



SHIRE
of
DANDARAGAN

AGENDA AND BUSINESS PAPERS - PUBLIC

for the

ORDINARY COUNCIL MEETING

to be held

AT THE BADGINGARRA COMMUNITY CENTRE, BADGINGARRA

on

WEDNESDAY 24 APRIL 2019

COMMENCING AT 4.00PM

(THIS DOCUMENT IS AVAILABLE IN LARGER PRINT ON REQUEST)



ORDINARY COUNCIL MEETING

WEDNESDAY 24 APRIL 2019

Welcome to the Ordinary Council Meeting of the Shire of Dandaragan.

Please be advised that the Ordinary Meeting of Council will be held on the following dates, times and venues:

DAY	DATE	TIME	MEETING VENUE
Wed	24 April 2019	4.00pm	Badgingarra
Thurs	23 May 2019	4.00pm	Jurien Bay
Thurs	27 June 2019	4.00pm	Jurien Bay

Brent Bailey
CHIEF EXECUTIVE OFFICER



DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING A COUNCIL MEETING

Please note:

The recommendations contained in this agenda are Officer's Recommendations only and should not be acted upon until Council has considered the recommendations and resolved accordingly.

The resolutions of Council should be confirmed by perusing the Minutes of the Council Meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's Decision.

Brent Bailey
CHIEF EXECUTIVE OFFICER



COUNCIL MEETING INFORMATION NOTES

1. Your Council generally handles all business at Ordinary or Special Council Meetings.
2. From time to time Council may form a Committee, Working Party or Steering group to examine subjects and then report to Council.
3. Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters. On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.
4. Public Question Time. It is a requirement of the Local Government Act 1995 to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the Chairman.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and response is included in the Minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next meeting of Council.

Council has prepared an appropriate form and Public Question Time Guideline to assist.

5. **Councillors** may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter **trivial, insignificant or in common with a significant number of electors or ratepayers**. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the Chairman of the meeting will advise the Officer if he/she is to leave the meeting.

6. Agendas including an Information Bulletin are delivered to Councillors within the requirements of the Local Government Act 1995, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by staff. An Agenda item including a recommendation will then be submitted to Council for consideration should it be determined appropriate by the Chief Executive Officer.

The Agenda closes the Monday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

7. Agendas for Ordinary Meetings are available in the Shire of Dandaragan Administration Centre and all four libraries as well as on the website www.dandaragan.wa.gov.au seventy-two (72) hours prior to the meeting and the public are invited to secure a copy.
8. Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 3).
9. Public Inspection of Unconfirmed Minutes (Reg 13)

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection in the Shire of Dandaragan Libraries and on the website www.dandaragan.wa.gov.au within ten (10) working days after the Meeting.

NOTE:

10.3 Unopposed Business

- (1) Upon a motion being moved and seconded, the person presiding may ask the meeting if any member opposes it.
- (2) If no member signifies opposition to the motion the person presiding may declare the motion in sub clause (1) carried without debate and without taking a vote on it.
- (3) A motion carried under sub clause (2) is to be recorded in the minutes as a unanimous decision of the Council or committee.
- (4) If a member signifies opposition to a motion the motion is to be dealt with according to this Part.

This clause does not apply to any motion or decision to revoke or change a decision which has been made at a Council or committee meeting.

SHIRE OF DANDARAGAN QUESTIONS FROM THE PUBLIC

The Shire of Dandaragan welcomes community participation during public question time as per the Shire of Dandaragan Standing Orders Local Law.

A member of the public who raises a question during question time is requested to:

- (a) provide a copy of his or her questions at least 15 minutes prior to the commencement of the meeting;
- (b) first state his or her name and address;
- (c) direct the question to the President or the Presiding Member;
- (d) ask the question briefly and concisely;
- (e) limit any preamble to matters directly relevant to the question;
- (f) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question;
- (g) each **member of the public** with a question is **entitled to ask up to 3 questions** before other members of the public will be invited to ask their questions;
- (h) when a member of the public gives written notice of a question, the President or Presiding Member may determine that the question is to be responded to as normal business correspondence.

The following is a summary of procedure and a guide to completion of the required form.

- 1. This is a "question" time only. Orations, explanations or statements of belief will not be accepted or allowed.
- 2. Questions must relate to a matter affecting the Shire of Dandaragan.
- 3. Questions must be appropriate and made in good faith. Those containing defamatory remarks, offensive language or question the competency or personal affairs of council members or employees may be ruled inappropriate by the Mayor or Presiding Member and therefore not considered.
- 4. Frame your question so that it is both precise and yet fully understood. Long questions covering a multitude of subjects are easily misunderstood and can result in poor replies being given.
- 5. Write your question down on the attached form, it helps you to express the question clearly and provides staff with an accurate record of exactly what you want to know.
- 6. When the President or presiding member calls for any questions from the public, stand up and wait until you are acknowledged and invited to speak. Please start by giving your name and address first, then ask the question.
- 7. Questions to be put to the President or presiding member and answered by the Council. No questions can be put to individual Councillors.
- 8. The question time will be very early in the meeting. **There is only 15 minutes available for Question Time.** Questions not asked may still be submitted to the meeting and will be responded to by mail.
- 9. When you have put your question, resume your seat and await the reply. If possible, the President or presiding member will answer directly or invite a staff member with special knowledge to answer in his place. However, it is more likely that the question will have to be researched, in which case the President or presiding member will advise that the question will be received and that an answer will be forwarded in writing. Please note under NO circumstances, will the question be debated or discussed by Council at that meeting.
- 10. To maximise public participation only three questions per person will initially be considered with a time limit of 2 minutes per person. If there is time after all interested persons have put their questions the President or presiding member will allow further questions, again in limits of two per person.
- 11. To fill out the form, just enter your name and address in the appropriate areas together with details of any group you are representing, then write out your question.
- 12. Please ensure your form is submitted to the minute's secretary.

If you have difficulty in or are incapable of writing the question, Shire staff are available on request to assist in this task.

We hope this note assists you in the asking of your question and thank you for your interest and participation in the affairs of our Shire.

SHIRE OF DANDARAGAN

QUESTIONS FROM THE PUBLIC

Any member of the public wishing to participate in Public Question Time during Council or Committee meetings is welcome to do so, however, Council requires your name, address and written questions to be provided to the meeting secretary.

Name: _____ Signature: _____

Address: _____

Contact No: _____ Meeting Date: _____

Council Agenda
Item No: _____

Name of Organisation Representing: _____
(if applicable)

QUESTION:

Each member of the public is entitled to ask up to 3 questions before other members of the public will be invited to ask their question. 15 Minutes is allotted to Public Question Time at Council Meetings.

Please see notes on Public Question Time overleaf...



