act 1914</i> . As such, if the proponent requires groundwater or surface water for irrigation, exploration or other purposes, they will need to apply for a 5C licence to take water. If a new bore or well is required, they will also be required to submit an application for a 26D licence to construct a well. It is recommended that the proponent contact the MidWest Gascoyne Water Licensing team regarding any surface and groundwater licensing requirements. DWER should be notified of any modifications to the proposal that may have implications on aspects of environment and/or water management, to enable the implications to be assessed.	Copy of DWER submission has been provided to the applicant to ensure they are aware of their advice. In the event that Council approves the application it is also recommended that the following advice notes be included with the determination <i>“The development is located within the Irwin River surface water area and Arrowsmith groundwater area, and if groundwater is required for the development the landowner will need to contact the Department of Water &amp; Environment Regulation’s licensing section.”</i> <i>“The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the obtaining of any required approvals from the Department of Health, the Department of Mines, Industry Regulation &amp; Safety, the Department of Water &amp; Environment Regulation, and Main Roads WA. It is the applicant’s responsibility to obtain any additional approvals required before the development/use lawfully commences.”</i>	Note submission and provide copy to applicant and include advice notes as outlined in Comment section.
3 (21/6/24)	Department of Health	<u>Wastewater Management</u> The disposal of the wastewater generated on site is required to comply with the <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i> . A formal application for each onsite wastewater treatment system, temporary or otherwise, is required to be submitted to the local government for assessment and forwarded to DoH for assessment and approval. <u>Drinking Water Management</u> All drinking water provided onsite must meet the requirements of the Australian Drinking Water Quality Guidelines 2011. <u>Food Safety</u> Any handling of food intended for sale, or sale of food at these	Copy of DoH submission has been provided to applicant to ensure they are aware of their compliance requirements prior to commencement. The applicant, or its appointed licensed plumber, will be required to submit a wastewater application to the Shire for assessment by its Environmental Health Officer in consultation with the DoH. To address this submission it is recommended that, in the event that Council approves the application, the following conditions be applied to the determination: <i>“The development shall be connected to on-site wastewater and effluent disposal systems that are located, designed, installed and operated to the requirements of the Department of Health and the approval of the local government.”</i>	Note submission and include conditions and advice note as outlined in Comment section.

**Schedule of Submissions - Temporary Workforce Accommodation (Main Camp & Exploration Drill Camps) – Lots M433 & M451 Moorriary Road, Moorriary**

Submission & Date Received	Respondent	Nature of Submission	Comment	Recommendation
		<p>facilities will need to comply with the <i>Food Act 2008, Food Regulations 2009</i> and any relevant standards of the Australia New Zealand Food Standards Code. This includes the requirement to notify or register the food business under the <i>Food Act 2008</i> with the appropriate enforcement agency (local government where the business is located) prior to commencement of operations</p> <p><u>Chemical Hazards</u></p> <p>The following information, produced by the DoH is relevant to temporary camp facilities:  <a href="https://www.health.wa.gov.au/Articles/J_M/Mine-sites-exploration-camps-andconstruction-villages">https://www.health.wa.gov.au/Articles/J_M/Mine-sites-exploration-camps-andconstruction-villages</a>  <a href="https://www.health.wa.gov.au/Articles/J_M/Mine-sites-and-exploration-camps">https://www.health.wa.gov.au/Articles/J_M/Mine-sites-and-exploration-camps</a></p>	<p><i>“The development shall comply with the requirements of the Food Act 2008 and Food Regulations 2009.”</i></p> <p>It is also recommended any approval include an advice note stating:  <i>“The applicant is advised that this planning approval does not negate the requirement for any additional approvals which may be required under separate legislation including but not limited to the obtaining of any required approvals from the Department of Health, the Department of Mines, Industry Regulation &amp; Safety, the Department of Water &amp; Environment Regulation, and Main Roads WA. It is the applicant’s responsibility to obtain any additional approvals required before the development/use lawfully commences.”</i></p>	
<p align="center">4 (27/6/26)</p>	<p>Department of Biodiversity, Conservation &amp; Attractions</p>	<p>DBCA has no objections to the proposal.</p> <p>From the information provided, it is understood that the proposed workforce accommodation is to be located in previously disturbed areas. It should be noted however, that the surrounding remnant vegetation within Lot M433 and M451 may provide habitat for flora species of conservation significance. DBCA notes, that the project is likely to increase visitor access to Lot M433 and M451.</p> <p>It is recommended that the proponent takes this into consideration in the planning phase and takes measures to avoid/minimise direct and indirect impacts to surrounding remnant vegetation, including restricting access to existing tracks that may be damaged with more frequent traffic and implementing appropriate weed and dieback hygiene management procedures.</p> <p>It is anticipated that the proposed workforce accommodation and any associated environmental impacts will be appropriately managed through the existing planning framework.</p>	<p>No additional comment</p>	<p>Note submission and provide copy to applicant.</p>
<p align="center">2 (3/8/23)</p>	<p>Department of Primary Industries &amp; Regional Development</p>	<p>DPIRD does not object and offers the following comments.</p> <p>The temporary drill camps (Lockyer 6 and North Erregulla 3) and the Main camp will be located on the soil-landscape unit referred to as the Mount Horner system. Soils of this system are pale and yellow deep sands with sandy gravel and sand over gravel. These soils have a low to moderate risk of water erosion (97%), low to</p>	<p>Copy of DPIRD submission has been provided to applicant to ensure they are aware of their advice.</p> <p>Given that the exploration drill site will be on private land it would be likely that a private arrangement would be in place requiring the applicant to return the site to the landowner in condition that enables prior farming use to resume upon decommissioning of the site.</p>	<p>Note submission, provide copy to applicant and include conditions and advice note as outlined in</p>

**Schedule of Submissions - Temporary Workforce Accommodation (Main Camp & Exploration Drill Camps) – Lots M433 & M451 Moorriary Road, Moorriary**

Submission & Date Received	Respondent	Nature of Submission	Comment	Recommendation
		<p>moderate risk of phosphorus export (95%), but a high to very high risk of wind erosion (67%). The temporary camp Moorriary Deep 1 will be located on the soil-landscape type referred to as the Mount Horner Munja subsystem. Soils of this subsystem are grey deep sandy duplexes, pale deep sands and shallow gravels. These soils predominately have a low to moderate risk of water erosion (97%), low to moderate risk of phosphorus export (90%), but a high to very high risk of wind erosion (100%). For both systems there is a moderate risk of subsoil compaction.</p> <p>As the drilling program is expected to be completed within a period of 2 years and no plans are outlined for the ongoing use of these facilities after the completion of the drilling program, DPIRD recommends that approval should be conditional on the lodgement of a 'decommissioning and rehabilitation plan' to ensure the land is restored to either its current or improved agricultural potential or revegetated to prevent wind erosion.</p> <p>While DPIRD does not object to the placement of temporary 'Workforce Accommodation' on land zoned 'Rural', DPIRD does not support the establishment of permanent "Workforce Accommodation" facilities in the Rural landscape. DPIRD would expect a permanent 'Workforce Accommodation' to be located within a town boundary area, as outlined in the DPLH Planning Position Statement - Workforce accommodation.</p>	<p>Nonetheless it is still recommended that, in the event that Council approves the application, the following conditions be applied to the determination:</p> <p><i>"The applicant is to prepare, submit and adhere to a Management Plan to the approval of the local government."</i></p> <p><i>"The applicant is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the local government. Such response(s) will be treated as conditions of approval/required modifications to the Management Plan."</i></p> <p>It is also recommended that any approval include advice note stating that:</p> <p><i>"The Management Plan is to include sections relating to Fire Management, Emergency Response Plan, Waste Management, Noise/Light/Dust Management and Post Camp Rehabilitation (that details post-closure obligations and clean-up and rehabilitation of the site) to the approval of the local government. In the event that the camps are sited within an area identified upon the Department of Fire &amp; Emergency Services State Map of Bushfire Prone Areas the Fire Management Plan must be submitted as a separate document and prepared and implemented to the requirements of the Department of Fire &amp; Emergency Services."</i></p>	<p>Comment section</p>
<p>6 (28/6/24)</p>	<p>Water Corporation</p>	<p>Water Corporation has no objection to the proposal.</p> <p>The site location for these proposed workers camps is outside the water and wastewater servicing zones for Water Corporation. No water or wastewater services are available to these areas.</p> <p>The information provided above is subject to review and may change. If the proposal has not proceeded within the next 6 months, please contact us to confirm this information is still valid.</p> <p>Please provide the above comments to the landowner, developer and/or their representative.</p>	<p>No additional comment</p>	<p>Note submission and provide copy to applicant.</p>

Wayne Davey  
22/52 Weddall Road  
Lockridge WA 6054

Date: 27 May 2024

Shire Office  
Planning Office  
21 Victoria Street  
(PO Box 120)  
Mingenew WA 6522

**Re: Planning Request 3 (lot 165) Broad Street, Mingenev**

To Whom It May Concern,

Below are the plans and time frame expected for the proposed works to be carried out at the above address.

1. Erect fencing
2. Level block and dig footings for donga
3. Move the existing donga to the new footings
4. Level area for patio and decking
5. Clad donga exterior with paperbark or equivalent colour metal sheeting. Add wood style accents in or around windows to suit
6. Dig septic/leach drains
7. Erect Patio and decking
8. Level and lay/compact gravel driveway/cross over
9. Erect carport

Emissions or noise, vibration, smell, light, electrical interference, fumes, smoke, oil and waste products, vehicular traffic generation should be minimal. Any dust will be settled with water spray. No expected safety or health hazards to nearby residents and/or occupiers of land and buildings due to the distance to the nearest neighbours.

I expect to have 1-2 people, other than when trades are required as I am an owner/builder.

I expect to spend 2 weeks every month on site.

Levelling/building works to be commenced as soon as building approval is granted.

Daily start time: 7:30am (Monday – Friday) and 8:00am (Saturday)

Daily finish time: 5:30pm (Monday – Saturday)

Working 6 days per week, Monday to Saturday.

Willing to start 8:00 if heavy equipment in use.

The building works will be purely residential.

Expected time frame of 6 months from commencement to having the donga, patio, decking and fencing completed.

A further 3 months to have the carport, driveway and gates completed.

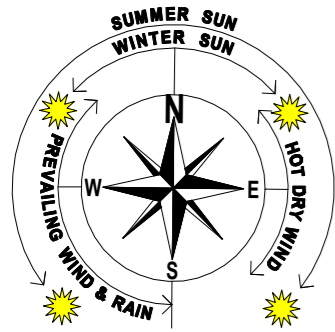
Whilst application for 2 bedroom house is awaiting approval. Hoping to achieve finalisation within 12-15 months. Making the total build time from start to finish of 2 years.

Small skid steer/loader used to level block in required areas. Motorised hole boring to dig fence post holes. Generator for powering hand tools required for development on site.

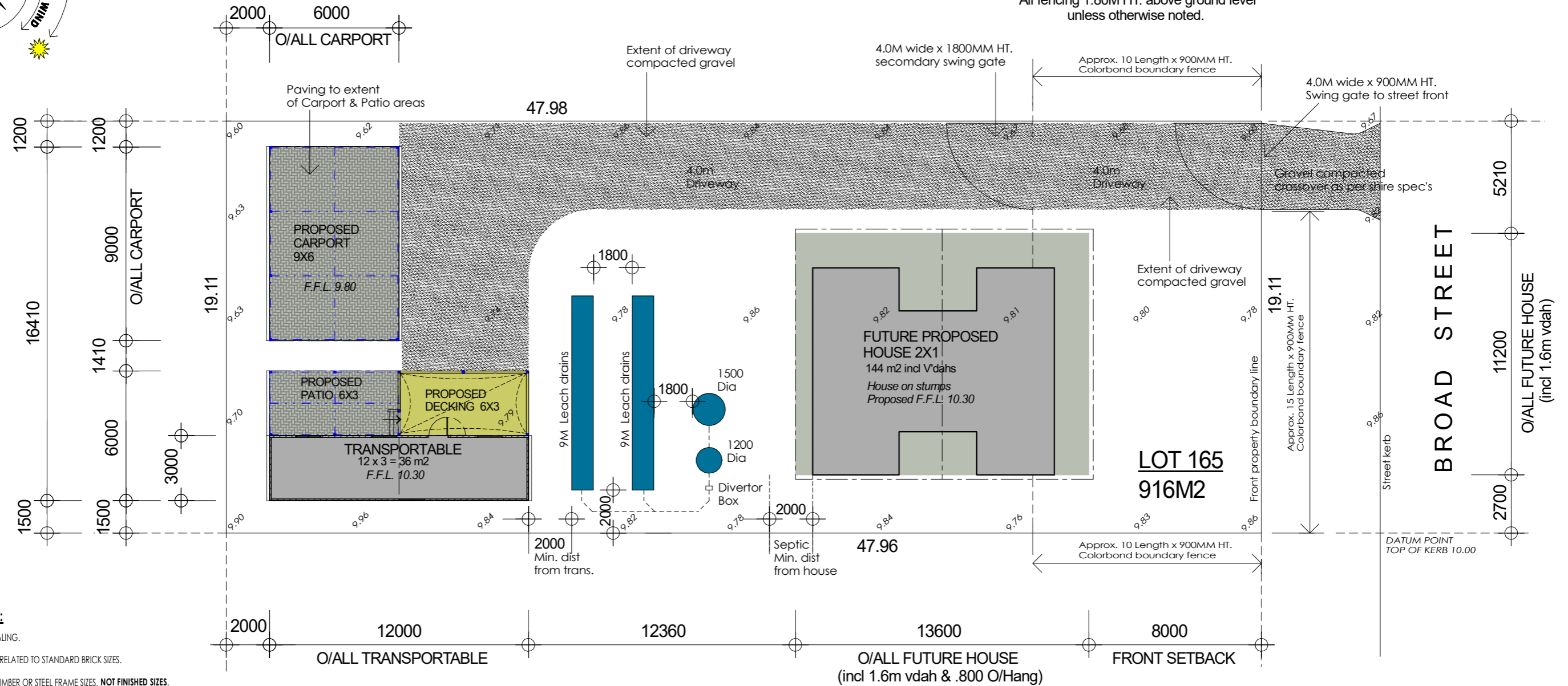
If you require any further information or clarification, please contact the undersigned via email.

Yours Sincerely,

Wayne Davey



**FENCING NOTE:**  
 Colorbond fence panels and frame  
 Paperbark subject to availability.  
 All fencing 1.80M HT. above ground level  
 unless otherwise noted.



**PRELIMINARY DESIGN NOTES:**

- DIMENSIONS TAKE PREFERENCE TO SCALING.
- VERTICAL HEIGHTS & DIMENSIONS ARE RELATED TO STANDARD BRICK SIZES.
- DIMENSIONS ON PLAN ARE TO BRICK, TIMBER OR STEEL FRAME SIZES, **NOT FINISHED SIZES.**
- DIMENSIONS OR SIZES ON CONSTRUCTION DRAWINGS MAY VARY SLIGHTLY FROM DESIGN TO SUIT CONSTRUCTION.
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  - SITE INSPECTION REPORT/CONTUR FEATURE SURVEY,
  - EASEMENTS, SERVICES, ie water corp, power, etc.
  - STRUCTURAL ENGINEERING REPORT & DRAWINGS,
  - BAL. RATING, FIRE MANAGEMENT PLAN AND REPORT,
  - ENERGY EFFICIENCY RATING & ASSESSMENT.