SHIRE OF DANDARAGAN

Record of Disclosure

Person making disclosure:

Surname: _____

Given Names: _____

Member of Council Officer of Council Committee Member

Date of Meeting: _____

Type of Meeting: Ordinary Meeting of the Council Committee Meeting

Special Meeting of the Council Selection Panel Other _____

Report Item No: _____

Report Title: _____

Nature of Interest: Financial (section 5.60A) Proximity (section 5.60B)

Indirect Financial (section 5.61) Impartiality

Extent of Interest: _____

Signed: _____ **Date:** _____

(Office Use Only)

Minute Book Page: _____

Signature of Staff Recording Entry: _____

For the purpose of the financial interest disclosure provisions you will be treated as having an interest in a matter, if either you (as a relevant person), or a person with whom you are closely associated, has –

- a direct or indirect financial interest in a matter; or
- a proximity interest in a matter

Section 5.60A – Financial Interest

The Act provides that: A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person. The elements are:

- there is a matter to be dealt with;
- if the matter were to be dealt with in a particular way, it would be reasonable to expect the person to enjoy a financial gain or benefit, or suffer a financial loss or detriment. All elements must exist for there to be a direct financial interest. When considering the elements to test whether you have a direct financial interest in a matter, remember that the same test must be applied to persons with whom you are closely associated.

Section 5.60B - Proximity interest

The Act requires you to disclose a proximity interest that you, or a person with whom you are closely associated, has in a matter before a council or council committee meeting. You (or a person with whom you are closely associated) have a proximity interest in any matter that concerns:

- a proposed change to a planning scheme affecting land that adjoins the person's land;
- a proposed change to the zoning or use of land that adjoins the person's land; or
- a proposed development of land that adjoins the person's land (development refers to the development, maintenance or management of the land or of services or facilities on the land) The existence of a proximity interest is established purely by the location of land, a financial effect on the valuation of your land or on the profitability of your business does not have to be established. It is therefore important that you fully understand when a proximity interest exists.

Section 5.61 – Indirect Financial Interest

The Act states that a reference to an indirect financial interest of a person includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter. The word "includes" in this context is not exhaustive and therefore other indirect financial interests do exist. An indirect financial interest also includes an interest a person has in a matter if it is reasonable to expect that the matter will, if dealt with by the local government in a particular way, result in an indirect financial gain, loss, benefit or detriment for the person.

The Act does not expressly define "financial relationship", therefore it should be taken to have its ordinary meaning of a relationship which is of a financial nature (whether or not the relationship also has other aspects). For example, you may have a personal relationship with a person (e.g. friendship), but also a business relationship with that person. It is to be remembered that the existence of an indirect financial interest in a matter can be established by showing that you, or a person with whom you are closely associated, has a financial relationship with a person requiring a local government decision in relation to that matter. There is no requirement to establish a financial gain, loss, benefit or detriment in this instance, the mere existence of a financial relationship and the requirement for a decision is sufficient for a breach of the provision to have occurred.

Elected members must remember that a financial or proximity interest can exist even though the matter is being dealt with by employees under delegated authority. Therefore you should avoid any involvement in discussions on those matters at meetings that you attend as a member. Declaring under this section means that you are required to leave the meeting whilst the item is being discussed. Once the item has been discussed you may re-enter the meeting.

If you have disclosed an interest in writing before the meeting or immediately before the matter is discussed during the meeting, you must not:

- preside at the part of the meeting relating to the matter; or
- participate in, or be present during any discussion or decision-making procedure relating to the matter. In brief, having disclosed an interest you must leave the room. You may re-enter the room and be present during the discussion on the matter in which you disclosed an interest only if allowed by the members present. The Minister for Local Government may also allow you to be present. (refer page 27 under "Can the Minister give approval to participate?").

After disclosing the nature of your interest in a matter to the meeting, or the presiding person having read out the disclosure, you may, without further disclosure, request the remaining members present who are entitled to vote (you are not entitled to vote) to allow you to be present during any discussion or decision-making procedure on the relevant matter.

Disclosure of Interest Affecting Impartiality

For the purposes of requiring disclosure, an interest is defined in Regulation 34C of the Local Government (Administration) Regulations 1996 and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 as, "an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

The existence of an interest affecting impartiality is dependent on –

- the member or employee having an association with a person or organisation that has a matter being discussed at a council or committee meeting;
- the employee being required to give advice on a matter where they have an association with a person or an organisation related to that matter; and
- the type of matter being discussed at a council or committee meeting.

For example, with the declaration of a financial interest an elected member leaves the room and does not vote (unless permitted to do so by the meeting or the Minister). With the declaration of an impartiality interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the meeting continues as if no interest existed. If the matter in which an elected member or employee has an interest affecting impartiality is to be discussed at a council or committee meeting, the member or employee is to disclose the interest either in a written notice given to the CEO before the meeting or verbally at the meeting immediately before the matter is discussed.

To assist with making the disclosure, the Department has prepared the following declaration which elected members or employees may use when they consider it necessary to disclose an interest affecting impartiality. The nature of the interest must also be stated. "With regard to ... the matter in item x ... I disclose that I have an association with the applicant (or person seeking a decision). This association is ... (nature of the interest ... As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

All disclosures made are to be recorded in the minutes of the relevant meeting. It is important that the minutes distinguish between disclosures of interests affecting impartiality and disclosures of financial interests.

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1 DECLARATION OF OPENING

1.2 DISCLAIMER READING

“No responsibility whatsoever is implied or accepted by the Shire of Dandaragan for any act, omission, statement or intimation occurring during this meeting.

It is strongly advised that persons do not act on what is heard, and should only rely on written confirmation of Council’s decision, which will be provided within fourteen days.”

2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

Members

Councillor L Holmes	(President)
Councillor P Scharf	(Deputy President)
Councillor J Clarke	
Councillor A Eyre	
Councillor W Gibson	
Councillor K McGlew	
Councillor D Richardson	
Councillor R Shanhun	
Councillor D Slyns	

Staff

Mr B Bailey	(Chief Executive Officer)
Mr S Clayton	(Executive Manager Corporate & Community Services)
Mr G Yandle	(Executive Manager Infrastructure)
Mr D Chidlow	(Executive Manager Development Services)
Ms R Headland	(Council Secretary & Personal Assistant)
Mr R Mackay	(Planning Officer)

Apologies

Approved Leave of Absence

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE**6 CONFIRMATION OF MINUTES****6.1 MINUTES OF THE ORDINARY MEETING HELD THURSDAY 28 MARCH 2019****7 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION****8 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Presentation by Mr Richard Brown, Bidgerabbie Development Co Pty Ltd., in relation to levy being charged for road maintenance in relation to the gravel extraction licence.

Mr Graham Motteram, as the proponent, will be speaking in relation to Item 9.3.1 – Proposed single house – Lot 350 Pinetree Circuit, Jurien Bay.

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 CORPORATE & COMMUNITY SERVICES

9.1.1 FINANCIAL STATEMENTS - MONTHLY REPORTING FOR THE PERIOD ENDING 31 MARCH 2019

Location:	Shire of Dandaragan
Applicant:	N/A
Folder	Business Classification Scheme / Financial Management / Financial Reporting / Periodic Reports
Disclosure of Interest:	None
Date:	10 April 2019
Author:	Scott Clayton, Executive Manager Corporate and Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To table and adopt the monthly financial statements for the period ending 31 March 2019.

BACKGROUND

As part of the Local Government Act 1995 and Financial Management Regulations (1996), monthly financial statements are required to be presented to Council. Circulated are the monthly financial statements for the period ending 31 March 2019.

COMMENT

Regulation 34 of the Financial Management Regulations (1996) requires the following information to be provided to Council:

1. Net Current Assets

Council's Net Current Assets [i.e. surplus / (deficit)] position as at the 31 March 2019 was \$3,048,154. The composition of this equates to Current Assets minus Current Liabilities less Cash Assets that have restrictions on their use placed on them, in this case Reserves and Restricted Assets. The current position indicates that Council can easily meet its short-term liquidity or solvency.

The Net Current Asset position is reflected on page 12 and reconciled with the Statement of Financial Activity on page 3 of the financial statements.

The amount raised from rates, shown on the Statement of Financial Activity (page 3), reconciles with note 6 (page 13) of the financial statements and provides information to Council on the budget vs actual rates raised.

2. Material Variances

During budget adoption a 10 percent and \$10,000 threshold for these variances to be reported was set.

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD WEDNESDAY 24 APRIL 2019

Note 13 of the attached report details any significant variances. Should Councillors wish to raise any issues relating to the 31 March 2019 financial statements, please do not hesitate to contact the Executive Manager Corporate and Community Services prior to the Council Meeting in order that research can be undertaken and details provided either at the time of the query or at the meeting.

CONSULTATION

- Chief Executive Officer

STATUTORY ENVIRONMENT

- Regulation 34 of the Local Government Financial Management Regulations (1996)

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

STRATEGIC IMPLICATIONS

2016 – 2026 Strategic Community Plan

<i>Goal 5: Proactive and leading local government</i>	
Business as Usual	k) Finance

ATTACHMENTS

Circulated with the agenda is the following item relevant to this report:

- Financial statements for the period ending 31 March 2019 (Doc Id: 132136)
(Marked 9.1.1)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period 31 March 2019 be adopted.

9.1.2 ACCOUNTS FOR PAYMENT – MARCH 2019

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Financial Management / Creditors / Expenditure
Disclosure of Interest:	None
Date:	15 April 2019
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To accept the cheque, EFT and direct debit listing for the month of March 2019.

BACKGROUND

As part of the Local Government Act 1995, Financial Management Regulations 1996, a list of expenditure payments is required to be presented to Council.

COMMENT

The cheque, electronic funds transfer (EFT) and direct debit payments for FEBRUARY 2019 totalled \$1,605,869.77 for the Municipal Fund.

Should Councillors wish to raise any issues relating to the March 2019 Accounts for payment, please do not hesitate to contact the Executive Manager Corporate and Community Services prior to the Council Meeting, in order that research can be undertaken and details provided either at the time of the query or at the meeting.

CONSULTATION

- Chief Executive Officer

STATUTORY ENVIRONMENT

- Regulation 13 of the Local Government Financial Management Regulations 1997.

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

STRATEGIC IMPLICATIONS

2016 – 2026 Strategic Community Plan

<i>Goal 5: Proactive and leading local government</i>	
Business as Usual	k) Finance

ATTACHMENTS

Circulated with the agenda are the following items relevant to this report:

- Cheque, EFT and direct debit listings for March 2019 (Doc Id: 132344)

(Marked 9.1.2)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That the Municipal Fund cheque and EFT listing for the period ending 31 March 2019 totalling \$1,605,869.77 for the Municipal Fund be accepted.

9.1.3 RECOGNISE DFES GRANT AND AUTHORISE BUDGET AMENDMENT FOR BUSHFIRE RISK PLANNING COORDINATOR POSITION

Location:	Shire of Dandaragan
Applicant:	Not Applicable
Folder Path:	Business Classification Scheme / Grants and Subsidies / Programs / DFES
Disclosure of Interest:	Nil
Date:	12 April 2019
Author:	Brent Bailey, Chief Executive Officer
Senior Officer:	Not Applicable

PROPOSAL

The purpose of this report is for Council to endorse the receipt and subsequent expenditure associated with the Bushfire Risk Planning Coordinator's position.

BACKGROUND

The Government of Western Australia (WA) is implementing the Bushfire Risk Management Planning (BRMP) program across WA. The program is responsible for the development and implementation of 'tenure-blind' whole of Shire Bushfire Risk Management (BRM) Plans. The Shires of Dandaragan, Coorow and Irwin have agreed to participate in this program and have appointed an officer (Mr Paul Dickson) to undertake the role.

BRMP's document the risk to communities from bushfire and outline the required treatments to reduce these risks. The Bushfire Risk Management System is a risk tool that aids the prioritisation of treatment works to help lower the bushfire risk faced by the community and designate accountability for treatment and mitigation works.

The role is fully funded through the Department of Fire and Emergency Services via a grant to the host Shire. The previous incumbent was based in the Shire of Irwin and was able to substantially progress their plan. Following the departure of the former staff member the Shire of Dandaragan has opted to host the position for the coming 3½ years which will increase local focus whilst also continuing the development of the BRMPs for the Shires of Irwin and Coorow.

COMMENT

To align Council's resourcing to the new position this item recommends the endorsement of the funding and associated expenditure for the position via budget amendment. The associated vehicle with the role is also to be transferred from the Shire of Irwin to Shire of Dandaragan via purchase at the valued price of \$22,000. This value has been provided independently by Pickles Auctions. The costs of this purchase will be funded through the grant over the coming 3½ years.

The current grant agreement is broken into 2 periods with the first period being for the portion of the current financial year – February 2019 – 30 June 2019. This period includes \$72,950.97 which covers employee costs, vehicle costs and office costs associated with the position. The invoice for this funding has been raised. Future aspects of the funding and expenditure will be included in annual budget processes.

CONSULTATION

- Department of Fire and Emergency Services

STATUTORY ENVIRONMENT

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* *Absolute majority required.*

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no net financial implications associated with this position. All direct costs are funded via the grant from the Department of Fire and Emergency Services.

STRATEGIC IMPLICATIONS

2016 – 2026 Strategic Community Plan

<i>Goal 5 – Proactive and Leading Local Government</i>	
Objectives	How the Shire will contribute
5.6 Implement sound corporate governance and risk management	b) Maintain a high standard of governance and accountability. c) Manage Risk

ATTACHMENTS

Nil

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council authorise a budget amendment to:

- 1. recognise the Bushfire Risk Planning Coordinator grant to the amount of \$72,950.97;**
- 2. authorise the employee and equipment costs associated with the position totalling \$72,950.97 for the 2018/2019 financial year.**
- 3. authorise the purchase of the 2015 Ford Ranger from the Shire of Irwin for a total of \$22,000 plus transfer costs.**

9.2 INFRASTRUCTURE SERVICES

9.3 DEVELOPMENT SERVICES

9.3.1 PROPOSED SINGLE HOUSE – LOT 350 PINETREE CIRCUIT, JURIEN BAY

Location:	Lot 350 (#24) Pinetree Circuit, Jurien Bay
Applicant:	WA Country Builders on behalf of G J & G E Motteram
File Ref:	Development Services Apps\Development Application/2019/21
Disclosure of Interest:	Nil
Date:	4 April 2019
Author:	Rory Mackay, Planning Officer
Senior Officer:	David Chidlow, Executive Manager of Development Services

PROPOSAL

The proponent is seeking development approval for a single house with an oversized rear garage on Lot 350 (#24), Jurien Bay.