(CLIENT RESPONSIBILITY TO ADVISE DESIGNER IF ANY SPECIAL SITE CONDITIONS, EASEMENTS OR UNDERGROUND SERVICES EXIST)

DRAWINGS MAY VARY SUBJECT TO SHIRE OR COUNCIL REQUIREMENTS.  
 PLEASE CHECK AND NOTIFY SITE MANAGER OR DESIGNER FOR ANY DISCREPANCIES PIOR TO COMMENCING WORKS.  
**THESE ARE NOT CONSTRUCTION DRAWINGS.**

<b>AREA</b>	Transportable	36.00 m <sup>2</sup>
	Patio	18.00 m <sup>2</sup>
	Decking area	18.00 m <sup>2</sup>
	Carport area	54.00 m <sup>2</sup>
	Future House incl vdahs	144.00m <sup>2</sup>
<b>TOTAL GROSS AREA</b>	<b>270.00 m<sup>2</sup></b>	

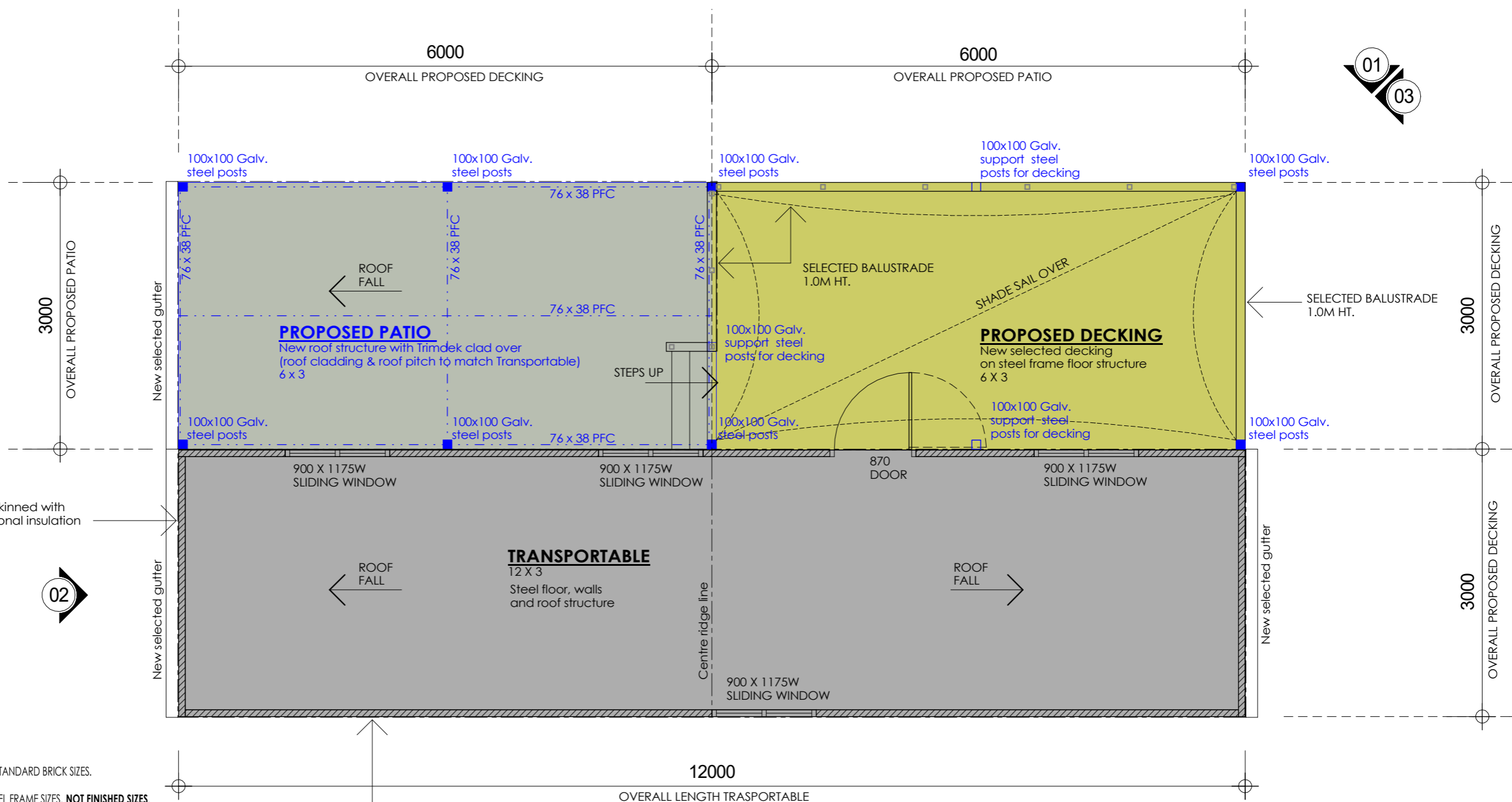
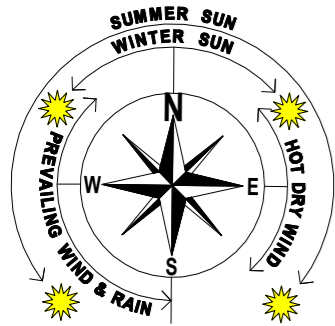
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 Email: carusodesigns@live.com.au  
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**PROPOSED DEVELOPMENT**  
 WAYNE DAVEY  
 SITE DETAILS:  
 Lot 165 (#3)  
 BROAD STREET  
 MINGENEW, WA 6522

PREL DESIGN	02.05.24	CC
DEVELOPMENT APPROVAL DRAWINGS	23.05.24	CC

SCALE:  
 1 : 200  
 SHEET REF:  
 A01 of A05  
 DATE:  
 APRIL '24  
 JOB No.  
**2657-24**

**O/ALL SITE PLAN**  
 SCALE 1:200  
 Page size A3



75mm steel walls frames.  
Transportable (**all 4 sides**) to be skinned with selected Colorbond lining, additional insulation

75mm steel walls frames.  
Transportable (**all 4 sides**) to be skinned with selected Colorbond lining, additional insulation

**PRELIMINARY DESIGN NOTES:**

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2. VERTICAL HEIGHTS & DIMENSIONS ARE RELATED TO STANDARD BRICK SIZES.
3. DIMENSIONS ON PLAN ARE TO BRICK, TIMBER OR STEEL FRAME SIZES, **NOT FINISHED SIZES.**
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	Patio	18.00 m <sup>2</sup>
	Decking area	18.00 m <sup>2</sup>
	Carport area	54.00 m <sup>2</sup>
	Future House incl vdahs	144.00m <sup>2</sup>
<b>TOTAL GROSS AREA</b>	<b>270.00 m<sup>2</sup></b>	

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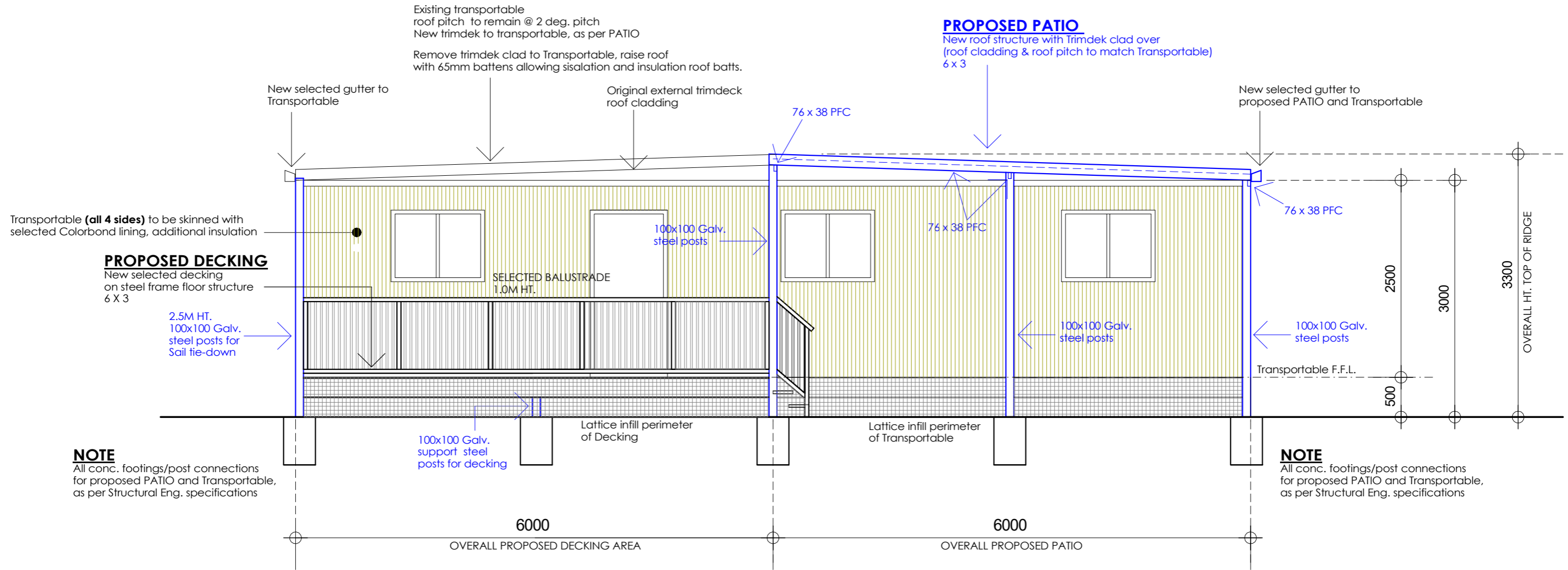
PROPOSED DEVELOPMENT  
WAYNE DAVEY

SITE DETAILS:  
 Lot 165 (#3)  
 BROAD STREET  
 MINGENEW, WA 6522

PREL DESIGN	02.05.24	CC	SCALE: 1 : 50
DEVELOPMENT APPROVAL DRAWINGS	23.05.24	CC	SHEET REF: A02 of A05
			DATE: APRIL '24
			JOB No. <b>2657-24</b>

**FLOOR PLAN - Transportable, Patio & Decking**  
 SCALE 1:50  
 Page size A3





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**ELEVATION 1 - Transportable,  
Patio & Decking**  
SCALE 1:50  
Page size A3

<b>AREA</b>	Transportable	36.00 m <sup>2</sup>
	Patio	18.00 m <sup>2</sup>
	Decking area	18.00 m <sup>2</sup>
	Carport area	54.00 m <sup>2</sup>
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**PROPOSED DEVELOPMENT**  
WAYNE DAVEY

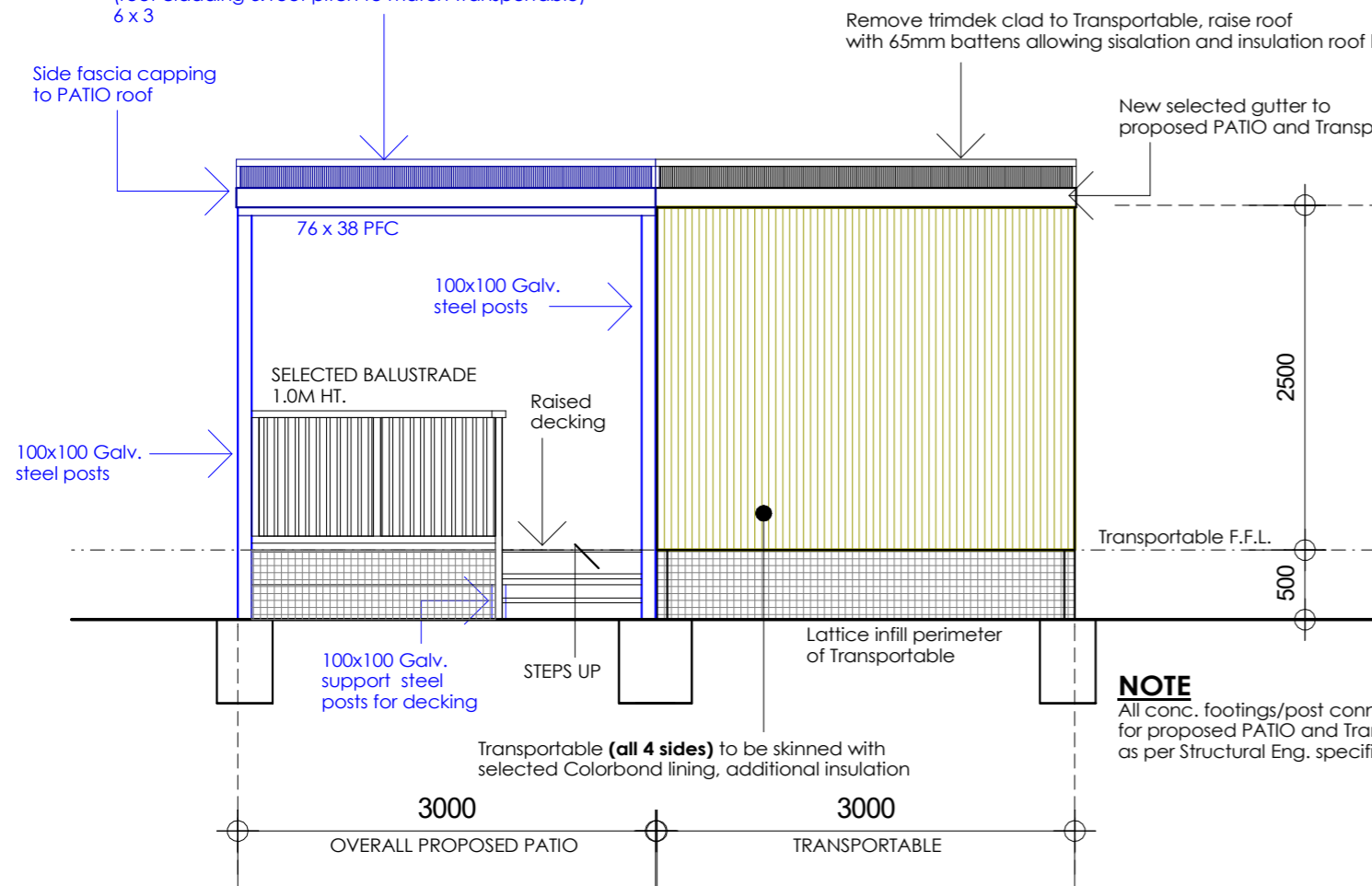
**SITE DETAILS:**  
 Lot 165 (#3)  
 BROAD STREET  
 MINGENEW, WA 6522

PREL DESIGN	02.05.24	CC	SCALE: 1 : 50
DEVELOPMENT APPROVAL DRAWINGS	23.05.24	CC	SHEET REF: A03 of A05
			DATE: APRIL '24
			JOB No. <b>2657-24</b>

**PROPOSED PATIO**

New roof structure with Trimdek clad over (roof cladding & roof pitch to match Transportable) 6 x 3

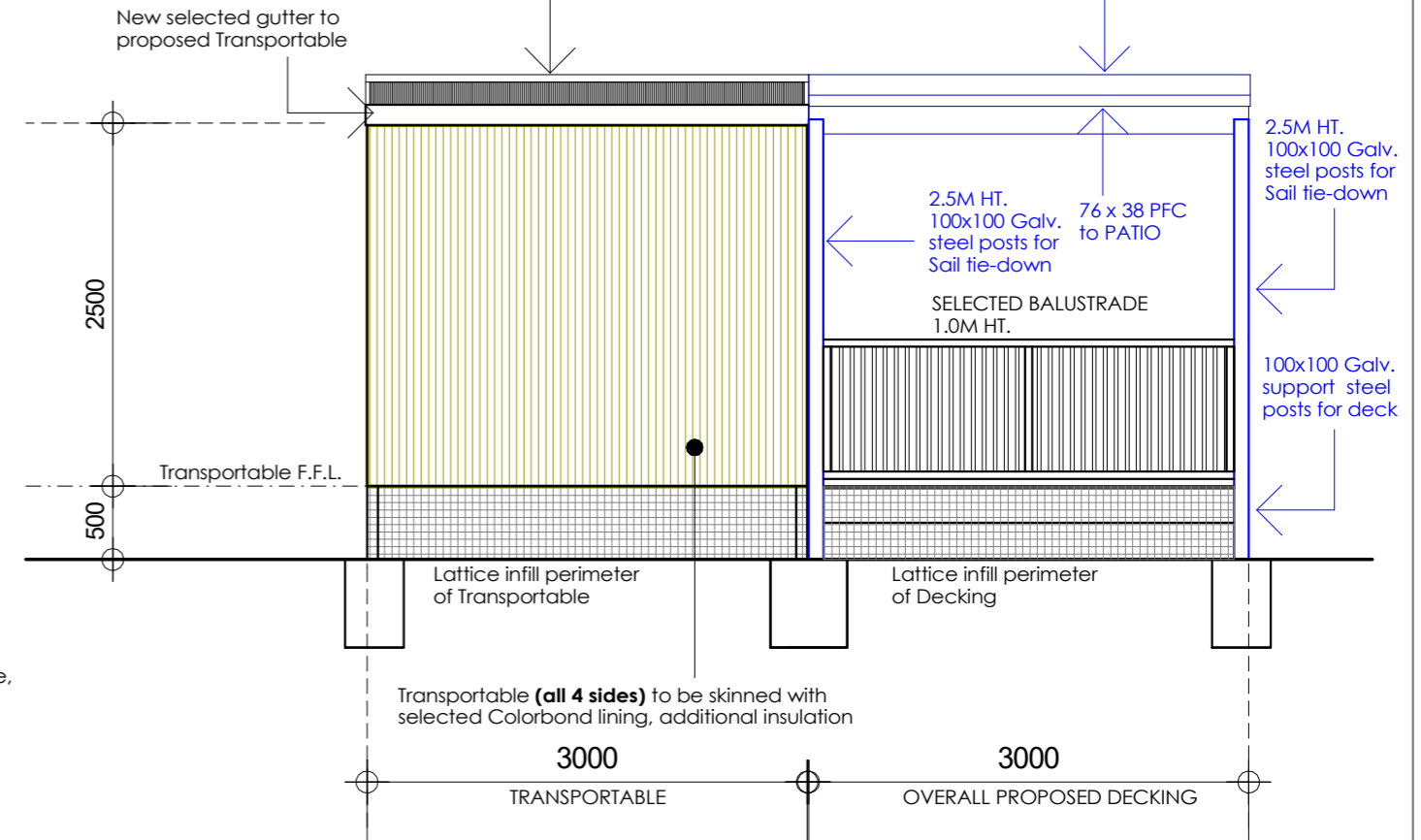
Side fascia capping to PATIO roof



**NOTE**  
All conc. footings/post connections for proposed PATIO and Transportable, as per Structural Eng. specifications

Existing transportable roof pitch to remain @ 2 deg. pitch  
New trimdek to transportable, as per PATIO

Remove trimdek clad to Transportable, raise roof with 65mm battens allowing sisalation and insulation roof batts.