Location Map – 24 Pinetree Circuit, Jurien Bay

BACKGROUND

The applicant is seeking development approval to construct a 464m² single house on the 800m² property featuring a 165m² rear garage adjoined to the house via a breezeway. As shown on the attached site plan, the proposed rear garage is sighted 1.5m from the south-west rear property boundary for 16m long wall and built up to the north-west side boundary for 10.4m long parapet wall. Additionally, the proposed front garage of 52m² is to have a zero setback to the south-east boundary for an 8.4m long parapet wall. The single house will have a 3m front setback to Pinetree Circuit.

The subject property is zoned 'Residential' under *Local Planning Scheme No.7* with a density code of R12.5. Under the *Residential Design Codes (R-Codes)* for a R12.5 coding; the primary street setback is 7.5m, with a rear boundary setback of 6m.

Further to the variances to the front and rear setbacks the proposed rear garage is oversized in both height and area. Under *Local Planning Policy 8.5 – Outbuildings Residential Areas (LPP8.5)*, the maximum wall height permitted for a garage is 3.6m, with a ridge of 4.5m; this application seeks a 4m wall height and a ridge of 5m. The maximum permitted area for a detached outbuilding is 80m²; this application seeks 165m² for an attached garage.

The minimum open space percentage of the site permitted under the R-Codes is 55%, the applicant falls short of this at 48%; a 7% variation.

The applicant seeks the variances above for storage of a number of recreational vehicles (including a large motorhome) as shown in the attached photos, in addition to still wanting some useable space within the rear garage. It is noted preliminary design discussions with the applicant began in mid-2018 and the resulting application is best-fit for their needs.

COMMENT

Where a proposal does not meet the deemed-to-comply provisions of R-Codes the decision maker is to exercise its judgement to consider the merits of the proposal in accordance with the design principles of the R-Codes. Support for the variances from Natalie Anderson of Midwest Planning Consulting in the context of each applicable design principle is attached to this item. The following comments are on the major design principles in question for this application.

Regarding R-Codes Clauses 5.1.2, P2.1 & P2.2 Street setback and Clause 5.1.3, P4 Open space, the officer agrees with the comments of Natalie Anderson. These variations to the R-Codes are commonly sought and approved within the Shire under similar circumstances.

Supplementary to R-Codes Clause 5.1.3, P3.1 P3.2 Lot boundary setback, *Local Planning Policy 8.11 Residential Design Codes - Side and Rear Boundary Setbacks (LPP8.11)* applies. This policy permits one parapet wall to an average height of 3.3m up to a length of 9m subject to no objection from the adjoining neighbour. The function of this clause via no neighbour objection permits the parapet wall proposed for the front garage of 2.4m high and 8.4m long. The policy offers no exemption for the parapet wall of the rear garage which is of an average height of 4.7m and is 10.4m

long. However, the affected adjoining neighbour for this parapet wall was consulted by the applicant prior to the application being lodged and provided an email in support of the wall design. Comments in support of this parapet wall from Natalie Anderson are also supported.

The variation to the rear setback of 6m to 1.5m is still in question for a 4.2m high and 16m long wall. The denoted rear setbacks in Table 1 of the R-Codes for low density are only applicable up to a density of R15 before rear setbacks are treated the same as side setbacks via the use of Table 2. For this reason, variations to the rear setback taking in account Table 2 setbacks are often accepted. In this instance, the applicable Table 2 setback is 1.7m, with the proposed rear setback being 1.5m, a 12% variation. This variation must be considered collectively with the height and area increases from LPP8.5's standards outlined previously. It is fair to contemplate LPP8.5 policy standards exist to prevent a 16m long, 4.2m high wall from being established in the Residential zones of the Shire. Such building bulk is generally portrayed to a commercial/industrial type building. The reduction of the setback of this wall only exacerbates the impact.

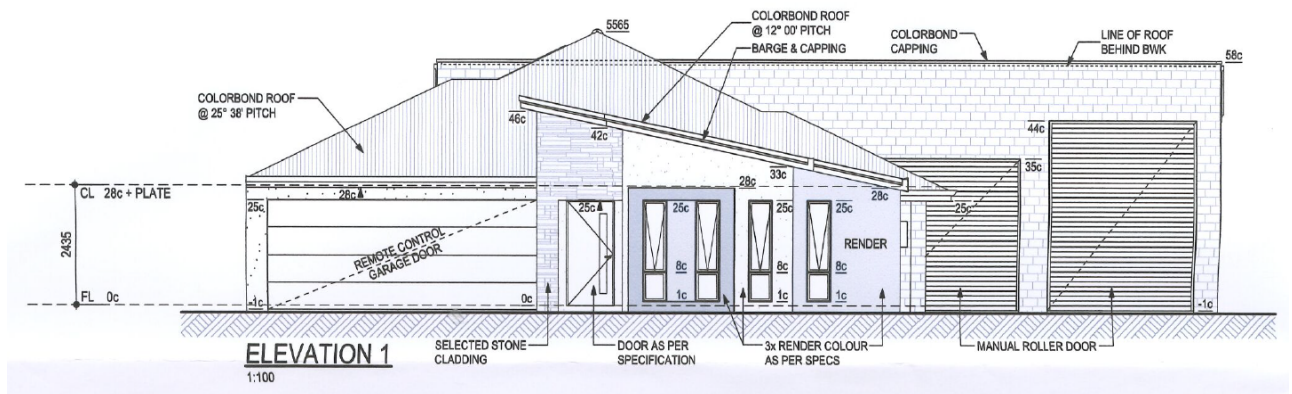
Although the overshadowing of the rear garage on the rear neighbouring property is compliant, it can be argued there is an adverse impact on the use of the outdoor habitable area where the neighbour utilises a hammock and spa by way of lost solar access to this area and visual amenity of the wall which is under 3m away. A picture of this area is shown below. It is assumed the rear neighbour should have expected some of his rear boundary to be taken up by in due course by a rear ancillary building of the neighbour, but not 80% of this boundary.



Positive aspects of the rear garage design include:

- the use of a skillion roof tapering to the rear and quality building materials to reduce the appearance and visual impact of the bulk and scale of the development;
- compliance with Clause 5.4.2 Solar access for adjoining sites (overshading) of the R-Codes;
- the whole of the garage being situated behind the dwelling;
- the linking breezeway between the garage and dwelling; and
- clear accessible points from the street frontage for the one whole building.

Conversely, all these positive aspects are undermined by the domination of the rear garage on the dwelling and streetscape as shown below. The front elevation shown does not display the rear garage ancillary to what should be the principle building in a 'Residential' zone, the dwelling.



Liveability for the subject landowners will result from the build, but it will most likely decrease for surrounding landowners based on the impacts to the streetscape and residential amenity. For all the above discussion, the development application is recommended for refusal. However, if Council finds the proposal has merit an alternative officer recommendation is provided below:

Alternative Officer Recommendation

That Council grant development approval for the proposed single house on Lot 350 Pinetree Circuit, Jurien Bay subject to the following conditions and advice notes:

1. *All development shall be in accordance with the attached plans date stamped 24 April 2019 subject to any modifications required as a consequence of any conditions of this approval and shall not be altered without the prior written approval of the local government.*
2. *The building materials being of non-reflective nature and colour consistent with the existing structure and/or predominant colours of the individual site.*
3. *External fixtures integrated into the building design shall not be visually obtrusive when viewed from the street to protect the visual amenity of residents in neighbouring properties.*

4. *Landscaping of the site is to be undertaken with appropriate planting, paving and other landscaping to contribute to the streetscape.*
5. *The 'shed' denoted on the date stamped plans is not be used for commercial purposes.*

Advice Notes:

1. *The applicant is advised this is planning approval only and not a building permit. A building permit must be obtained for this development.*
2. *Stormwater is to be managed on site or directed to a suitable disposal system in accordance with AS3500 Plumbing and Drainage.*
3. *If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.*
4. *Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.*
5. *The applicant be advised that "should you be aggrieved by this decision, or any conditions imposed, there is a Right of Review under the Planning and Development Act 2005. An application for Review must be submitted in accordance with Part XIV of the Planning and Development Act within 28 days of the date of this decision to:*

*The State Administrative Tribunal
GPO Box U1991
PERTH WA 6845"*

CONSULTATION

The proponent consulted with the adjoining side landowner of Lot 350 Pinetree Circuit before the lodging the application. This neighbour had no concern with the development, including the proposed parapet wall of the rear garage on his common boundary.

All other neighbouring landowners in two property radii were consulted for their comments. Three submissions were received, with two objecting and one supporting the development. The officer met with the adjoining rear neighbour who objected. Plausible visual and solar adverse impacts from the proposed rear garage were investigated from the neighbour's backyard where an outdoor living area is a utilised space less than a metre from the common boundary with the development.

Responses to each submission are shown in the attached schedule of submissions.

STATUTORY ENVIRONMENT

- Local Planning Scheme No 7:
Clause 4.2 of the Scheme outlines *State Planning Policy 3.1 - Residential Design Codes* is to read as part of the Scheme.

POLICY IMPLICATIONS

- Local Planning Policy 8.11 Residential Design Codes - Side and Rear Boundary Setbacks
- Local Planning Policy 8.5 Outbuildings – ‘Residential Areas’:

Carports and Garages

1. *All garages and carports shall not exceed a floor area of 40m² a wall height of 3.0m or a ridge height of 4.5m.*
2. *The Council may consider applications for carports and garages that exceed the size limitations defined in Part 1, where the following criteria are, in the opinion of Council, satisfactorily addressed;*
 - a. *the garage or carport is attached to and forms part of the adjoining dwelling;*
 - b. *the garage or carport is situated under the roof line of the adjoining dwelling;*
 - c. *the garage or carport is located at least 0.5m behind the dwelling alignment (excluding any porch, verandah or balcony);*
 - d. *the garage or carport will not have an impact on the streetscape or amenity of the area; and*
 - e. *the garage or carport complies with any design guidelines adopted by Council.*
3. *All carports and garages shall be constructed of materials that match or complement the dwelling on the site.*
4. *The use of zincalume wall cladding in garages and carports will not be permitted.*

Outbuildings

5. *An outbuilding within a Residential area shall be deemed as meeting the design principles criteria of section 5.4.3 P3 of the Residential Design Codes where the following area and height requirements can be achieved:*

Outbuilding External Appearance	Permitted Area of Outbuilding	Permitted Wall Height	Permitted Ridge Height
<i>Reflective Cladding</i>	<i>12m²</i>	<i>2.4m *</i>	<i>4.2m *</i>
<i>Non-Reflective Cladding or Masonry</i>	<i>80m², or 10% of the site area, whichever is the lesser</i>	<i>3.6m *</i>	<i>4.5m or the highest point of the roof cladding of the residence whichever is lesser</i> *
<i>* Note that total wall / ridge heights are measured from the ground level at the closest common boundary</i>			

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6. *When giving consideration to an application for an outbuilding, the Shire of Dandaragan shall have regard to the Design Principles contained in section 5.4.3 P3 of the Residential Design Codes, namely that outbuildings do not detract from the streetscape or the amenity of residents or neighbouring properties.*
7. *All outbuildings are to otherwise maintain a minimum rear / side setback in accordance with the Residential Design Codes Tables 2a and 2b. Any variation to these setback requirements will require the submission of a Planning Application with adjoining property owner comment for a council decision.*

FINANCIAL IMPLICATIONS

The applicant has paid the required \$147 fee for the development application.

STRATEGIC IMPLICATIONS

2016 – 2026 Strategic Community Plan:

<i>Goal 1: Great Place for Residential and Business Development</i>	
Objectives	How the Shire will contribute
1.2 Ensure effective and efficient development and building services	a) Process development applications and undertake building regulation functions and services

ATTACHMENTS

Circulated with the agenda are the following items relevant to this report:

- Submitted Plans (Doc Id: 131847)
- Photos of recreational vehicles to be stored within the development (Doc Id: 131848)
- Support for the variations sought to the R-Codes from Natalie Anderson of Midwest Planning Consulting (Doc Id: 131849)
- Schedule of submissions (Doc Id: 131852)

(Marked 9.3.1)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council refuse development approval for the proposed single house on Lot 350 Pinetree Circuit, Jurien Bay for the following reasons:

1. **The proposed rear garage does not comply with *Local Planning Policy 8.5 – Outbuildings ‘Residential Areas’* as it exceeds the specified floor area and wall, ridge height maximums for both a garage and outbuilding.**

2. The proposed development would detract from the streetscape and the visual amenity of the neighbouring properties.
3. The proposed development does not comply with orderly and proper planning for the locality.
4. Approval of such development would set an undesirable precedent for similar applications in the future in contravention of Council adopted policy.

Advice:

The applicant be advised that “should you be aggrieved by this decision, or any conditions imposed, there is a Right of Review under the *Planning and Development Act 2005*. An application for Review must be submitted in accordance with Part XIV of the *Planning and Development Act* within 28 days of the date of this decision to:

**The State Administrative Tribunal
GPO Box U1991
PERTH WA 6845”**

9.3.2 FINAL ADOPTION – LOCAL PLANNING STRATEGY

Location:	Shire of Dandaragan
Folder Path:	Business Classification Scheme / Land Use & Town Planning / Planning / Strategic Plans
Disclosure of Interest:	Nil
Date:	25 March 2019
Author:	Rory Mackay, Planning Officer
Senior Officer:	David Chidlow, Executive Manager of Development Services

PROPOSAL

This report requests final adoption of the *Shire of Dandaragan Local Planning Strategy* (the Strategy).

BACKGROUND

Drafting of the Strategy began in 2013 after the Shire adopted the following interrelated planning documents in 2012:

- Local Planning Strategy – Rural Land Use and Rural Settlement Planning Strategy (which considered the Coastal Hinterland, Rural areas and Rural towns);
- Jurien Bay Growth Plan;
- Jurien Bay City Centre Strategy Plan; and
- Local Tourism Planning Strategy.

The Strategy draws together the planning framework for the whole Shire by considering the coastal settlement area and incorporating the substance of the Rural Land Use and Rural Settlement Strategy into a single document. As such the Local Planning Strategy – Rural Land Use and Rural Settlement will be superseded.