**PRELIMINARY DESIGN NOTES:**

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**ELEVATION 2 - Transportable, Patio & Decking**

SCALE 1:50  
Page size A3

**ELEVATION 3 - Transportable, Patio & Decking**

SCALE 1:50  
Page size A3

AREA	DESCRIPTION	AREA (m²)
Transportable		36.00 m²
Patio		18.00 m²
Decking area		18.00 m²
Carpport area		54.00 m²
Future House incl vdahs		144.00m²
<b>TOTAL GROSS AREA</b>		<b>270.00 m²</b>

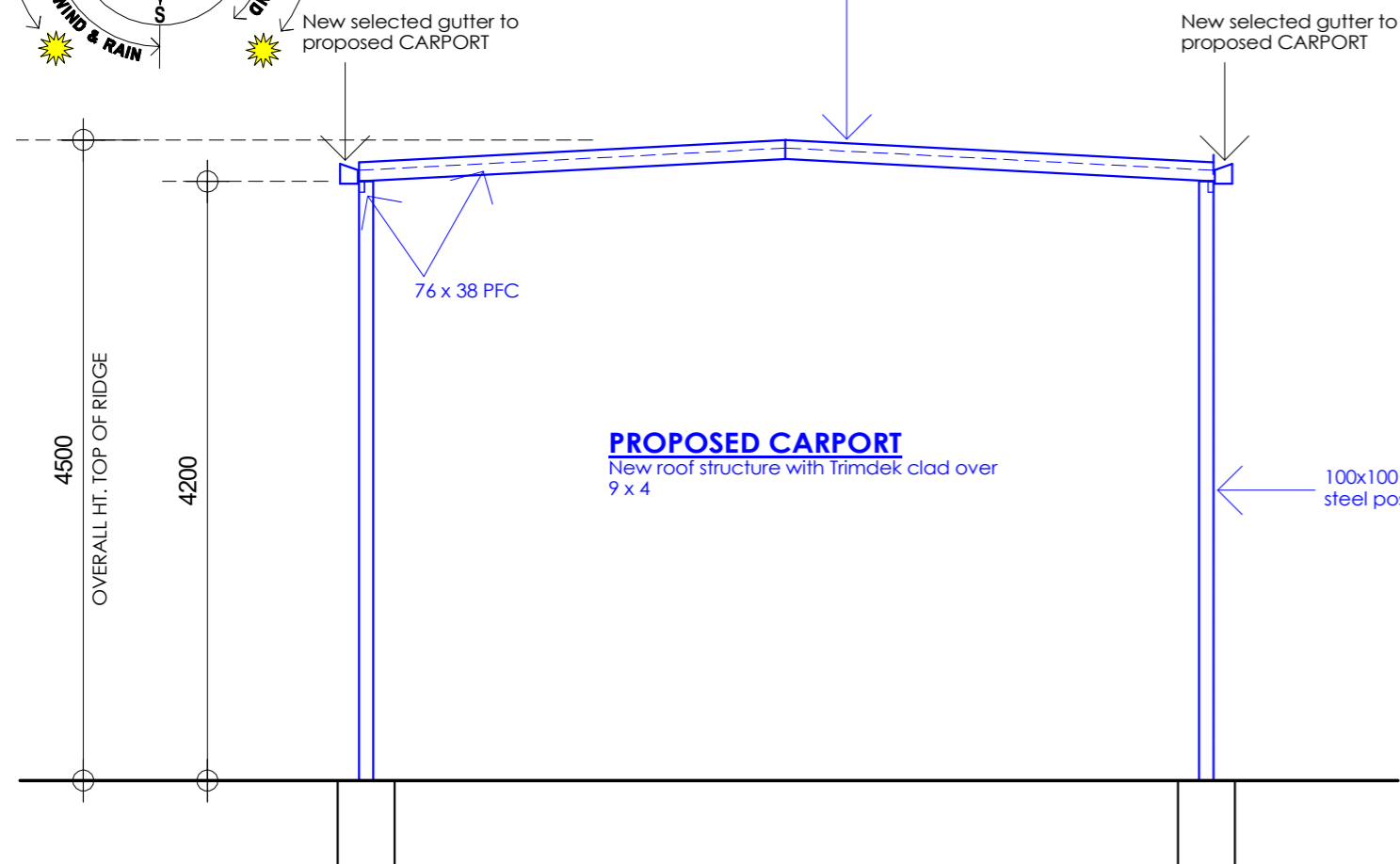
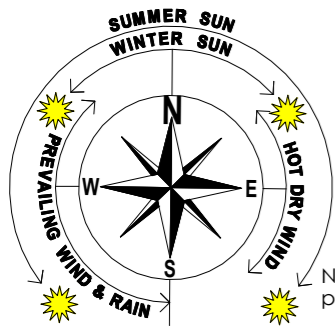
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**PROPOSED DEVELOPMENT**  
WAYNE DAVEY

SITE DETAILS:  
 Lot 165 (#3)  
 BROAD STREET  
 MINGENEW, WA 6522

PREL DESIGN	02.05.24	CC	SCALE: 1 : 50
DEVELOPMENT APPROVAL DRAWINGS	23.05.24	CC	SHEET REF: A04 of A05
			DATE: APRIL '24
			JOB No. 2657-24



**ELEVATION 2 - Carport**

SCALE 1:50  
Page size A3

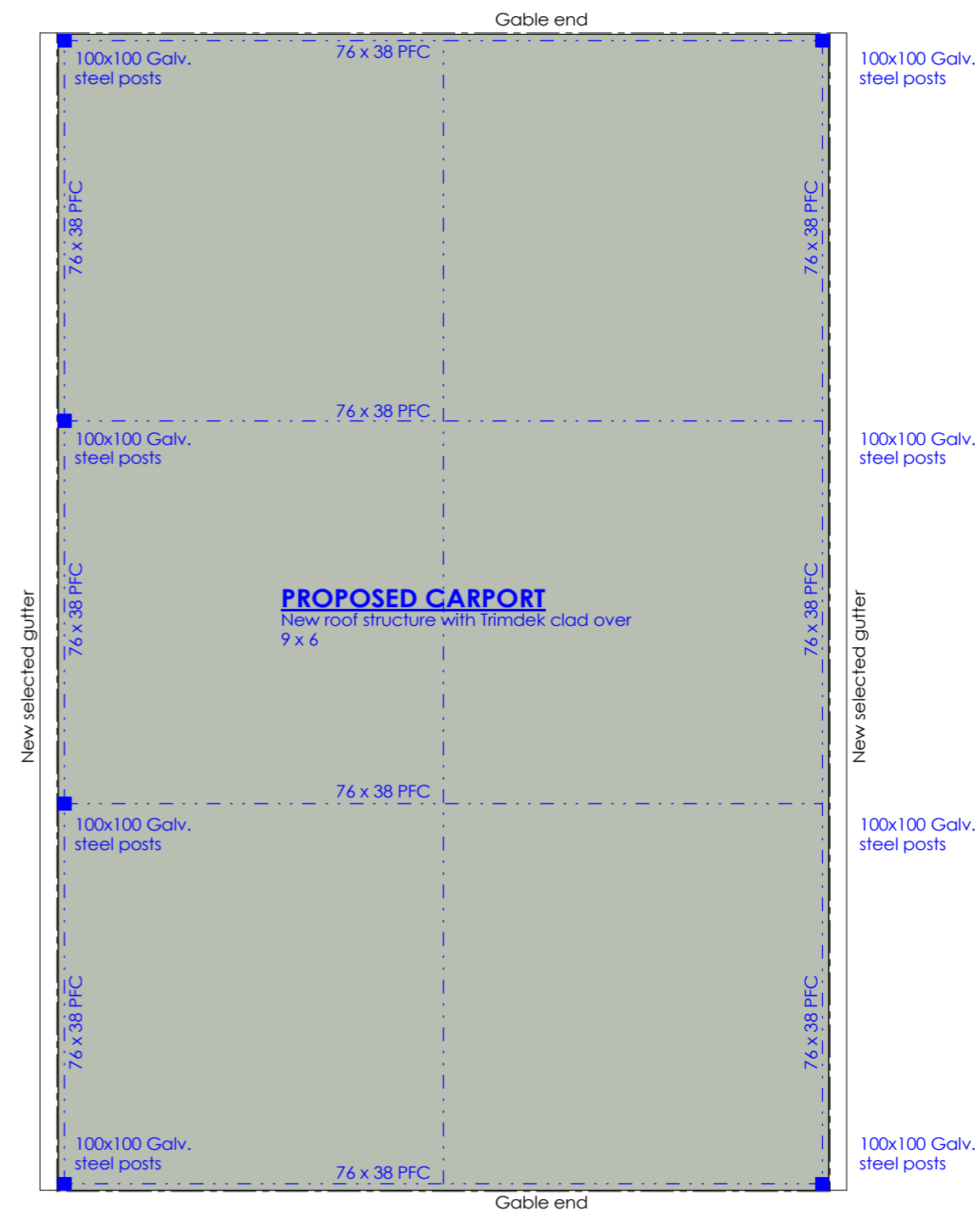
All conc. footings/post connections for proposed PATIO and Transportable, as per Structural Eng. specifications

**PRELIMINARY DESIGN NOTES:**

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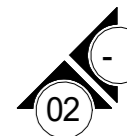
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**FLOOR PLAN - Carport**

SCALE 1:50  
Page size A3



AREA	Description	Area (m²)
	Transportable	36.00 m²
	Patio	18.00 m²
	Decking area	18.00 m²
	Carport area	54.00 m²
	Future House incl vdahs	144.00m²
	<b>TOTAL GROSS AREA</b>	<b>270.00 m²</b>

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**PROPOSED DEVELOPMENT**  
WAYNE DAVEY

SITE DETAILS:  
 Lot 165 (#3)  
 BROAD STREET  
 MINGENEW, WA 6522

PREL DESIGN	02.05.24	CC	SCALE: 1 : 50
DEVELOPMENT APPROVAL DRAWINGS	23.05.24	CC	SHEET REF: A05 of A05
			DATE: APRIL '24
			JOB No. <b>2657-24</b>



# DEVELOPMENT APPLICATION SUBMISSION FORM

**Proposed Second Hand Dwelling & Carport  
3 (Lot 165) Broad Street, Mingenew**

Name: [Redacted]

Postal Address: [Redacted]

Phone Number: [Redacted]

**SUBMISSION:**                       Support                       Object                       Indifferent

Please give in full your comments and any arguments supporting your comments  
(if insufficient space, please attach additional sheets) -

ALL NEW WELCOME IN TOWN  
AND SHOULD BE ENCOURAGED

Signature: [Redacted]                      Date: 3/6/2024

Please return to: PO Box 120 MINGENEW WA 6522 or (fax) 9928 1128 or [enquiries@mingenew.wa.gov.au](mailto:enquiries@mingenew.wa.gov.au)

**NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.**

**Submissions Close: 4:00pm Friday 28 June 2024**



# DEVELOPMENT APPLICATION SUBMISSION FORM

**Proposed Second Hand Dwelling & Carport  
3 (Lot 165) Broad Street, Mingenew**

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**SUBMISSION:**                       Support                       Object                       Indifferent

Please give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

THE BUILDING IS NOT COMPLIANT.  
TRUCK IN IKEWA ST WAS FORCED TO BE WITHIN  
THE RULES. SO SAME MUST APPLY HERE.  
BROAD ST IS ALREADY A EYE-SAW. SO WITHOUT  
ANYMORE UNTIDINESS.  
COUNCIL MUST KEEP STANDARDS UP.  
I AM SURE THERE ARE POLICIES FOR BUILDING  
REQUIREMENTS IN PLACE.

Signature: \_\_\_\_\_ Date: 4/6/24

Please return to either: Shire of Mingenew                      or                      (fax) 9928 1128  
PO Box 120  
MINGENEW WA 6522                      or                      [enquiries@mingenew.wa.gov.au](mailto:enquiries@mingenew.wa.gov.au)

**NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.**

**Submissions Close: 4:00pm Friday 28 June 2024**



# DEVELOPMENT APPLICATION SUBMISSION FORM

**Proposed Second Hand Dwelling & Carport  
3 (Lot 165) Broad Street, Mingenew**

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**SUBMISSION:**                       Support                       Object                       Indifferent

Please give in full your comments and any arguments supporting your comments  
(if insufficient space, please attach additional sheets) -

BACKGROUND 1: 16 FOCARTY ST IS A RE-LOCATED DWELLING 2: 1 MOORE ST HAS  
A GRANNY FLAT AT REAR OF MAIN DWELLING 3: DONGA + VERANDA SITUATED AT CORNER  
OF IREWA AND WATTLE STREETS. 4: MINGENEW NEEDS HOUSING / RESIDENTS.

I SUPPORT THE PROPOSAL ON THE CONDITIONS OF: 1: POWER IS CONNECTED TO BLOCK (NO GENSETS ALLOW)  
2: SIDE AND REAR FENCING TO BE ERECTED IMMEDIATELY / IN CONJUNCTION WITH  
EARTHWORKS 3: NO RESIDING ON BLOCK BEFORE POWER AND SEWERAGE CONNECTED TO  
DONGA 4: DONGA MUST BE CLAD AS PER PROPOSAL 5: NOT TO BECOME STORAGE  
DEPOT AS IS THE EYSRE ACROSS THE ROAD AT 6 BROAD ST.  
6: BUILDING INSPECTOR TO MONITOR PROJECT.

Signature: \_\_\_\_\_ Date: 24/6/2024

Please return to either: Shire of Mingenew                      or                      (fax) 9928 1128  
PO Box 120  
MINGENEW WA 6522                      or                      [enquiries@mingenew.wa.gov.au](mailto:enquiries@mingenew.wa.gov.au)

**NOTE: The local government in determining the application will take into account the  
submissions received but is not obliged to support those views.**

**Submissions Close: 4:00pm Friday 28 June 2024**

To whom it may concern:  
Shire office

Planning Office

21 Victoria St  
Mingenew.

### OBJECTIONS

Re planning for (Lot 165 Broad St. Mingeneew)

1. Fencing to be completed straightaway to keep his aggressive dog contained.
2. Ablutions and power to be completed before any camping in donga.
3. We object to a generator running all the time as the continual noise can be heard clearly from our back verandah where we sit all year round.
4. So long as house gets built and we are not left with a eyesore of a donga.



# DEVELOPMENT APPLICATION SUBMISSION FORM

**Proposed Second Hand Dwelling & Carport  
3 (Lot 165) Broad Street, Mingenew**

Name: [Redacted]

Postal Address: [Redacted]

Phone Number: [Redacted]

**SUBMISSION:**  Support  Object  Indifferent

Please give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets) -

→ TOP PRESENTATION ←

Signature: [Redacted] Date: 28.06.2024

Please return to either: Shire of Mingenew PO Box 120 MINGENEW WA 6522 or (fax) 9928 1128 or [enquiries@mingenew.wa.gov.au](mailto:enquiries@mingenew.wa.gov.au)

**NOTE: The local government in determining the application will take into account the submissions received but is not obliged to support those views.**

**Submissions Close: 4:00pm Friday 28 June 2024**





## Marketing & Communications Strategy

June 2024

## Table of Contents

<b>Executive Summary</b> .....	<b>5</b>
<b>Background</b> .....	<b>5</b>
<b>Why is this strategy important?</b> .....	<b>6</b>
<b>Communications objectives</b> .....	<b>6</b>
<b>Key recommendations</b> .....	<b>7</b>
<b>Key documents and research</b> .....	<b>7</b>
<b>Situational Analysis</b> .....	<b>8</b>
Shire Snapshot.....	8
SWOT Analysis – External Communications .....	10
SWOT Analysis – Internal Communications .....	11
<b>The Shire of Mingenew Brand Identity</b> .....	<b>12</b>
Vision .....	12
Values .....	12
Brand .....	12
<b>Strategic Community Plan (2023 – 2033)</b> .....	<b>13</b>
Grow Mingenew .....	13
Love Mingenew .....	14
Protect Mingenew .....	14
Lead Mingenew .....	15
<b>Current Strategic Projects</b> .....	<b>16</b>
Town Activation & Development .....	16
Jobs & Economic Development.....	17
Local Roads .....	18
Housing.....	18
<b>People – Organisational Chart</b> .....	<b>19</b>
<b>Key Stakeholders</b> .....	<b>20</b>
Stakeholder Group Matrix .....	20
<b>Target Audiences</b> .....	<b>21</b>
Primary Audience – Residents / Local Community.....	21
Secondary – Potential Residents / Visitors.....	21
Tertiary – Resource sector.....	22
Additional – Employees.....	23
<b>Investment, Partnerships and Sponsorship</b> .....	<b>24</b>
Investment.....	24
Partnerships.....	24
Sponsorships.....	24
Recommendations.....	24



**Key Messages ..... 25**

- Key Messages – Residents.....25
- Key Messages – Potential Residents / Visitors.....26
- Key Messages – Resource Sector.....26

**Strategy Implementation Process ..... 26**

**Current Communication Channels & Recommendations ..... 28**

- Digital Channels .....28
- Website.....28
- Recommendations.....29
- Social Media.....29
- Recommendations.....33
- SMS.....34
- Recommendation .....34
- Email .....34
- Recommendation .....34

**Traditional Channels ..... 35**

- Mingenew Matters Newsletter .....35
- Recommendations.....35
- Flyers / Public Noticeboard / PO Box Drops.....36
- Recommendation .....36
- Prospectus Documents.....36
- Recommendation .....36
- Brochures & Maps .....37
- Recommendation .....38
- Shire publications; Strategic Community Plan, Annual Reports etc .....38
- Recommendations.....38
- Community Consultation Sessions .....39
- Staff Announcements.....39
- Recommendation .....39
- Out of Hours Phone Service .....39
- Recommendation .....39

**Traditional Advertising ..... 40**

- Radio.....40
- Recommendations.....40
- TV.....40
- Newspaper .....40
- Recommendations.....40

**Communications Strategy – Additional Recommendations..... 41**

- Create a rolling communications plan.....41
- Create a community engagement checklist.....41



# Marketing & Communications Strategy

June 2024

Digital Advertising .....	41
Out of Home Advertising .....	41
Digital Information Sign.....	41
<b>Proposed Methods for Stakeholder Engagement .....</b>	<b>42</b>
<b>Measurement – KPI’s.....</b>	<b>43</b>
<b>Evaluation and Reporting .....</b>	<b>44</b>
<b>Communications Implementation Plan .....</b>	<b>45</b>
<b>Appendices.....</b>	<b>47</b>
Appendix 1 – SWOT Analysis – Councillors & Exec Team .....	47
Appendix 2 – Shire of Mingenew Communications Policy .....	48
Appendix 3 – Social Media Calendar example.....	51

## Executive Summary

The following Marketing and Communications Strategy (the strategy), developed by Market Creations Agency for the Shire of Mingenew, provides a framework to promote the Shire of Mingenew as a great place to live through the application of consistent messages and engagement across a wide range of communication channels.

The strategy focuses on effective communication as a vital element in building a positive identity for the Shire through improved awareness of its services, activities, projects, achievements, and resources. By encouraging and promoting multi layered communication, improvements in community participation and engagement can be achieved.

This strategy has been developed following input from Councillors and Executive staff and has been aligned with the Shire's Strategic Community Plan (2023 - 2033). It will serve as a robust plan for the Shire to follow. Communication objectives have been set for the Shire and Key Performance Indicators (KPI's) have been included to measure the effectiveness of each recommendation against these objectives.

This strategy will act as a valuable reference point for the Shire to ensure all marketing, PR and communications activities are strategic, consistent, and timely. It is aligned with the key themes detailed in the Strategic Community Plan (2023 - 2033):

1. Grow Mingenew
2. Love Mingenew
3. Protect Mingenew
4. Lead Mingenew

## Background

The Shire of Mingenew have created a strong brand in market and have done a lot of work on their tourism campaign 'We'll see you in Mingenew'. The Shire worked with Lateral Aspect agency to create their branding, website and campaigns with an initial focus on attracting visitors for astro tourism and the wildflower season.

These tourism campaigns performed well however the Shire are now looking to transition their marketing and communications to focus on residents and potential new or returning residents. Population rates have been declining and the Shire would like to position itself as a livable destination for people to live and work in. The Shire would also like to make the most of the opportunity that the Resource Sector could bring to the region with regards to economic investment and growth.

Developing and implementing a marketing and communications plan is an objective of the Shire's Strategic Community Plan (2023 - 2033).

## Why is this strategy important?

Effective, timely and regular communications and community engagement will provide the following benefits to the Shire of Mingenew:

- Create awareness and improve understanding through a regular exchange of information.
- Build trust and goodwill within the community via transparent and regular communications.
- Build brand awareness by ensuring all marketing and communications are cohesive.
- Elevate the Shire's communications channels, both online and offline, for the exchange of information.
- Showcase the great work the Shire are doing in the community, providing residents with a sense of pride and a draw for future residents.
- Encourage community feedback and engagement.
- Strengthen relationships with the Resource Sector and State Government and build a positive reputation for the Shire.
- Create advocacy through community support and ownership of decisions.

## Communications objectives

The following key objectives are recommended for the Shire of Mingenew:

- To promote the Shire of Mingenew as a great place to live to both residents and potential residents.
- To support the delivery of the Shire's Strategic Community Plan (2023 - 2033).

The following secondary objectives will support these two key objectives:

- To increase awareness and understanding of Strategic Projects with residents and potential residents.
- To increase engagement with key stakeholders through both online and offline channels.
- To improve communications, support, and involvement with and from community.
- To improve relationships with key stakeholders.

## Key recommendations

The marketing and communications strategy will outline key recommendations for the Shire of Mingenew's existing communication channels as well as additional recommendations.

The following points are high level key recommendations that have resulted from the development of the strategy:

- Develop a Brand Style Guide that focuses on residents first and encompasses all touchpoints of the brand and includes communication guidelines for all channels.
- Develop a contemporary Shire of Mingenew Business Prospectus for the Resource Sector that clearly outlines investment opportunities.
- Explore and develop new Partnership and Sponsorship opportunities for the Shire.
- Redesign the website with residents in mind and look to creating a dedicated tourism website.
- Develop a LinkedIn page, create a social media calendar, post good news stories, and key messages and measure success monthly.
- Create a content template for the Mingenew Matters newsletter and support the CRC in colour printing and broader distribution.
- Create a shorter Strategic Community Plan brochure focusing on the four pillars and develop a half yearly Shire achievements flyer.
- Utilise banners on the website and QR codes to share important Shire publications.
- Develop an advertising strategy for traditional media to advertise the benefits of living in Mingenew.
- Create a rolling communications plan and community engagement checklist.
- Develop a digital advertising strategy focusing on Meta (Facebook) and LinkedIn to attract investment.
- Promote the benefits of living in the Shire through Out of Home advertising.

## Key documents and research

The preparation of this document has been achieved in consultation with Shire representatives and key Shire documents including the Strategic Community Plan (2023 - 2033) and the Business Prospectus 2023/2024, as well as supporting documents including the MARKYT Community Scorecard 2022 and [mingenew.wa.gov.au](https://mingenew.wa.gov.au). Shire of Mingenew community members were directly consulted in the preparation of the MARKYT Community Scorecard in 2022, with a similar process planned for late 2024.

A workshop was also conducted by Market Creations Agency with Shire of Mingenew Councillors and Executive Team members in April 2024. This was to understand Council's feedback on communication strategies implemented to date, discuss suggestions for improvement and agree upon key communications goals in the short (<1 year) and longer term (3-5 years).

This strategy aligns with the Shire's Strategic Community Plan (2023 - 2033) and provides details of what the community can expect regarding these initiatives.

## Situational Analysis

The Shire of Mingenew is in the Mid-West region of WA, approximately 110km southeast of Geraldton and 370km north of Perth. The Shire is an agriculture powerhouse and is the southern hemisphere's largest inland grain receival site facility. It is also located in the heart of Wildflower Country and during WA's wildflower season (July - September) it is a sought-after tourism destination.

The Shire is home to a proud and passionate community who are dedicated to making the Shire a great place to live.

## Shire Snapshot

<b>Resident Population</b>	<ul style="list-style-type: none"> <li>406 (Strategic Community Plan 2023-2033)</li> </ul>
<b>Demographics</b>	<ul style="list-style-type: none"> <li>Population split 55.4% Male/44.6% Female</li> <li>Median Age is 47</li> <li>5.7% of the population identify as Indigenous.</li> <li>31.1% of population completed Year 12 or Certificate III</li> <li>11.8% of population hold a bachelor's degree or above</li> <li>45.1% of the population is employed at Manager level or above</li> <li>25.5% of population is involved with Grain Growing</li> </ul>
<b>Area</b>	<ul style="list-style-type: none"> <li>1,939 square kilometers</li> </ul>
<b>Number of Dwellings</b>	<ul style="list-style-type: none"> <li>268 (Census 2021)</li> </ul>
<b>Number of Staff</b>	<ul style="list-style-type: none"> <li>19 (17.3 FTEs)</li> </ul>
<b>Operating Budget 23/24</b>	<ul style="list-style-type: none"> <li>\$2,720,972</li> </ul>
<b>Community Groups</b>	<ul style="list-style-type: none"> <li>27.9% of the population are involved in voluntary work.</li> <li>There is a local CRC in town.</li> <li>There is multiple sporting, cultural and community groups in the Shire.</li> </ul>
<b>Major Events</b>	<ul style="list-style-type: none"> <li>Mingenew Races - March</li> <li>ANZAC Day Ceremony - April</li> <li>Wildflower Season - July to September</li> <li>Irwin Polocrosse Carnival - August</li> <li>Mingenew Midwest Expo - August</li> </ul>
<b>Shire Owned &amp; Operated Facilities</b>	<ul style="list-style-type: none"> <li>Community Resource Centre</li> <li>Sport &amp; Recreation Facilities</li> <li>Town Hall</li> <li>Parks &amp; Playgrounds</li> </ul>
<b>Shire services that support the Community</b>	<ul style="list-style-type: none"> <li>Building &amp; planning services</li> <li>Road construction &amp; maintenance</li> </ul>



	<ul style="list-style-type: none"> <li>• Community events &amp; programs</li> <li>• Rubbish collection &amp; Transfer Station</li> </ul>
<b>Major Industries</b>	<ul style="list-style-type: none"> <li>• Agriculture - largest inland grain receival site facility in the Southern Hemisphere</li> <li>• Tourism - Wildflower Country</li> </ul>
<b>Emerging Industries</b>	<ul style="list-style-type: none"> <li>• Gas</li> <li>• Titanium</li> <li>• Wind Farms</li> <li>• Mineral sands</li> <li>• Hydrogen</li> <li>• Ammonia</li> <li>• Power Generation</li> </ul>

## SWOT Analysis – External Communications

An assessment of the Shire of Mingenew’s external communications with residents, ratepayers, and other key stakeholders.

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Strong brand. Consistent look and feel across all external touchpoints.</li> <li>• Engaged community online and offline.</li> <li>• Regular Community Scorecards undertaken informing improvements needed.</li> <li>• ‘We’ll See You in Mingenew’ tourism campaign produced an 89% positive rating with residents (Markyt Scorecard 2022)</li> <li>• Mingenew Matters Newsletter produced fortnightly by the CRC. The Shire has 10 pages available in each issue.</li> <li>• Large following on Facebook.</li> <li>• Good attendance and engagement at Community Consultation sessions.</li> <li>• An engaged CRC who supports the Shire with their Facebook page and sharing messages with visitors.</li> <li>• Clear Style Guide for social media.</li> <li>• Strong volunteering spirit in the Shire.</li> <li>• Shire building with signage available to share community messages.</li> <li>• Mingenew Expo presence.</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• No overarching marketing or communications strategy, resulting in reactive rather than proactive communications.</li> <li>• Only 29% of the community feel the Shire has a good understanding of their needs (Markyt Scorecard 2022).</li> <li>• Only 22% of the community feel the Shire has developed and communicated a clear vision for the area (Markyt Scorecard 2022).</li> <li>• Word of Mouth is the main source of local information (Markyt Scorecard 2022).</li> <li>• Website is skewed towards visitors rather than residents (Shire is looking to update).</li> <li>• No formal communications plan for Shire news, events, and updates.</li> <li>• Perception that the Shire is not as connected as it would like to be.</li> <li>• Overreliance on Facebook to share Shire messages.</li> <li>• Limited resource and budget to support marketing &amp; communications.</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Identify key stakeholders (residents and future residents, Resource Sector) and develop a communications plan for each.</li> <li>• Create a Brand Style Guide.</li> <li>• Develop key messages for target audiences to use across all channels.</li> <li>• Update website to improve accessibility and information for residents.</li> <li>• Leverage Mingenew Expo to promote livability.</li> <li>• Develop an advertising strategy.</li> <li>• Develop LinkedIn page for Shire of Mingenew for advocacy and to present a more professional Employer of Choice &amp; Council of Choice for stakeholders.</li> <li>• Content plan and template for Mingenew Matters newsletter. Print in colour and distribute more widely.</li> <li>• Implementation of a digital sign in town with a calendar of content.</li> <li>• Use of SMS for quick reminders/updates.</li> <li>• Develop Partnership Prospectus document to support investment conversations.</li> <li>• Potential to leverage the Bakery brand in town.</li> <li>• Welcome pack/information for new residents.</li> <li>• Recognition of residents coming to the Shire.</li> <li>• Look to leverage the winter season to promote livability in Mingenew.</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Government does not provide adequate funding to support community improvement initiatives.</li> <li>• Resource Sector not supporting the Shire.</li> <li>• Declining population and the impact this could have on the Shire.</li> <li>• Limited available accommodation to house new residents.</li> <li>• Not all available land is currently serviced by power or water.</li> <li>• Lack of government consideration for regional growth when considering approvals for resource sector projects.</li> <li>• Poor internet connectivity does not support those wanting to relocate and work remotely, although service types and package options from providers are improving.</li> </ul>

## SWOT Analysis – Internal Communications

An assessment of the Shire of Mingenew’s internal communications.

An overall SWOT analysis was also conducted with Councillors and the Exec Team as part of the Kick-off workshop (Appendix 1).

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Positive and engaged team.</li> <li>• Highly capable staff.</li> <li>• Low turnover of staff – stability.</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• Stretched in-house resource.</li> <li>• Current website tailored for visitors rather than residents or staff.</li> <li>• Limited budget to support marketing &amp; communications.</li> <li>• Style Guide only covers social media.</li> <li>• Out of hours phone answering / message taking service is not effective and the Shire have expressed that they need to find a better solution.</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Celebrate success and share externally.</li> <li>• Creation of a style guide that covers all marketing and communications touchpoints.</li> <li>• Work with a Government Relations team to support conversations with Resource Sector.</li> <li>• E-newsletter or intranet to share internal comms.</li> <li>• Creation of template to populate with news each fortnight for Mingenew Matters newsletter.</li> <li>• Develop LinkedIn page for Shire of Mingenew for advocacy and to present a more professional Employer of Choice &amp; Council of Choice for stakeholders.</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• If experienced staff leave without good documentation/handover.</li> <li>• If internal communications are not consistent with external communications.</li> <li>• If suggestions are not responded to or actioned.</li> </ul>



## The Shire of Mingenew Brand Identity

### Vision

Mingenew is a safe, inclusive, and connected community with a thriving local economy that provides opportunity for all to succeed.

### Values

- Passionate
- Have a Go
- Sharing / Belonging
- Innovative
- Connected

### Brand

#### Brand Persona

Applying a brand persona helps to create clear and consistent communication across all channels. As outlined in the Shire of Mingenew's social media style guide, if the Shire were a person, they would be:

- **Friendly & Approachable** - We ensure that residents and community members feel comfortable and engaged with official communications.
- **Informative & Transparent** - We are professional and accurate, providing clear and honest information to keep the community well-informed about local news, events, and decisions.
- **Inclusive & Respectful** - We value diverse perspectives and treat all community members with respect to foster an environment where everyone's voice is acknowledged.
- **Positive & Supportive** - We are optimistic and uplifting, we celebrate community achievements and express empathy and support during challenges to create a sense of unity and encouragement.

#### Logo



### Style Guide

The Shire of Mingenew has clear guidelines for social media which have been shared with Market Creations Agency, however, is missing a broader, overarching Brand Style Guide for marketing and communications.

It is a key recommendation for a Brand Style Guide to be created that encompasses all touchpoints of the brand and includes communication guidelines for channels including social media.

## Strategic Community Plan (2023 – 2033)

The Shire of Mingenew's Strategic Community Plan (2023 – 2033) details the Shire's strategies and activities. Following the in-person workshop, these projects have been put in order of priority to Councillors.