The Jurien Bay City Centre Strategy Plan will be retained as a separate document to guide ongoing development of the City Centre area. The planning elements of the Jurien Bay Growth Plan have been incorporated into the LPS, noting that the purpose of the Growth Plan was to provide an integrated approach to facilitate the development of Jurien Bay as a regional centre.

The Strategy went through a series of drafts in consultation with the Department of Planning, Lands and Heritage before the Western Australian Planning Commission (WAPC) certified public advertisement in 2016. The public advertisement period ran from the 7 February 2017 to 28 April 2017 with submissions only received from State government authorities and MGA Town Planners on behalf of Ardross Estates.

However, with the pending finalisation of State planning agendas for coastal planning, bushfire planning and Wedge and Grey, the Strategy effectively sat in idle for the remainder of 2017 and most of 2018 before being revised.

The final version of the Strategy was presented to Councilors at the February Council forum. Minor modifications of the Strategy have taken place based on the feedback received.

COMMENT

The Strategy outlines the Shire's land use directions for next 10-15 years consistent with State, regional and sub-regional planning policy; and local planning characteristics. The Strategy comprises strategies and related actions for:

- The whole of the Shire of Dandaragan;
- Jurien Bay;
- Cervantes;
- Dandaragan; and
- Badgingarra.

The strategies and actions of Part One – The Strategy are supplemented by maps illustrating key elements and Part Two – Background Information and Analysis which provides a detailed explanation for the strategies and/or actions.

The Strategy covers the following key land use planning issues:

1. Settlement pattern
2. Population trends
3. Rural Living
4. Rural land
5. Airport
6. Tourism
7. Protection and use of groundwater
8. Surface Water Protection
9. Coastal processes
10. Biodiversity
11. Landscape protection
12. Townsite consolidation
13. Bushfire risk
14. Local Planning Scheme No. 7
15. Conventional oil and unconventional gas prospects

The Strategy is to be applied for planning decision making by Council and the Western Australian Planning Commission (WAPC). The Strategy will be utilised for amendments of the Scheme or preparation of a new Scheme, structure plans, subdivision applications and development proposals.

The Strategy is designed to provide a vision for anticipated land use and development in the Shire over the next 10 to 15 years. However, new information is likely to come to hand, or land use issues and pressures affecting the Shire will change over time, in which case the Strategy can be reviewed or amended.

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If adopted by Council, the Strategy will be forwarded to the WAPC for their consideration (including any required modifications) and endorsement.

CONSULTATION

The public advertisement period via online and written channels ran from the 7 February 2017 to 28 April 2017 with submissions only received from State government authorities and MGA Town Planners on behalf of Ardross Estates. At this point in time, further public advertisement is considered unnecessary by staff as the Strategy provides for the logical and consistent land use development of Shire lands.

STATUTORY ENVIRONMENT

Reg. 11 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:

A local government must prepare a local planning strategy for each local planning scheme that is approved for land within the district of the local government.

A local planning strategy must —

- a) set out the long-term planning directions for the local government; and
- b) apply any State or regional planning policy that is relevant to the strategy; and
- c) provide the rationale for any zoning or classification of land under the local planning scheme.

POLICY IMPLICATIONS

The Strategy outlines a number of local planning policies which should be drafted and adopted over the Strategy's timeframe.

FINANCIAL IMPLICATIONS

The Shire paid the costs of public advertisement. If endorsed by the WAPC, there will be costs in publishing a notice of such; costs of which are accounted for within the adopted budget.

STRATEGIC IMPLICATIONS

As outlined in the background and comments sections.

2016 – 2026 Strategic Community Plan

<i>Goal 1: Great Place for Residential and Business Development</i>	
Objectives	How the Shire will contribute
1.1 Ensure planning and land availability provides opportunity for sustainable growth and lifestyle options / choices	<ol style="list-style-type: none"> a) Strategic land use planning across the Shire, with a focus on coastal settlement and town centre strategy b) Strategic projects with a focus on planning and land availability for health precinct and further residential development
1.3 Ensure timely provision of essential and strategic infrastructure	<ol style="list-style-type: none"> q) Actively engage with Federal and State Governments on the Blackspot Program

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<p>1.4 Ensure Shire is “open for business” and supports industry and business development</p> <p>1.5 Facilitate population and visitor attraction and growth to expand and diversify the regional economy</p>	<p>b) Identify and engage with future new business and industry</p> <p>c) Realise potential of Council controlled or lazy land assets</p> <p>a) Tourism and marketing with a focus on promotion and product development based on natural assets in partnership with the Department of Biodiversity, Conservation and Attractions</p> <p>b) Work with developers and communities to coordinate plan for entrance statements with development nodes and town</p> <p>e) Lobby the State Government to implement the Wedge and Grey Masterplan which encouraged the development of sites for low impact, affordable, short term, coastal accommodation</p>
<i>Goal 2: Health, Safe and Active Community</i>	
Objectives	How the Shire will contribute
<p>2.1 Develop health and wellbeing centre and services</p> <p>2.2 Ensure age friendly community</p> <p>2.4 Provide recreation and community facilities and activities</p>	<p>c) Support development and provision of allied health services</p> <p>a) Undertake planning for development of the Shire of Dandaragan as an Age Friendly Community</p> <p>e) Plan, develop and manage key foreshore locations to focus activity in particular areas</p>
<i>Goal 4: Healthy Natural and Built Environment</i>	
Objectives	How the Shire will contribute
<p>4.1 Maintain integrity and coastal and marine environment</p> <p>4.5 Clean, safe key water aquifers</p>	<p>a) Manage pressure on coastal / beach environment from visitation / locals on Shire of Dandaragan reserves</p> <p>a) Lobby for key drinking water protection areas</p> <p>b) Advocate the viable use of aquifers in agriculture and horticultural area</p>
<i>Goal 5: Proactive and Leading Local Government</i>	
Objectives	How the Shire will contribute
<p>5.1 High performing Council</p> <p>5.2 High performing Administration</p>	<p>a) Ensure the Councillors and Council decision-making processes are well supported</p> <p>a) Ensure the workforce is appropriately skilled, provided with the tools to do the job and high performing</p>

ATTACHMENTS

Circulated with the agenda are the following relevant to this report:

- Local Planning Strategy Part 1 (Doc Id: 127840)
 - Local Planning Strategy Part 2 (Doc Id: 127387)
- (Marked 9.3.2)**

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council:

- 1. adopts the *Shire of Dandaragan Local Planning Strategy (Doc Id: 127840, Doc Id: 127387)* as provided as an attachment to this report; and**
- 2. forwards the document to the Western Australia Planning Commission for endorsement.**

9.4 GOVERNANCE & ADMINISTRATION

9.4.1 COUNCIL POLICY MANUAL REVIEW

Location:	Shire of Dandaragan
Applicant:	Not Applicable
Folder Path:	Business Classification Scheme / Corporate Management / Policy / Policy Register
Disclosure of Interest:	Nil
Date:	12 April 2019
Author:	Brent Bailey, Chief Executive Officer
Senior Officer:	Not Applicable

PROPOSAL

This item addresses the modernisation of the Shire's Policy Manual. The Shire staff have been working with a consultant over the past months to review existing policies and update the policy manual. The recommendation is for Council to adopt the new policy manual.

BACKGROUND

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process.