These goals and activities should feature regularly in the Shire's communications.

### Grow Mingenew

Develop key enabling and underpinning investments to foster population growth.

**1. Growth of the local economy and resident population.**

This is the number one priority of the Shire and Councillors. To support this goal, the Shire will:

- a. Advocate and promote opportunities to external stakeholders.
- b. Ensure there is an adequate supply of industrial and residential lots.
- c. Manage council housing and promote housing and land opportunities in the region.
- d. The Shire will also work collaboratively with the community to grow resource, agricultural and service industries including the Mingenew Space Precinct.

**2. Locals can participate in the workforce.**

- a. The Shire will develop a fit for purpose Early Education & Childcare centre to support current demands and future needs of the local workforce.
- b. The Shire will also promote local career opportunities at the Shire.

**3. Safe, efficient, and connected transport network.**

- a. The Shire will develop and deliver the Local Road's Improvement Plan and the Shared Pathways Plan including advocating for external funding.

**4. Support infrastructure that makes business easy and support them to thrive.**

- a. The Shire will encourage pride in local businesses and create a welcoming Civic Precinct.
- b. They will also encourage and promote local spending and business partnerships.
- c. They will advocate for a reliable high-speed internet across the Shire.
- d. They will deliver effective online services and information by keeping the Shire's website up to date.

**5. Visitors have a positive experience and extend length of stay.**

The Shire will support the CRC to deliver tourism and information services and will maintain a cost-effective online presence to promote tourism in the Shire.

- a. The Shire will advocate for the continuation of Wildflower Country and leverage regional partnerships.
- b. The Shire will deliver well-maintained and accessible attractions and amenities including:
  - i. a water play space at Cecil Newton Park,
  - ii. design the Mingenew Spring Botanical Garden,
  - iii. support diverse accommodation options in Mingenew and,
  - iv. improve accessibility of Mingenew Hill.

## Love Mingenew

A place where people are welcomed, can live a healthy life, and where people can reach their potential.

1. **Strong sense of community and culture.**
  - a. Ensure community facilities are fit for purpose and meet community needs sustainably.
  - b. The Shire will support social inclusion with community and sporting groups.
  - c. The Shire also has a mandate to protect, preserve and celebrate local heritage assets and culture and included in this is deciding the future of the Mingenew Town Hall.
2. **Increased resident and visitor participation in our events.**
  - a. Provide funding and facilitate options to reduce volunteer fatigue and increase local club sustainability.
  - b. Sports days are a great day out for the whole family and there is the opportunity for more sporting events in Mingenew to entice visitors from neighbouring Shires.
3. **A healthy and active community with access to local health and recreation services and facilities.**
  - a. The Shire is keen to support and advocate to retain local GP services in Mingenew and provide support for in-home care and recovery.
  - b. To keep residents in the community the Shire also needs to provide and maintain affordable housing for aged and disabled residents.
  - c. The Shire of Mingenew is the safest community in WA based on crime statistics. To identify and monitor key community safety and health needs, the Shire will develop a Public Health Plan and continue to support the WA Police with running youth engagement programs.

## Protect Mingenew

Healthy, natural environment with sustainable use of resources

1. **Valued and protected natural environment.**
  - a. The Shire will ensure that the Transfer Station is fully compliant.
  - b. Mining and energy companies are regulated to encourage responsible practices.
  - c. The Shire will also develop management plans for invasive species and environmental initiatives with the help of the community.
2. **Sustainable Council practices.**
  - a. Develop a Climate Change Action Plan.
  - b. Continue to develop locally appropriate mitigation and adoption strategies to manage climate change.
3. **Ensure the community is resilient and prepared for emergencies and natural disasters.**
  - a. The Shire will collaboratively plan, run scenarios, and respond to emergency situations.
4. **Facilitate initiatives, infrastructure and networks for natural disaster preparedness and resilience.**
  - a. To ensure the Rec Centre can be a community evacuation hub, the Shire will seek funding to support solar and backup power.

## Lead Mingenew

Responsible, accountable, and transparent leadership to deliver our priorities.

- 1. Community feel they are heard and understand Council decision making.**
  - a. Report quarterly on the achievement of priority projects.
  - b. Conduct community satisfaction surveys every two years and report the outcomes.
  - c. The Shire will develop effective communication, engagement and marketing strategies and will implement a strategy based on priority and available resource.
  - d. The Shire's strategic priorities will be achieved through cooperation and collaboration.
- 2. Continued high standard of governance.**
  - a. The Shire will continually improve organisational efficiency and effectiveness and will monitor, comply, and respond in a times manner to Local Government Act reforms.
  - b. The Shire will continue to influence positive local and regional outcomes through WALGA and government agencies and continue to participate in the LGIS Regional Risk Coordinator Program.
- 3. Skilled and capable Council and resident workforce.**
  - a. The Shire will continue to attract and retain a high calibre of staff to live and work in the community and will maintain a safe work environment and proactive safety culture.

## Current Strategic Projects

The Shire of Mingenew's Business Prospectus (2023/2024) details the Shire's current priority projects and initiatives to make Mingenew a liveable community. Currently this is a PDF of a Word document that has been created in-house. It is recommended that this be created as a professional document which clearly outlines the investment opportunities in the community and is also available online.

These projects and initiatives should feature regularly in the Shire's communications as they also support the Strategic Community Plan (2023 - 2033).

## Town Activation & Development

- [Street Beautification](#)

The Council has developed a masterplan for the beautification of the Victoria Street Precinct. This plan will deliver improvements to the Shire Chambers frontage with the incorporation of gardens and three flag poles to include the Aboriginal, State and Australian flags. The precinct will showcase the historic chambers and provide linkages to the original Roads Board and Mingenew Museum. It will also be the entry point for the new Mingenew Daycare Facility.

- [Digital Information Sign](#)

The Shire is looking to implement a digital information sign on the Main Street to share key information with residents and visitors.

- [Tennis Club House](#)

The Shire recently replaced the Mingenew Tennis Clubhouse.

- [Town Hall Options Report](#)

The Council is preparing a report to assist in deciding the future of the Mingenew Town Hall which has been closed for more than 10 years due to the presence of Asbestos and lack of maintenance. The Shire hosted a community consultation session in April 2024 where they also presented design concepts to inform the development of final concept plans and costings.

- [Recreational Centre / Evacuation Centre Upgrade](#)

The Council is looking to upgrade the current recreation centre into an evacuation centre. The Shire hosted a community consultation session in April 2024 where they shared design concepts. The new facility will include internal washrooms and a 50+ bed capacity, as well as an accessibility ramp and generator.

- [Water Play Park](#)

The Council is looking to develop a modest Water Play Park in the Cecil Newton Park Precinct redevelopment. This would be the final feature to be incorporated into this great community facility which already has play, basketball, pump track, skate park and BBQ facilities.



- [Mingenew Spring - Botanical Garden](#)

The Shire is looking to create a botanical garden using the original spring as a spectacular water feature stocked with flora and fish for tourists to view. The Perth Botanical Gardens “Kings Park” are assisting the Council with the design to showcase local wildflowers.

- [Mingenew Hill Trail](#)

This project is to activate the Mingenew Hill Precinct and showcase the rich cultural heritage of the Littlewell people who lived on the land. The project includes an access stairway to deliver people safely to the top of Mingenew Hill to enjoy the surrounding landscape and read about its rich heritage. The project also includes parking and road upgrade to enable tourists in caravans to visit the site.

- [Cenotaph Upgrade](#)

The Shire proposes to upgrade its War Memorial to improve this essential, respectful place. The upgrade will create a room effect with lone pines on its boundaries, and an additional 4th flagpole for the Aboriginal flag to be flown at ceremonies, a new plinth to honour and place plaques currently located on different buildings, and a soft lawn area to surround the cenotaph and replace the existing aggregate.

- [Community Garden](#)

The Council is looking to establish a community garden adjacent to the Cecil Newton Park Precinct. The community garden will provide a social and functional space for the community to come together and share in the experience of growing their own produce.

## Jobs & Economic Development

- [New Daycare Facility](#)

The Shire is delivering a new 24 space daycare facility including before and after school care and vacation care programs. This will alleviate current demand and assist in getting members of the community back to work, particularly with forecast Resource Sector growth within the district. The current facility can only cater for 9 spaces significantly affecting the ability to attract and retain young families in Mingenew.

- [Apprentice in Parks & Gardens](#)

The Shire has recently appointed a young person to the position of Apprentice Parks & Gardens. The position was created as a succession strategy due to our ageing outside workforce and has been effective at attracting a new resident to our community.

To also support economic development the Shire will:

- Implement Cadet Engineer
- Deliver a Community Assistance Scheme Grant Program.
- Support the CRC with tourism services.
- Continue to advocate for housing and local purchasing contracts via potential Renewables / Resource Sector opportunities.

## Local Roads

The Shire will implement a dedicated road improvement program including the following:

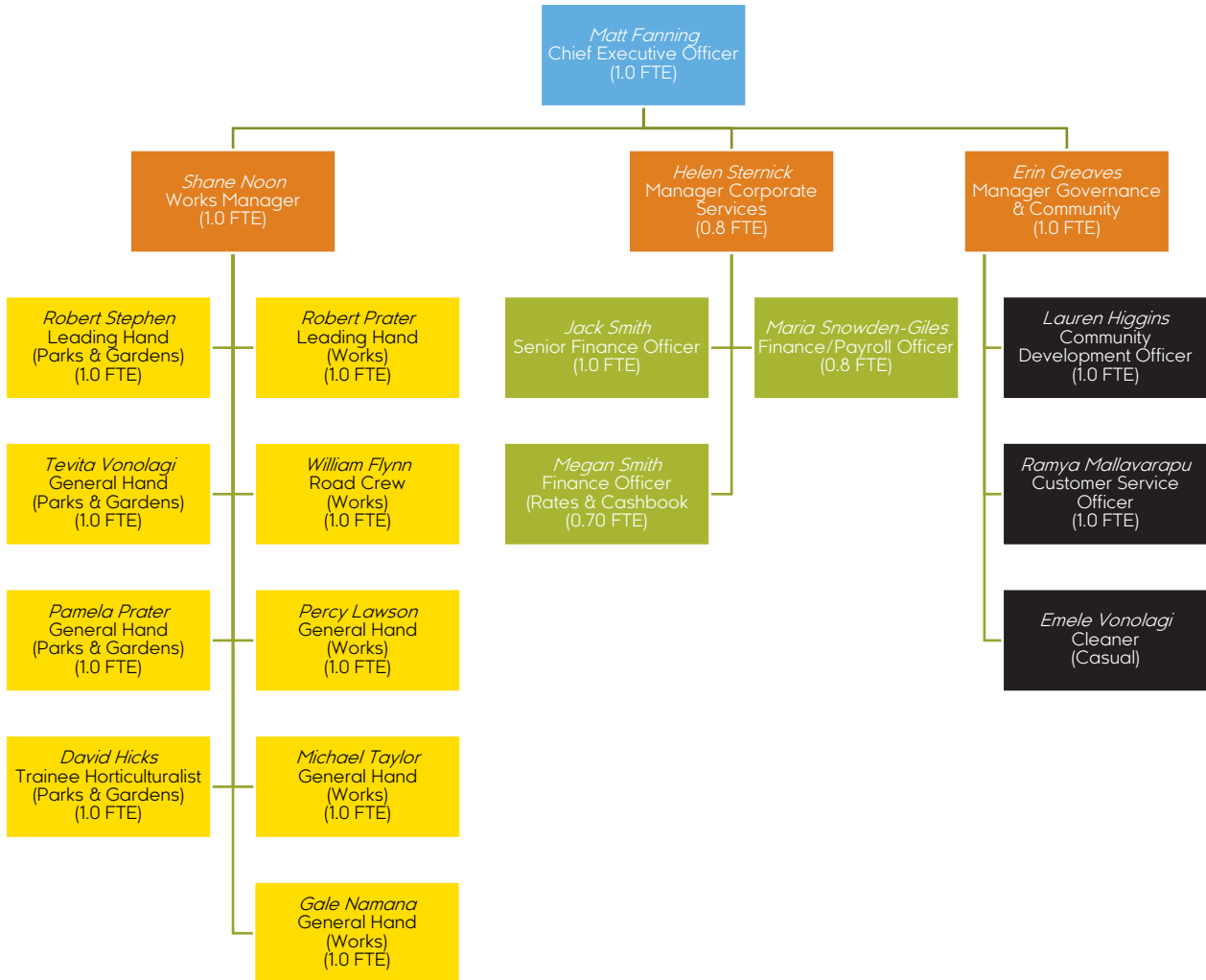
- Every road graded once per year.
- Road maintenance.
- Vegetation management.
- Wet grade and gravel re-sheet priority roads.
- Upgrade 5.67km of Coalseam Road.
- Yarragadee Bridge safety work.
- Resealing program 2024/2025.

## Housing

The Shire will liaise with private sector and state government to provide more affordable housing to attract families and workers to the area including the:

- Purchase of land.
- Purchase of 2 x GROH residences suitable for families in key employment roles e.g. education and police.

## People – Organisational Chart



Shire of Mingenew Organisational Chart, May 2024.

## Key Stakeholders

### Stakeholder Group Matrix

The below matrix identifies the broad group of stakeholders involved with or affected by the Shire of Mingenew. Each audience has distinguishing characteristics, which should be taken into consideration when communicating with them.



## Target Audiences

The Stakeholder Matrix has been further analysed to identify the target audiences for the Shire of Mingenew. Characteristics of these audiences, as well as what information they are keen to hear from the Shire, and how they would like to receive this information, is included below.

### Primary Audience - Residents / Local Community

#### Audience characteristics

Further information on this audience can be found in the Situational Analysis on page 3 of this strategy.

#### What do they want to know about?

Residents want and need to know key information from the Shire that affects them day to day i.e. fire bans, road closures, waste management, rates etc. There is a high volunteer spirit in the community, so residents want to be involved in making Mingenew a great place to live. They are keen to understand the strategic priorities of the Shire and how each of these projects are tracking. They want to be kept informed and abreast of issues and they also want to contribute to and actively engage with Shire communications e.g. via social media, website engagement etc. This information needs to be easy to find. Residents also want to hear positive news stories, Shire, and community achievements.

#### Communication Channels

- Mingenew Matters Newsletter
- Website
- Facebook
- LinkedIn
- PO Box drops
- SMS
- Email
- Community Consultation sessions
- Events
- Radio
- Flyers
- Public Noticeboard
- Digital Information Sign

### Secondary - Potential Residents / Visitors

#### Audience characteristics

There are two groups of people moving to regional WA, the first is millennials (28 - 43 years) looking for more space, increased wellbeing and a sense of community, affordable housing, and job flexibility. The second group is overseas-born people looking at their second migration - from the city to the regions.

## What do they want to know about?

Potential residents and visitors want to know what is happening in the Shire and when, where to stay, what to do, where to eat and where to find general information. Potential residents want to see a close knit, supportive and engaged community, opportunities to move to the Shire and read good news stories. They want the information to be easy to find and relevant to them.

## Communication Channels

- Website
- Brochures
- Maps
- Mingenew Matters newsletters (During the July - September Wildflower season),
- Facebook
- Instagram
- LinkedIn
- Events
- Radio
- TV
- Digital Advertising
- Out of Home advertising
- Newspaper

## Tertiary - Resource sector

### Audience characteristics

The WA Resource Sector is world class with a lot of activity happening. This audience is time poor with competing projects so communication must stand out, be in their 'language', clear and concise.

## What do they want to know about?

The Resource Sector are keen to understand what is happening and being planned in Mingenew, where there are partnership opportunities and how they can support the Shire and broader community.

## Communication Channels

- Partnership Prospectus
- Newspaper
- Trade publications
- Lobbyists/Government relations firms
- Direct communication from the Shire

## Additional - Employees

### Audience characteristics

Highly skilled and engaged yet time poor audience of 19 employees.

### What do they want to know about?

Employees want and need to stay up to date with what the Shire is working on, where each of the projects are at, and what they can (and can't) say in the community. The success of external messages requires a continuous communication loop internally first. They are ambassadors of the Shire so need to feel comfortable and confident sharing messages externally.

### Communication Channels

- Email
- Payroll app
- LinkedIn
- Facebook
- Intranet
- Direct engagement with Executive Team and Council

## Investment, Partnerships and Sponsorship

The Shire of Mingenew has formed a number of strategic partnerships with both community and corporate organisations to collaborate and deliver positive outcomes for their residents.

### Investment

The Shire has an opportunity to approach public and private investors to develop sections of land in the area. This would require its own strategy to deliver and implement.