The new Policy and Procedure Manual contains both the Policies adopted by Council and their respective Management Procedures established and maintained by the Chief Executive Officer. This provides the following hierarchy:

- Policy provides what can be done;
- Procedures provide for how to do it.

It is important to note that the adopted policies have been made to facilitate:

- Consistency and equity in decision making;
- Promptness in responding to customer needs;
- Operational efficiency;
- To provide guidance to the community on the Council's position regarding a range of issues.

A policy statement is not binding on Council, but provides a guideline for elected members and staff in determining individual applications or requests. Generally, Policies evolve as issues come before Council and should continue to evolve through a process of review and refinement. For this reason, it is important that a review process is in place. It is considered important that the Policy Manual be reviewed approximately every two (2) years to ensure the integrity and relevance of the Policies in place.

This is the first stage of policy manual review with Governance, Finance, Community Amenities, Recreation and Culture, Housing

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and Employees being updated to the new format. The next stage of the review will consider existing policies within the Law, Order and Public Safety, Health, Education and Welfare and Engineering sections. Economic Services and Development policies will be reviewed by the Development Services department in an ongoing manner.

COMMENT

The following table provides an overview of the evolution of the Shire's Policy Manual.

Number	Section	Title	Established	Last Reviewed	Comment / New Policy
1.1	Governance and Administration	COMMUNITY COMMUNICATION	Apr-05	Jun-15	C-1CE09 – Community Engagement C-1SCCL010 – Shire Corporate Crest / Logo
1.2	Governance and Administration	CUSTOMER SERVICE CHARTER	Apr-05	Mar-15	Recommended to adopt as standalone document with current wording.
1.3	Governance and Administration	CUSTOMER COMPLAINTS HANDLING	Apr-05	Mar-15	C-1CH014 Complaints Handling
1.4	Governance and Administration	CORPORATE CREDIT CARD	Apr-05	Mar-15	C-3CCC05 – Corporate Credit Card
1.5	Governance and Administration	PUBLICATIONS, REGALIA AND EQUIPMENT - ISSUE TO COUNCILLORS	Apr-05	Mar-15	C-1EME015 Elected Members Entitlements
1.6	Governance and Administration	COMMUNITY GRANTS PROGRAM	Jul-09	Jul-17	C-1CG06 – Community Grants
1.7	Governance and Administration	TRAVELLING EXPENSES - MEMBERS AND NON MEMBER DELEGATES	Apr-05	Mar-15	C-1EME015 Elected Members Entitlements
1.8	Governance and Administration	CONFERENCES, TRAINING AND DEVELOPMENT EXPENSES - MEMBERS	Apr-05	Mar-15	C-1EME015 Elected Members Entitlements
1.9	Governance and Administration	ELECTED MEMBERS' INSURANCE	Apr-05		C-1EME015 Elected Members Entitlements
1.1	Governance and Administration	POLICY DEVELOPMENT AND ADOPTION	Apr-05	Mar-15	Remove as policy. Built into the manual preamble.
1.11	Governance and Administration	PUBLIC FORUM	Apr-05	May-10	C-1MSCP013 – Meeting Structure & Community Participation

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Number	Section	Title	Established	Last Reviewed	Comment / New Policy
1.12	Governance and Administration	LEGAL REPRESENTATION AND COSTS INDEMNIFICATION	Apr-05	May-10	C-1LR04 – Legal Representation
1.13	Governance and Administration	ELECTRONIC MAIL / INTERNET	Apr-05	Mar-15	Removed, covered by Record Keeping Plan and internal HR policies.
1.14	Governance and Administration	HONORARY FREEMAN WITHIN THE SHIRE OF DANDARAGAN	Apr-05	May-10	C-1HFSD08 – Honorary Freeman within the Shire of Dandaragan
1.15	Governance and Administration	SHIRE OF DANDARAGAN PURCHASING POLICY AND TENDER GUIDE	Feb-07	Aug-17	C-1PAT01 – Purchasing and Tender
1.16	Governance and Administration	INCREASING PARTICIPATION OF WOMEN AS EMPLOYEES AND ELECTED MEMBERS OF THE SHIRE OF DANDARAGAN	Jul-09		C-1WLG05 – Women in Local Government
1.17	Governance and Administration	CODE OF CONDUCT	May-13		Recommended to adopt as standalone document with current wording. A new model is currently being development by the Department in line with the LG Act Review.
2.1	Finance and Accounting	INVESTMENT POLICY	Apr-05	Jun-13	C-3I01 – Investments
2.2	Finance and Accounting	SELF SUPPORTING LOANS	Apr-05	May-10	C-3SSL03 – Self-Supporting Loans
2.4	Finance and Accounting	ASSET MANAGEMENT POLICY	Jun-13	May-15	C-3AM04 – Asset Management
	Finance and Accounting	<i>SIGNIFICANT FINANCIAL ACCOUNTING POLICY</i>			C-3SAP02 – Significant Accounting Policy
3.1	Law, Order and Public Safety	BUSH FIRE ACT - ADMINISTRATIVE MATTERS	Apr-05	Jun-15	No changes – (Stage 2 Policy Review)
3.2	Law, Order and Public Safety	FIREBREAK ORDER	Apr-05	Jun-16	No changes except for removal of Bushfire Notice from policy manual which needs to change each year.
3.3	Law, Order and Public Safety	BUSH FIRE ADVISORY COMMITTEE MEETINGS	Apr-05	May-15	No changes – (Stage 2 Policy Review)
3.4	Law, Order and Public Safety	BUSH FIRE CONTROL OFFICER APPOINTMENTS	Apr-05	May-15	No changes – (Stage 2 Policy Review)

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Number	Section	Title	Established	Last Reviewed	Comment / New Policy
4.1	Health, Education and Welfare	FOOD REGULATION COMPLIANCE AND ENFORCEMENT POLICY	Dec-12	May-15	No changes – (Stage 2 Policy Review)
5.1	Housing	STAFF HOUSING	Apr-05	May-15	C-2SH05 – Staff Housing
6.1	Community Amenities, Recreation and Culture	JURIEN BAY INFORMATION BAY	Apr-08		Suggest removal and incorporate into future Signage policy review if required.
6.2	Community Amenities, Recreation and Culture	DISABILITY ACCESS AND INCLUSION	Apr-05		C-1DAI07 – Disability Access and Inclusion
6.3	Community Amenities, Recreation and Culture	WASTE MANAGEMENT AT JURIEN BAY, BADGINGARRA, CERVANTES AND DANDARAGAN	Apr-05	May-15	C-4DWM01 – Domestic Waste Management
6.4	Community Amenities, Recreation and Culture	COMMUNITY CENTRE - MANAGEMENT	Apr-05		C-5PMMCC02 – Provision, Management and Maintenance of Community Centres
6.5	Community Amenities, Recreation and Culture	RESERVES	Apr-05	Sep-15	No changes – (Stage 2 Policy Review)
6.6	Community Amenities, Recreation and Culture	SPORT AND RECREATION FUNDING	Apr-05	May-15	C-5SRF01 – Sport and Recreation Funding
6.7	Community Amenities, Recreation and Culture	REFURBISHMENT OF COMMUNITY CENTRE KITCHENS	Mar-09		C-5PMMCC02 – Provision, Management and Maintenance of Community Centres
7.1	Engineering	PLANT AND EQUIPMENT	Apr-05	May-10	No changes – (Stage 2 Policy Review)
7.2	Engineering	SIGNS	Apr-05	May-10	No changes – (Stage 2 Policy Review)
7.3	Engineering	STREETSCAPES - TOWNSITES	Apr-05	May-10	No changes – (Stage 2 Policy Review)
7.4	Engineering	TREES - STREETS, ROAD RESERVES AND FORESHORES	Apr-05	May-10	No changes – (Stage 2 Policy Review)
7.5	Engineering	RESTRICTED ACCESS VEHICLE ROUTES	Apr-05	Nov-05	No changes – (Stage 2 Policy Review)