### Partnerships

#### Current Community Partnerships

- Wildflower Country Inc. Tourism Partnership with neighbouring Shires
- Mingenew Midwest Expo

#### Corporate Partnerships

It is noted by Councillors that more work needs to be done with the Resource Sector to encourage partnerships with the Shire. This could include setting up a tiered approach to contacting companies and developing a Memorandum of Understanding (MOU) with mining companies.

### Sponsorships

The Shire of Mingenew sponsors key community groups and events including the:

- Community Resource Centre (CRC)
- Mingenew Races
- Mingenew Midwest Expo
- Mingenew-Irwin Group

Sponsorships should be actively promoted by the Shire of Mingenew, with sponsored bodies also required to promote funding provided by the Shire. This will help position the Shire as community focused, empathetic, and collaborative.

### Recommendations

#### 1. Mingenew Midwest Expo

The Mingenew Midwest Expo is a great opportunity for the Shire to promote its land packages and opportunities to potential residents and visitors. Attracting thousands of visitors over the two days, this is a perfect opportunity for the Shire to promote the region.

#### 2. Wildflower Season

It is also recommended that the Shire continue to partner with neighbouring Shire's for Wildflower season. This will bring marketing costs down compared to what the Shire has previously spent, while still targeting a key audience. The collective tourism marketing approach will be reviewed in 2024/25, noting a greater involvement from Australia's Coral Coast and a renewed focus on attracting visitors to live in region, or stay longer.



### 3. Move to More

Longer term there is an opportunity for the Shire to partner with Move to More - an initiative created by the Regional Australia Institute. The Move to More website aims to raise awareness among metropolitan Australians about the opportunities to live, work and invest in regional towns and cities. Mingenew already features on this website so there is the opportunity to create content of recent movers to the Shire to share through the Move to More channels. The Shire's internet connectivity would be a potential barrier for those looking to relocate and work remotely online.

### 4. Affordable Housing

Affordability is a key factor driving people out of the city and to the regions. While land is readily available in Mingenew, the cost of building and getting a builder to the Shire are barriers. There is opportunity for the Shire to partner with a property developer to support the provision of affordable and appropriate housing for key workers in region.

### 5. Sporting Groups

The Shire of Mingenew currently sponsors a number of local sporting clubs by subsidising hire fees for Shire owned sporting facilities or financial or in-kind support for infrastructure replacement and maintenance. While these sponsorship agreements already exist, they are not widely promoted by the Shire or the sponsored sporting groups. It is recommended that the Shire formalise these sponsorship agreements and include a requirement for the sporting groups to acknowledge the Shire of Mingenew's support on appropriate marketing channels (e.g. a social media post, logo feature on their website or facility signage). Promoting the Shire's sponsorship of these local sporting groups will directly support the Strategic Community Plan goal of supporting a "healthy and active community".

## Key Messages

The following key messages relate to the Shire of Mingenew and represent core communications themes that should be referenced in marketing and PR opportunities. They have been separated to ensure messaging is tailored to each of the Shire's target audiences.

### Key Messages – Residents

- **We're investing in our community**  
We're consistently looking for ways to grow our local economy and resident population by listening to residents and delivering what is important to them.
- **A welcoming community where people can reach their potential**  
We have a strong sense of community and culture. We consistently invest in our facilities to support a healthy and active community.
- **A healthy, natural environment that needs to be protected**  
We focus on sustainability and look at how we can protect the natural environment.
- **Responsible, accountable and transparent leadership**  
The Shire has a strong vision and plan for its future and is committed to achieving this through cooperation and collaboration with residents.

## Key Messages – Potential Residents / Visitors

- We'll see you in Mingenew**  
It is recommended that the Shire continue to use the tagline 'We'll see you in Mingenew' on advertising outside of the Shire as this has been working well.
- Move to Wildflower Country – Affordable land packages available**  
Mingenew has affordable, available land with 75 vacant lots available in town priced from \$10,000 each.
- We're investing for the future**  
The Shire of Mingenew is delivering a new daycare facility which will include before, after and vacation care programs for working families. It is committed to supporting businesses in the town with a Community Assistance Scheme Grant Program.
- Excellent facilities to support an active community**  
The Shire of Mingenew is investing in its facilities including Street beautification, a Water Play Park, the Mingenew Hill trail and lookout, Recreation / Evacuation Centre upgrades, Community Garden, Cenotaph upgrade and the Mingenew Spring Botanical Garden, to meet the needs of its community.
- Join a proud and passionate community**  
Mingenew is home to an engaged community of 406 residents of which 27.9% volunteer in the community. There is numerous sporting, cultural and community groups to get involved with.
- Safe and inclusive community**  
Mingenew is renowned for being one of the safest communities in WA and this is an important message when targeting potential residents.

## Key Messages – Resource Sector

- Help make Mingenew a thriving community**  
There is an opportunity for the Resource Sector and State Government to support the growth of Mingenew and give back to one of Australia's agricultural powerhouse communities. The investment opportunities in the Shire are endless.

## Strategy Implementation Process

Below are recommendations for the Shire when engaging with key stakeholders and to support the crisis communications plan. A sample/recommended Communications Policy that the Shire can adopt encompassing all communications has also been included (Appendix 2).

### The Shire's spokesperson

- The Shire of Mingenew's President (or on occasion, a delegated authority) is the spokesperson for the Shire. This helps take the Shire from a faceless entity to a responsive, human, proactive, community leader.
- When speaking to operational matters for the Shire of Mingenew, it is recommended that the Shire President delegate spokesperson authority to the CEO.
- The spokesperson should be as honest and upfront as possible in all communications.
- They will be quoted in media releases.
- They will be positioned as the expert in major Shire activities.

- A technical expert (delegated authority) may be required in cases where more detailed responses are needed, or where it would benefit the community to hear from a registered professional.
- The Spokesperson must be familiar with crisis and emergency response communication.
- The Spokesperson must play a role in developing the key messages to deliver them well.

## Diverse voices and faces

- Councillors and staff are encouraged to engage with Shire projects and initiatives they are committed to and become advocates for the Shire through their personal networks.
- While Councillors and staff are unable to make comments on behalf of the Shire (that is the role of the spokesperson only), they can actively share Shire updates through appropriate communication channels and via attendance at community events.
  - When highlighting different voices and faces in Shire communications, it is imperative that the same key messages are used to ensure consistency in message. The Shire's position should be understood by Councillors and staff, and solidarity on Council matters is expected and essential.

## Speak from approved speaking notes

- Have a list of key messages when responding to interviews and attending community events.
- Speak in a conversational tone, support key messages with anecdotes and examples.
- Restate your key messages, bring the conversation back to your key messages.

## Create consistency in voice and language

- Be enthusiastic, paint the Shire as an energetic and initiative-taking, entity. For this to be achieved the spokesperson must similarly be energetic, initiative-taking, and passionate about whatever they are saying.

## Review channels vs message type

- Select the right platform for your messages and tailor content to suit.

## Current Communication Channels & Recommendations

The Shire of Mingenew's current communications activity spans a variety of digital and traditional channels. This section will outline the communication channels that the Shire is actively using, an analysis of the channel's performance where possible, followed by recommendations as to how the channel can be optimised to improve performance and achieve the Shire's communication objectives.

### Digital Channels

#### Website

The Shire of Mingenew's website <https://mingenew.wa.gov.au/> is a critical touchpoint for residents and visitors and will often be the first-place people will go when they want more information about the Shire. It is essential that the Shire's website accurately communicates its key messages, important information, and offers a positive user experience.

Designed and developed by Lateral Aspect, the site is visually appealing with bright, engaging photography of the Shire. The brand is consistent across the site, however, the website is targeting the Visitor population and all touchpoints on the homepage are dedicated to this audience. Residents are secondary to Visitors and while there is local information, this is located in drop downs and not readily available. There is also limited information about moving to the Shire, the services that are available and achievements of the Shire and Council. Events and News are located in the top navigation and the Events page only features past events.

Performance for the Shire of Mingenew website (1 April 2023 – 20 May 2024) is summarised below:

- 38k website users
- Average engagement time: 29 seconds
- 58.8% of users visit the site with a mobile device, and 31.7% via a desktop device
- Major peaks in traffic during campaign periods for wildflower season (August/September), stargazing season and Mingenew Races (late February – April)
- The most viewed pages are:
  - /wildflowers season
  - /events/2024 Mingenew Races
  - /stargazing season
  - /staff
  - /visitors/see
  - /contact us
  - /council and staff careers
  - /stay
  - /latest news



## Recommendations

- **Redesign the website with residents in mind**

It is recommended that the Shire redesign their website with residents in mind. A deep dive and customer journey mapping is recommended to understand what information this audience are looking for. It is also recommended that those top pages are accessible from the homepage, make the Search function more prominent, include a latest news feed on the homepage and an events module on the homepage too. The Shire's social media feeds could also feature here to boost engagement. It is also recommended that the Shire include a Feedback/Have your say form on the website to enable residents to easily engage with the Shire.

The Shire is currently working with their website provider to make minor design modifications to the homepage as a first step to achieving the above.

- **Include information about moving to the Shire and what new residents can expect.**

Consider downloadable resources, welcome packs, testimonials, or video content showing what life in Mingenew is like. This can include statistics that reflect the low crime rate and high community engagement/volunteering rate.

- **Create a dedicated tourism website**

To further separate the tourism message from community messages, a dedicated 'We'll see you in Mingenew' website could be created. This tourism content requires a different advertising and SEO approach so separating into two platforms will enable both target audiences to be reached.

## Social Media

The Shire has a dedicated Facebook page with abbreviated information published regularly and linking to the website. This includes event, tourism, community, historical, statutory, staff and employment updates. Tiles have been created for regular messages to maintain consistency across the feed and there is a good range of content.



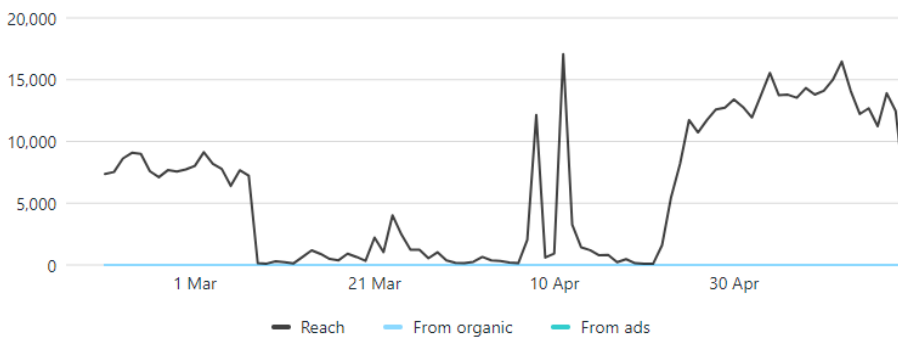
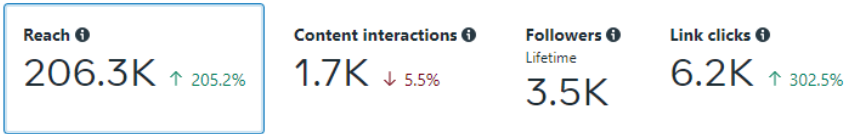
As at May 2024, the Shire has 3,473K followers on Facebook highlighting the success of the tourism campaign to date. Average performance statistics for the Shire of Mingenew Facebook page for the last 90 days (February – May 2024) are summarised below:

- 206.3K users reached, with noticeable increases in reach in late April
- 1.7K content interactions
- 3.5K followers (rounded up)
- 6.2K link clicks
- 60 posts (average of 20 posts per month)
- 72% of followers are Women

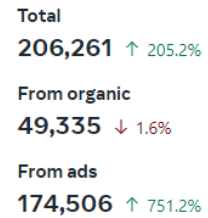
- Linked content is achieving the greatest post reach, yet photo and video content generates the most engagement/interactions

## Performance

Daily Cumulative ⓘ



### Reach breakdown



## Audience

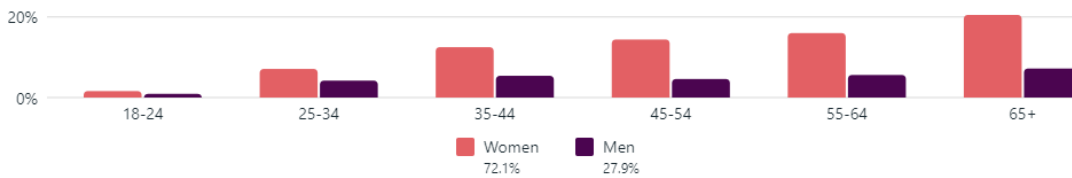
Export ▼

Current audience Potential audience

### Facebook followers ⓘ

3,473

### Age & gender ⓘ



**Top content formats**

Export

<p><b>Published content</b></p> <p>Based on up to 200 pieces of content</p> <p><b>-26.8% vs 22 Nov 2023 – 19 Feb 2024</b></p> <p>Photos: 41</p> <p>Text: 16</p> <p>Links: 2</p> <p>Videos: 1</p> <p>Stories: 0</p>	<p><b>Facebook reach</b></p> <p><b>+205.2% vs 22 Nov 2023 – 19 Feb 2024</b></p> <p>Links: 174,901</p> <p>Multi-photo: 35,431</p> <p>Photos: 16,639</p> <p>Text: 2,147</p> <p>Videos: 1,256</p> <p>Others: 809</p>	<p><b>Content interactions</b></p> <p><b>-5.5% vs 22 Nov 2023 – 19 Feb 2024</b></p> <p>Photos: 674</p> <p>Videos: 666</p> <p>Multi-photo: 182</p> <p>Links: 117</p> <p>Text: 48</p> <p>Stories: 43</p>
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**Top content by reach**

Boost content    See all content

<p><b>Four caravans purchased through...</b></p> <p>7 April 21:03</p> <p>34.3K    38    35    15</p>	<p><b>H.E. Kenny - Mingenew Hotel (now Elders) ...</b></p> <p>21 March 03:30</p> <p>11.8K    141    4    6</p>	<p><b>OWNER FOUND</b></p> <p>Are you missing your...</p> <p>16 May 22:40</p> <p>2.5K    18    1    7</p>	<p><b>SHIRE IS HIRING</b></p> <p>Customer Service Officer (2024.5)</p> <p>Applications close 9am Tuesday, 26 March 2024 (extended)</p> <p><b>The deadline has been extended for...</b></p> <p>13 March 20:09</p> <p>2.2K    6    3    2</p>	<p><b>Join us on for a Community...</b></p> <p>8 April 03:37</p> <p>2K    8    2    7</p>
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**Top posts by interactions**

Boost content    See all content

<p><b>H.E. Kenny - Mingenew Hotel (now Elders) ...</b></p> <p>21 March 03:30</p> <p>123    141    4    6</p>	<p><b>Big congratulations to our very own Manag...</b></p> <p>22 April 21:00</p> <p>93    80    12    1</p>	<p><b>Four caravans purchased through...</b></p> <p>7 April 21:03</p> <p>93    38    35    15</p>	<p><b>Exciting Update! The Shire works...</b></p> <p>12 May 21:42</p> <p>61    56    3    2</p>	<p><b>The Mingenew Recreation Centre...</b></p> <p>16 May 14:24</p> <p>50    43    4    3</p>
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Top performing posts (February – May 2024) in terms of both reach and interactions are pictured below.



**Post description:**

Four caravans purchased through DFES (funded through the Disaster Recovery Funding Arrangements) to assist with worker accommodation temporarily during Cyclone Seroja will be disposed via auction by Pickles Auctions online on 16 April 2024. The listings for each caravan can be found by clicking the links below

- 🚐 2019 Supreme Classic
- 🚐 2015 Coromal Appeal 601 -
- 🚐 2011 Windsor
- 🚐 2010 Western

**Post engagement:**

- 35 likes
- 33 comments
- 15 shares
- 34k users reached
- 93 interactions
- 992 link clicks



**Post description:**

H.E. Kenny - Mingenew Hotel (now Elders)

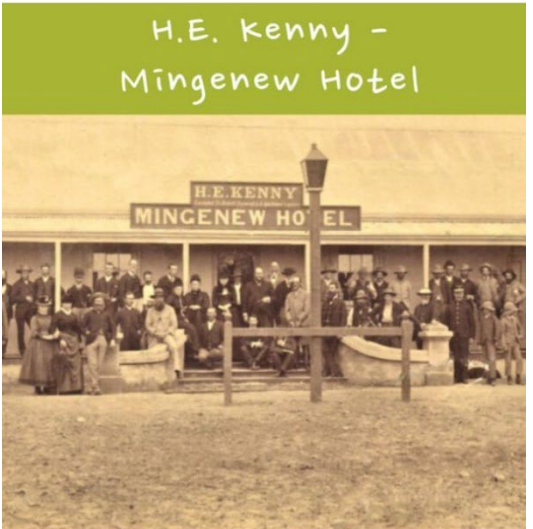
📍 H.E. Kenny operated the Mingenew Hotel from 1892-1909 on the corner of Railway Parade and Bride Street, under the patronage of Sir John and Lady Forrest. His single storey wood iron hotel included eight bedrooms, verandas, and an office.

👷 R.J. Raynor purchased the property in 1909 and added the attractive two storey stone front to the existing premises. This comprised of three parlours, a storeroom, bathroom, an office on the ground floor, and five bedrooms and a bathroom on the first floor. The outbuildings consisted of stables, feed and harness rooms.

🏠 By 1920, the license has been withdrawn. The building was then used for residential boarding and as an office by a variety of businesses including the Bush Nursing Association, the Irwin Index, the Bank of NSW and Elder Smith and Co. Ltd. stock agents, until it was demolished in 1970.

🚐 Elders Rural Services have occupied this modern office and storage facility since 1995.

📖 This information was put together for the Mingenew Historical Walk by the Mingenew Historical Society.



**Post engagement:**

- 111 likes
- 3 comments
- 6 shares
- 11.8k users reached
- 123 interactions

111 3 comments 6 shares



## Recommendations

- **Create a social media content calendar**

To maintain a strong brand presence, it is recommended that the Shire builds a social media calendar and continues to post at least twice a week focusing on key messages for residents / potential residents. This consistency ensures audiences receive diversified content, and communicates important announcements, event information, and good news stories. A calendar will also reduce administrative time and increase efficiency by scheduling posts in advance and integrating communications across platforms in one hit. Included in this strategy is an example of a social media calendar (Appendix 3).

- **Post good news stories, success stories, and Strategic Project updates on Facebook**

Based on high level of engagement of previous content posted, Facebook audiences are keen to see good news stories on the Shire's feed. Content should be in line with the key messages and create a conversation with residents and visitors. There is also an opportunity to share the CRC's Facebook posts to show support for their events and to share these wider.

- **Monitor and measure social media channels**

If not already doing so, it is recommended that the Shire monitor and measure their social media channels monthly to understand what is working and what is driving engagement. This can be set up for the Shire in Meta.

- **Create a LinkedIn page for the Shire of Mingenew**

LinkedIn is the world's largest professional network on the internet. A LinkedIn page for the Shire of Mingenew was requested by Councillors at the Kick-off Workshop. The creation of this page would support the Shire with advocacy and deliver a professional reputation. It will also support the Shire's goals of being an Employer and Council of Choice and provide a channel to target the Resource Sector.

- **Shire of Mingenew YouTube channel**

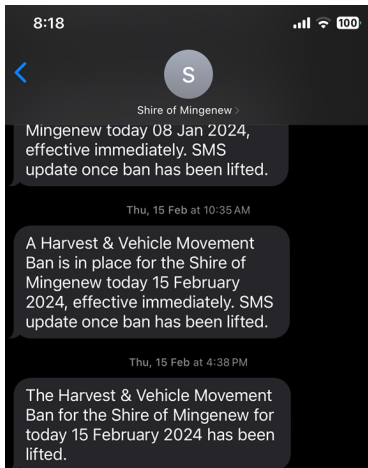
The Shire has a YouTube channel which is great tool for sharing video messages and for Search Engine Optimisation (SEO). It is recommended that the Shire post once per quarter on their channel and seasonally to take advantage of this.

- **Create an Instagram page for the Shire of Mingenew (Recommended in Style Guide)**

Instagram could serve as a platform for the Shire of Mingenew to visually showcase its natural beauty, local events, and attractions, fostering engagement and tourism promotion. By sharing captivating photos, promoting community events, and highlighting local businesses, Instagram can create an interactive space that celebrates the Shire's culture and engages both residents and potential visitors. Creating a new channel would increase workload to the Shire, so there could be an opportunity to go out to the community to see if anyone would like to own/manage this, noting the CRC and Visitor Centre both appear to have existing Instagram accounts. Market Creations Agency can provide training and best practices to support and upskilling a resident.

## SMS

SMS is used as a proactive communication tool across the Shire for fire and harvest ban notices, meeting date reminders, event reminders etc. There is a sign-up form for SMS messages on the Shire's website.



## Recommendation

- **Add Road Works and Crisis Communications messages to SMS**  
Road Works and Crisis Communication messages could also be added to SMS messages.

## Email

Email is currently used for internal and external communications to keep residents and employees up to date, and when communicating with community groups. There is a sign-up form on the Shire website under Resources, Public Communications for people to opt into SMS and/or email messages and choose what they want to hear from the Shire, All Shire activities, Bushfire and Harvest Information, Road Condition Reports and Community Information.

When updating the website, there is an opportunity to add an email sign up form for potential residents to find out more about the Shire and be kept informed about land packages available.

## Recommendation

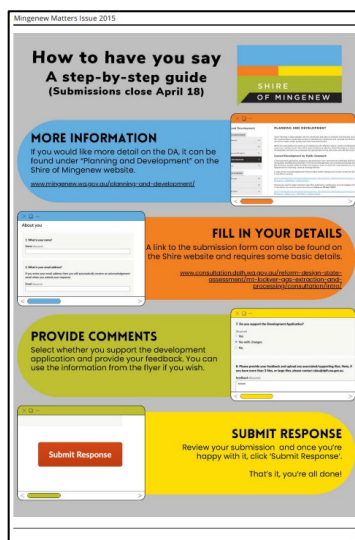
- **Update eNewsletter template and process**  
Implement a streamlined solution for newsletter subscriptions, with website user subscriptions syncing directly with the Shire's MailChimp mailing lists. A new Shire branded newsletter template can be developed, with key content areas to be used for each edition (similar to the Mingenew Matters content template recommendation listed on page 32).

## Traditional Channels

### Mingenew Matters Newsletter

The Mingenew Matters newsletter is a fortnightly community newsletter created by the CRC and supported by the Shire. It is available for free online and 45 are printed and sold in the post office for \$1 each.

As part of their sponsorship, the Shire has 10 pages in each issue to share their messages and key information. This should include updates on the Strategic Community Plan and Strategic Projects. Content needs to be thoughtful, easily digestible, and positive. The Shire should be seen to be supporting this key community initiative.



## Recommendations

- Print the Mingenew Matters Newsletter in full colour**  
 The Mingenew Matters newsletter is a key channel for community information. It is recommended to partner with the CRC to print the Mingenew Matters newsletter in full colour to see if this increase readership. Noting the Wildflower season and increase in tourists to Mingenew, we recommend printing the July, August, and September editions in full colour as a trial.
- Creation of a template to populate each fortnight with content**  
 It is recognised that creating content every fortnight for the newsletter is time consuming for the Shire. To support this and create consistency, we recommend developing a template which includes the Grow, Love, Protect and Lead messaging that can be populated and sent to the CRC easily. As Road Works are a consistent challenge for the Shire there is an opportunity to include a Road Report as part of this template.
- Include QR codes with content**  
 QR codes can be added to content published in the newsletter to keep messages short, sharp, and engaging but giving the reader a link to the website to find out more information if interested. QR codes are also a great way to track engagement and performance.
- PO Box drops**  
 It is widely understood that not all Shire residents are online. Providing the Mingenew Matters as a PO Box drop would increase readership, support the CRC, and broadcast the Shire's messages to this harder to reach audience. There are just over 200 PO Boxes in the Shire however half of these do not accept 'junk mail'. The Shire can work with the CRC to launch an opt in form in the post office for the newsletter prior to the PO Box drop.

- Ensure content prepared for Mingenew Matters is also shared on digital channels such as Website (Latest News) and Facebook.

## Flyers / Public Noticeboard / PO Box Drops

The Shire shares information about events, community consultation sessions, and the budget summary through flyers, the public noticeboard and PO Box drops.

## Recommendation

- **Create a quarterly Shire achievements flyer**

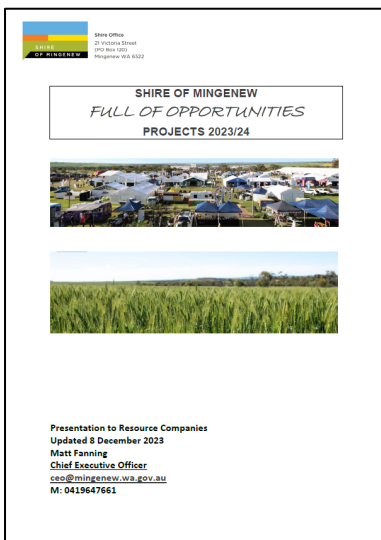
To communicate with those residents who are not online, it is recommended to create a flyer that outlines the Shire’s achievements against the Strategic Community Plan every quarter. This is one of the objectives in the Strategic Community Plan (2023 - 2033).

## Prospectus Documents

Local Government’s often develop a suite of documents seeking financial or in-kind support from community, business, industry, government or investment bodies. This support is often required by the Shire to run events, community programs or undertake infrastructure projects that benefit the community.

It is important to name each type of document correctly so that it adequately addresses the correct target audience.

The Shire currently produces the Mingenew Business Prospectus which provides an overview of Projects in the current financial year, promoting this predominantly to mine site operators working or looking to develop operations in the Shire. This is a colour PDF.



## Recommendation

- **Create a professional Partnership Prospectus document for the Resource Sector and Government audiences.**

It is recommended that the name of this document be changed to Partnership Prospectus and be aimed at larger industry proponents, and possibly State and Federal Government Agencies, with a view to invite them to partner with the Shire in contributing funding to infrastructure projects that provide enhanced community amenity for residents and workers in the Shire.



### DARDANUP COMMUNITY CULTURAL AND HERITAGE PRECINCT UPGRADE

Reimagining the Dardanup Community Precinct will deliver a safe evacuation centre for the town and provide a welcoming environment for young families and youth in the region.

The Dardanup Administration Building was officially opened in 1952. The hall followed in 1956. With the new precinct and layout the local residents have the amenities and in the need of modernisation.

This project will establish the necessary standards for the hall as an emergency evacuation centre, increase the historical, cultural and historic value of the precinct and enhance community connection through the realisation of the former sports club at the heart of the precinct. Historically considered renovations of the current hall building, including a new kitchen and toilets will be undertaken.

These upgrades will integrate with the refurbished administration and library building which sits adjacent to the hall.

The new state park, enclosed within an upgraded and enhanced playground at Carnarvon Park, will provide essential facilities for isolated regional youth.

The re-imagined park will also provide much-needed facilities for the growing population of young families, while strategic improvements will allow for year-round use.

The Community Precinct and the Wills Park Sporting Reserve will connect the main street town and hall to Carnarvon Park by creating a new link through the former railway line bridge and road cut.

Providing modern, social and recreational facilities will attract the town and activate the entire precinct as Dardanup Region's multi-use community zone.

**Benefits**

- Provide a welcoming environment, capable of hosting entire groups of people during emergency response.
- Low maintenance, secure and cost-effective opportunities for community connection.
- Show consideration in essential facilities and facilities for regional youth.
- Increase Dardanup's tourism appeal as the gateway to the Ferguson Valley.

**2026 Vision**

"The town enjoys a wonderful sense of heritage and history, deeply important to its community identity."

Stage	Timing	Cost
Hall Renovations – to the standard for an evacuation centre	2024	\$3M (seeking \$1.5M)
Administration Building – Upgrade for incident support	2024	\$3M (seeking \$1.5M)
State park and pump track	2024	\$3M (seeking \$2M)
New playground and drainage solutions	2024	\$2M (seeking \$1M)

30M PLANNING BUDGET | \$17M TOTAL ESTIMATED PROJECT COST

• **Create a Sponsorship and Donations Prospectus for a local target audience.**

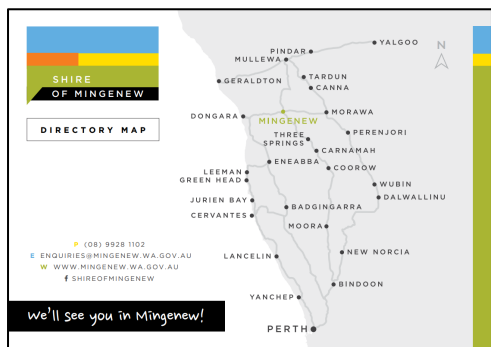
A second document, titled Sponsorship and Donations Prospectus, could be aimed at the local residents, workers and businesses to support lower cost community initiatives – similar to a ‘community chest’ initiative, that supports events, capacity building or community enhancement projects. This could also be used to encourage volunteering within the community and fundraising for key projects including the Town Hall refurbishment, daycare nature play area, and the Botanical Garden.

• **Create an Investment Prospectus to promote investible opportunity.**

A third document that stimulates investment in Shire owned land or buildings, would be titled an Investment Prospectus. This may be used to promote land banks or buildings available for developers or builders to partner with the Shire to stimulate economic activity and address community needs. This Investment Prospectus could also be used to address services or skills shortages in the area with the aim to attract new business or skillsets in high demand in Mingenew.

## Brochures & Maps

The Shire has created some wonderful brochures and maps that are available for visitors at the CRC. These focus on Stargazing in Mingenew, Wildflowers and the ‘We’ll see you in Mingenew’ Directory Map.



### WHAT TO SEE

- COALSEIN CONSERVATION PARK**  
Arguably the most spectacular wildflower site in Western Australia and Mingenew is right on its doorstep.
- DEPOT HILL**  
Just a few minutes from Mingenew, Depot Hill provides one of Wildflower Country's most beautiful walks.
- MINGENEW MUSEUM**  
Our local historians keep the Mingenew Museum in beautiful condition, with artifacts dating right back to the 1850s.
- STARGAZING AND ASTROPHOTOGRAPHY**  
With clear air and very little light pollution, Mingenew's night skies are perfect for stargazing and astrophotography.
- MINGENEW HILL**  
Just over the railway line on Mingenew - Mulllewa Rd, you'll find breathtaking views. Mingenew Hill is perfect for picnics and stargazing!
- LITTLENELL RESERVE**  
Explore the historical site where Aboriginal farm workers and their families lived from the 1930s-1970s, featuring first-hand accounts of life on the Reserve.
- YARRABOOKA HALL**  
With abundant pink everlastings during the season, the old Yarrabooka township is also home to a dedicated stargazing pool and giant pianophore.
- MINGENEW HISTORICAL WALK**  
Follow the ants and take a self-guided walk through Mingenew's rich history to learn about the characters and events that shaped our town.

## Recommendation

- **Creation of a shorter Strategic Community Plan brochure highlighting the four pillars**

This brochure can be on display at the CRC for residents and potential residents / visitors to pick up and find out more about what is planned for the Shire. The quarterly achievements flyer can then also support this document to positively show what the Shire have delivered. These brochures and flyers must also be made available digitally and uploaded to the website and shared across social channels.

## Shire publications; Strategic Community Plan, Annual Reports etc.

The Shire creates detailed strategic documents that are well thought out and include important information. However, these are not widely shared and often residents do not know where to find them or that they even exist!



## Recommendations

- **Include banners for key publications on the homepage of the website**

It is recommended that the Shire create a banner image for the homepage of the new website to direct people to these important publications when launched. Quick Links can also be implemented to direct community members to this information easily.

- **Develop QR codes to direct residents to these publications**

Where possible, on flyers, the public noticeboard and in the Mingenew Matters Newsletter, the Shire should include a QR code where residents can view these documents online. The Shire can also then track how many people are visiting these pages.

- **Pull out key messages to share more widely**

Ensure the key messages of these publications (e.g. Annual Reports) are developed into abbreviated content suitable for Facebook or the Mingenew Matters newsletter. This could also be in the form of infographics. By extracting the key messages, shortening the content, and linking through to where readers can 'view the full report' helps ensure residents are made aware of the report and, if it is of interest, where to find more information.

## Community Consultation Sessions

The Shire regularly holds Community Consultation sessions for major project updates e.g. Town Hall and Rec Centre, SCP review, Sport & Rec Master Plan, and these are well attended by the community. There are advertised in the Mingenew Matters newsletter, on flyers and on the public noticeboard in town.

The Shire also has a stall at the Mingenew Midwest Expo each year and have received positive feedback from this.



## Staff Announcements

The Shire shares staff announcements via their payroll app including but not limited to; upcoming Health & Wellbeing Program, changes to Payroll/HR, COVID protocols, policy changes etc. Regular stand up style meetings are held following Council Meetings to inform staff of key decisions, as well as monthly staff BBQ events.

## Recommendation

- Develop a staff Intranet to share internal messages with employees

## Out of Hours Phone Service

The Shire currently runs an out of hours phone service whereby an out of hours call is redirected to a third-party consultant. The Shire has recently received feedback that often these enquiries are mismanaged by the third-party provider, providing a negative customer service experience for community members which ultimately reflects poorly on the Shire.

## Recommendation

- **Replace out of office call service with a voicemail.** A voicemail system will enable the caller to be notified that the Shire Administration office is closed, will reopen at [insert business hours] and provide the caller with the opportunity to leave a voicemail message. The pre-recorded message can also include a phone number to escalate the call in the case of emergencies.

## Traditional Advertising

The Shire of Mingenew currently participates in traditional advertising initiatives, mostly on an ad-hoc basis.

### Radio

The Shire advertises on ABC radio to notify of harvest & vehicle movement bans. Radio advertising is a traditional, cost-effective advertising tool that can reach a wide audience.

### Recommendations

- **Advertise livability in Mingenew and available land on local and state-wide radio channels.** When the Shire is ready to advertise available land packages, radio is a great channel for this. The following radio stations would be appropriate for the Shire to advertise on, based on their demographics:
  - Nova 93.7 – Perth’s most popular radio station with millennials (28 – 43 years)
  - Mix 94.5 – Perth’s second most popular radio station with millennials (28 – 43 years)
  - Hit 96.5 Geraldton – Regional based radio station

### TV

The Shire’s branded tourism campaigns (Wildflowers and Astro tourism) have been advertised on TV, as have major events including the Mingenew Midwest Expo and the Mingenew Races.

TV is an expensive advertising form and is difficult to measure so is not included as a recommendation in this strategy.

### Newspaper

The Shire has used newspaper advertising for statutory notices e.g. elections, meeting notices and tenders.



### Recommendations

- **Advertise land packages available in major state-wide publications.** 80% of West Australians read The West Australian, The Sunday Times, thewest.com.au or PerthNow in an average month (The West, 2023). When the Shire is ready to advertise their land packages newspaper advertising is another great channel for this. QR codes should be included on adverts to direct potential residents towards the Shire of Mingenew website for more information. The Shire can then track the engagement from the adverts to see how successful they have been.
- **Advertise in regional WA publications.** The Shire could also look to advertise in regional publications such as the Mid-West Times, Countryman, and Farm Weekly. This is an effective way to reach a regional audience and is more cost effective than advertising in the major state-wide publications.



## Communications Strategy – Additional Recommendations

The below recommendations represent new recommendations and/or communications channels that the Shire of Mingenew is not currently using. The recommendations consider the Shire's existing communications activity to ensure a well-balanced and integrated approach. This can be achieved by ensuring that traditional and digital platforms seamlessly connect through messaging and visuals.

The recommendations of new channels also refer to their relevance to key stakeholders, so that the key messages which are tailored to each target audience are communicated via the appropriate channels.

### Create a rolling communications plan

A monthly communications plan should include key legislative requirements, projects and initiatives occurring in the Shire that impact stakeholders internally and externally. This will help ensure the Shire's communications are proactive, consistent, and easy to replicate year on year irrespective of changes in staffing.

### Create a community engagement checklist

It is recommended that the Shire create a methodical approach to ensure the community is consulted and informed on major projects. This would include detailing the levels of community engagement required based on size and scale of the project.

### Digital Advertising

It is recommended that the Shire develop a detailed digital advertising strategy that targets potential residents recommending them to come and live in Mingenew. This can be across the following channels:

- Meta (Facebook) advertising, targeting followers of the Shire's Facebook page and people who are in Groups who are interested in or looking to move to the regions.
- LinkedIn advertising targeting decision makers in the Resource Sector with information about Mingenew for the purpose of seeking investment from the sector.

### Out of Home Advertising

Out of Home advertising (billboards, signs, bus shelters etc.) is a growing channel and it can't be muted, blocked, switched off or turned to another channel. There are opportunities to target potential residents and promote the Shire of Mingenew and its land packages on billboards around the Mid-West region. Market Creations Agency is in talks with oOh! Media to understand specific locations and prices for these opportunities.

### Digital Information Sign

The Shire is investing in a Digital Information Sign for the Main Street in 2024/2025. This is a fantastic opportunity to share community messages and will be sure to have a buzz about it when it is launched.

It is recommended that the Shire have a daily content calendar ready for launch as residents and visitors will be looking out for these messages and sharing them with family and friends.

## Proposed Methods for Stakeholder Engagement

The marketing and communications strategy captures methods for the Shire of Mingenew to better engage its key stakeholders. All recommendations outlined serve as methods for stakeholder engagement, and can be summarised as five key methods:

1. Share information more frequently.
2. Connect through multiple and regular touchpoints.
3. Deliver an integrated communications approach that incorporates a variety of both digital and traditional channels.
4. Provide avenues for feedback and support self-service of information.
5. Increase face-to-face presence at community events and with the Resource Sector.

## Measurement – KPI's

Objectives	KPI's
<ul style="list-style-type: none"> <li>To promote the Shire of Mingenew as a great place to live to both residents and potential residents.</li> </ul>	Webpage visits Resources downloaded Links clicked Social media engagement QR codes scans New houses built Population growth
<ul style="list-style-type: none"> <li>To support the delivery of the Shire's Strategic Community Plan (2023 - 2033).</li> </ul>	Page visits and downloads of the Strategic Community Plan Engagement with 'highlights of' Strategic Community Plan content shared via social media
<ul style="list-style-type: none"> <li>To increase awareness and understanding of Strategic Projects with residents and potential residents.</li> </ul>	Webpage visits Links clicked Reach Engagement rates Community feedback (via survey or Markyt Scorecard)
<ul style="list-style-type: none"> <li>To increase engagement with key stakeholders through both online and offline channels.</li> </ul>	Social media engagement Email sign ups QR code scans Links clicked More copies of Mingenew Matters printed Attendance at community consultations or other events
<ul style="list-style-type: none"> <li>To improve communications, support, and involvement with and from community.</li> </ul>	Markyt Scorecard results increased Increased engagement at Community Consultations Increased webpage visits to community focused content
<ul style="list-style-type: none"> <li>To improve relationships with key stakeholders.</li> </ul>	Partnerships and MOUs Investment, sponsorship and/or donations received Cross promotional communications activity

## Evaluation and Reporting

Evaluation of the communication strategy generally occurs either 6 or 12 months after implementation. Referring to Key Performance Indicators (KPI's) for evaluation and reporting is a critical step following the implementation of the communication strategy as it seeks to measure the success of each recommendation against the communication objectives.

Depending on the communication tools implemented following the acceptance of the strategy, the evaluation tools may include, but are not limited to:

- Google Analytics for website performance
- Social media analytics (Reach, Engagement, Followers, Shares, Likes etc.)
- Customer feedback and/or complaints
- Surveys
- QR Code Scans
- Word of Mouth
- Population statistics (longer term KPI)
- MOUs or partnership agreements signed with key stakeholders

An Evaluation Tool template has been developed and supplied to the Shire of Mingenew to measure performance across social media, website and events.

## Communications Implementation Plan

The below table summarises the recommendations in the strategy in order of priority, assuming 1 July 2024 commencement of the Marketing & Communications Strategy recommendations.

Priority Level	Recommendation	Detail / Content	Key Personnel Responsible	Budget	Proposed Schedule
High	Brand Style Guide	<ul style="list-style-type: none"> <li>Develop a Brand Style Guide</li> </ul>	Agency support	\$2k	July - Sept
High	Partnership Prospectus	<ul style="list-style-type: none"> <li>Create a professional Partnership Prospectus document</li> </ul>	Agency support	\$4k	July - Sept
High	Redesign the website / Building out council site	<ul style="list-style-type: none"> <li>Develop site in line with resident requirements (minor design updates already in progress)</li> <li>Update copy to include information for new/potential residents</li> </ul>	Shire of Mingenew (in progress) Agency support	Approx \$45k	July - Sept
High	Communications plan	<ul style="list-style-type: none"> <li>Create a rolling communications plan</li> </ul>	Agency support to initially create Shire of Mingenew to roll out	Incl. in plan	July - Sept
High	Social media	<ul style="list-style-type: none"> <li>Develop a social media calendar</li> <li>Create a LinkedIn page for the Shire</li> <li>Set up monitoring and measurement template</li> </ul>	Shire of Mingenew	\$1.5k	July - Sept
High	SMS	<ul style="list-style-type: none"> <li>Add Road Works messages to SMS</li> </ul>	Shire of Mingenew	N/A	July
High	Mingenew Matters	<ul style="list-style-type: none"> <li>Develop a template for the newsletter</li> <li>Review costs for printing the newsletter in full colour</li> </ul>	Agency support for template and content Shire of Mingenew for printing	\$1.2k \$500	July - Sept

Priority Level	Recommendation	Detail / Content	Key Personnel Responsible	Budget	Proposed Schedule
Medium	Strategic Community Plan	<ul style="list-style-type: none"> <li>Create a highlighted version to be shared locally</li> <li>Develop a flyer of Shire achievements</li> </ul>	Agency support	\$2.5k \$1.5k	July - Sept
Medium	Community Feedback	<ul style="list-style-type: none"> <li>Engage with community via MARKYT Community Scorecard project</li> </ul>	MARKYT with Shire of Mingenew	Unknown	Sept - Oct
Medium	Sponsorship Prospectus	<ul style="list-style-type: none"> <li>Create a Sponsorship Prospectus document</li> </ul>	Agency support	\$2.5k	Sept - Oct
Medium	Investment Prospectus	<ul style="list-style-type: none"> <li>Create an Investment Prospectus document</li> </ul>	Agency support	\$2.5k	Sept - Oct
Medium	Community engagement	<ul style="list-style-type: none"> <li>Create a community engagement checklist</li> </ul>	Shire of Mingenew	N/A	Sept - Oct
Medium	Digital Advertising	<ul style="list-style-type: none"> <li>Develop a Digital Advertising strategy</li> </ul>	Agency support	\$2k	Sept - Oct
Medium	Traditional Media	<ul style="list-style-type: none"> <li>Develop an advertising strategy for traditional media</li> </ul>	Agency support	\$2k	Sept - Oct
Low	Out of Home	<ul style="list-style-type: none"> <li>Develop Out of Home advertising strategy</li> </ul>	Agency support	\$1k	Q4
Low	Digital Information sign	<ul style="list-style-type: none"> <li>Develop content calendar for new Digital Information Sign</li> </ul>	Shire of Mingenew	N/A	Q4
Low	Tourism platforms	<ul style="list-style-type: none"> <li>Develop a dedicated Tourism website and Instagram page</li> </ul>	Lateral Aspect - current provider	TBC	Q4

## Appendices

### Appendix 1 – SWOT Analysis – Councillors & Exec Team

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Strong brand.</li> <li>• See You in Mingenew tourism campaign.</li> <li>• Highly capable staff.</li> <li>• Strong promotion of events (Mingenew Expo, Race Day, Wildflower season).</li> <li>• Wildflowers.</li> <li>• Community Resource Centre.</li> <li>• Land availability with low cost of entry.</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• Main Street.</li> <li>• Stretched in-house resource.</li> <li>• No designated communications resource</li> <li>• Website in its current form.</li> <li>• Budget constraints.</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Wildflowers and the opportunity they bring to the community.</li> <li>• Engaged and positive community</li> <li>• In town Bakery has their own strong brand.</li> <li>• Sports events are a great day out for all and could be shared more widely.</li> <li>• Pop up shop opportunities in town.</li> <li>• Great facilities and venues to promote (Rec Centre, Railway station, sporting facilities – grassed tennis courts).</li> <li>• Beautify the Main Street – digital sign to come in 2024 / 2025.</li> <li>• Resource Sector.</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Declining population and the impact this could have on the Shire.</li> <li>• Government does not provide adequate funding to support community improvement initiatives.</li> <li>• Resource sector not supporting the Shire.</li> </ul>

## Appendix 2 – Shire of Mingenew Communications Policy

As part of the Strategy, it is recommended that the Shire of Mingenew's current policies be reviewed to allow for diverse faces and voices to be heard. The following is a sample/recommended Policy that the Shire can adopt encompassing all communications.

### Purpose

The Shire of Mingenew Communications Policy details the framework for communication between the Shire and its internal and external stakeholders. The ability to provide information and community engagement opportunities actively and effectively is vital to building and promoting a positive identity and reputation for the Shire. Proactively creating awareness of the services, projects, achievements, and other activities of the Shire will present the Shire as a community participant and leader.

To achieve effective communications the Shire must regularly consult with the community, distribute regular and consistent messages and must be open and honest in all matters.

### Scope

This policy applies to councillors, employees, contractors, consultants, and any other persons including volunteers who undertake activities for the Shire of Mingenew.

Communications Stakeholders include:

- Ratepayers and residents
- Potential residents of the Shire of Mingenew
- Shire Councillors
- Employees and volunteers of the Shire
- Visitors to the region
- Investors, developers, and individuals with business interests within the Shire
- Customers who seek products or services or information from Council
- Community and government organisations
- Local, regional, and national media.

### Definitions

*Communication* is the imparting or exchanging of information by speaking, writing, or using some other medium between a representative of the Shire and its stakeholders.

*Community* includes all people who live, work, study or conduct business in, or who visit, use and enjoy the services, facilities and public places of the Shire of Mingenew.

*Consultation* is the provision of timely information and engagement by the Shire with its community and stakeholders (internal and external) that provides them the opportunity to respond with any concerns, queries of issues that can be considered or actioned before a final decision is made or implemented.

Via this policy, the Shire aims to ensure its communications methods will:

- Be regular and consistent, with the Shire communicating in a timely manner on projects and activities to all stakeholders.
- Create a positive and professional image for the Shire.
- Increase awareness of the Shire's activities, major projects, and achievements.
- Foster a meaningful community consultation process.
- Implement timely, regular, and consistent internal communication.
- Effectively manage negative messaging.
- Effectively manage unexpected crisis/disaster issues or events.
- Comply with required legislation and codes of conduct.
- Use a variety of methods to communicate and to provide information in formats that accommodate the needs of all stakeholders.



## Social Media

The Shire proactively uses social media platforms to communicate information regarding its services, activities/events, achievements, and projects to external stakeholders. Current Shire social media channels include:

- Facebook
- YouTube

## Customer Service

The way the Shire is perceived by Stakeholders is impacted by all communications received from Shire Officials. This includes the way representatives of the Shire answer and respond to phone calls, letters, and any electronic communications as well as face to face contact with stakeholders whether that be one on one or at events or community forums.

Any representative of the Shire including Elected Members must ensure correct, effective, efficient and customer orientated responses are created and provided to develop and maintain a positive reputation for Council.

It is recommended that a telephone etiquette/email etiquette be produced internally detailing scripts for messages on hold and voice messaging services.

## Events

Shire events shall be planned in accordance with an event toolkit/procedure/policy to ensure all checks and balances are followed when developing an event.

Events play an important role in community life creating a sense of belonging, engagement and are a way to entertain and create social interaction. Events help to instil a sense of place and pride in a locality. Shire events are commonly staged to celebrate important historical dates, recognise community achievements and/or can be developed to promote a specific key message, activity, project, or interest.

This avenue allows for the establishment of mutually beneficial partnerships between the Shire and the community which assist to raise the profile and improve the reputation of the Shire.

Such events need to be tracked and measured against success indicators which are established through the implementation of an event toolkit.

## Employee Relations/Internal Communications

Elected representatives and employees are the Shire's public relations and communications ambassadors. It is vital that all employees and elected representatives receive timely, relevant, consistent and user-friendly information to ensure that they are adequately informed on the Shire's services, activities/events, achievements, and projects to minimise and instances of misinformation in the community.

Effective internal communication also encourages participation in change management, increases morale in the workplace and develops more effective communication between employees across department and management levels.



## Media Relations


The local media, including newspapers, radio, television, and digital media are important channels for sharing Shire information with the community. There are times when regional, state, and national media interest, across platforms, is generated or occurs due to external conditions.

The Shire is committed to good media relations which also requires a commitment to good governance, responsiveness, honesty, and regular media contact.

## Legislation

The Shire is committed to fulfilling the responsibilities as set out in the *Local Government Act 1995* and the *Local Government Legislation Amendment Act 2019*. All statements by Councillors and Officers are to comply with the Shire of Capel Code of Conduct and are subject to the *Local Government (Rules of Conduct) Regulations 2007*.

Appendix 3 – Social Media Calendar example

Date	Copy	Image/Video/Link	Status / Comment
<p>Wednesday 7<sup>th</sup> August</p>	<p>Move to Mingenew 🏠🚗</p> <p>Houses in Mingenew average just \$190,000, that's 226% less than Perth and 740% less than Sydney!</p> <p>With lots available from \$10,000, you'll be spoilt for choice.</p> <p>To learn more visit:</p> <p>#housing #save #movetomingenew</p>		<p>Scheduled to go live at 10am</p>
<p>Wednesday 21<sup>st</sup> August</p>	<p>Meet our Team 🤝</p> <p>Introducing our Meet Our Team series, where we introduce you to one of our many wonderful staff members!</p> <p>This is XX, she's our XX.</p> <p>Her role requires XX</p> <p>(Insert quote as to what they love most about their job)</p> <p>#community #shireofmingenew</p>	<p>Staff photo to be provided</p>	