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Number	Section	Title	Established	Last Reviewed	Comment / New Policy
7.6	Engineering	EXPLORATORY DRILLING ON ROAD RESERVES	Apr-05	May-10	No changes – (Stage 2 Policy Review
7.7	Engineering	DUST MANAGEMENT REQUIREMENTS FOR DEVELOPMENT WORKS WITHIN THE SHIRE OF DANDARAGAN	Apr-08	May-10	No changes – (Stage 2 Policy Review
7.8	Engineering	VERGE BOND POLICY	Apr-05	May-10	No changes – (Stage 2 Policy Review
8.1	Economic Services and Development	RELOCATED DWELLINGS	Apr-05	May-10	No changes these policies independently reviewed by Development Services.
8.2	Economic Services and Development	MINING HORTICULTURAL AND AGRICULTURAL VENTURES – ACCOMMODATION FOR STAFF	Apr-05		Remove – Policy previously rescinded.
8.3	Economic Services and Development	CLEARING OF VEGETATION FROM RESIDENTIAL LOTS	Apr-05		No changes these policies independently reviewed by Development Services.
8.4	Economic Services and Development	OUTBUILDINGS AND TEMPORARY ACCOMMODATION IN RURAL RESIDENTIAL AND SPECIAL USE- RURAL DEVELOPMENT ZONES	Jun-08	Apr-12	No changes these policies independently reviewed by Development Services.
8.5	Economic Services and Development	OUTBUILDINGS - 'RESIDENTIAL AREAS'	Jun-08	Sep-11	No changes these policies independently reviewed by Development Services.
8.6	Economic Services and Development	ADVERTISING DEVICES (SIGNAGE) POLICY	Dec-10	Apr-13	No changes these policies independently reviewed by Development Services.
8.7	Economic Services and Development	PLANNING - "CAR PARKING"	Dec-10		No changes these policies independently reviewed by Development Services.
8.8	Economic Services and Development	SHIPPING CONTAINERS	Jan-11		No changes these policies independently reviewed by Development Services.
8.9	Economic Services and Development	HOME BASED BUSINESSES (INCLUDING COTTAGE INDUSTRY)	Jan-11		No changes these policies independently reviewed by Development Services.
8.10	Economic	BED AND BREAKFAST	Jan-11		No changes these

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD WEDNESDAY 24 APRIL 2019

Number	Section	Title	Established	Last Reviewed	Comment / New Policy
	Services and Development	ESTABLISHMENT			policies independently reviewed by Development Services.
8.11	Economic Services and Development	RESIDENTIAL DESIGN CODES - SIDE AND REAR BOUNDARY SETBACKS	Oct-11		No changes these policies independently reviewed by Development Services.
8.12	Economic Services and Development	MOBILE AND ITINERANT VENDORS AND COMMERCIAL ACTIVITIES ON RESERVED LAND (INCLUDING FORESHORE)	Nov-14		No changes these policies independently reviewed by Development Services.
8.13	Economic Services and Development	HOLIDAY HOMES	Oct-18		No changes these policies independently reviewed by Development Services.
8.14	Economic Services and Development	JURIEN BAY FORESHORE COMMERCIAL DEVELOPMENT PLAN	Feb-19		No changes these policies independently reviewed by Development Services.
9.1	Customer Service and Training	CUSTOMER SERVICE TRAINING	Apr-15		Removed, superseded by Workforce Plan and internal HR Policies.
9.2	Customer Service and Training	SAFETY POLICY	Apr-05	Jul-11	C-2OSH03 – Occupational Safety and Health
9.3	Customer Service and Training	GRATUITY / SEVERANCE PAY			C-2SGP01 – Severance/Gratuity Payment
9.4	Customer Service and Training	MEDICAL EXAMINATION	Apr-05	May-10	Removed – covered by internal HR policy and recruitment procedures.
9.5	Customer Service and Training	EQUAL EMPLOYMENT OPPORTUNITY	Apr-05	May-10	No changes – (Stage 2 Policy Review)
9.6	Customer Service and Training	EDUCATION AND STUDY ASSISTANCE	Apr-05	May-10	C-2SPDCST04 – Staff Professional Development, Conferences & Study Tours
9.7	Customer Service and Training	STAFF BENEFITS	Apr-05	May-13	Removed, superseded by Workforce Plan and internal HR Policies.
9.8	Customer Service and Training	EMPLOYEE CLOTHING ALLOWANCE	Apr-05	May-10	Removed – covered by internal HR policy and recruitment procedures.
9.9	Customer Service and Training	PROTECTIVE CLOTHING	Apr-05	May-10	C-2OSH03 – Occupational Safety and Health

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD WEDNESDAY 24 APRIL 2019

Number	Section	Title	Established	Last Reviewed	Comment / New Policy
9.10	Customer Service and Training	STAFF APPOINTMENTS AND LEAVE	Apr-05	Jul-17	C-1AACEO012 – Appointment of Acting CEO
9.11	Customer Service and Training	POLICE CLEARANCE FOR STAFF IN RISK AREAS	Apr-05	May-10	Removed – covered by internal HR policy and recruitment procedures.
9.12	Customer Service and Training	STAFF VEHICLE USE	Apr-05	May-10	C-2SUOV06 – Staff Use of Vehicles
9.13	Customer Service and Training	STAFF TRAINING	Apr-05	May-10	C-2SPDCST04 – Staff Professional Development, Conferences & Study Tours

In addition to the table tracking above, there are a number of new policies proposed for adoption. These are:

- 1) C-1PPS02 – Pre-qualified Panels of Suppliers (Separated from previous purchasing policy)
- 2) C-1RPP03 – Regional Price Preference
- 3) C-1PID011 – Public Interest Disclosure (Whistle-blower)
- 4) C-2EAAR02 – Employee Achievement Award and Recognition
- 5) C-6ARMM01 – Acquisition of Road Making Material

These policies are currently in line with existing practices with the exception of the Regional Price Preference.

The Regional Price Preference provides a pricing advantage for local suppliers in relation to all tenders. The regional price preference enables tenders to be evaluated as if the proposed tender bid price were reduced in accordance with permitted price preferences as specified in the policy.

CONSULTATION

- Elected Members
- Executive Management Team

STATUTORY ENVIRONMENT

There are a number of policies which interact with legislation that applies to Local Government within the Policy Manual. Each policy deals with these individually as required.

POLICY IMPLICATIONS

This items provides a review and update of Council's policies.

FINANCIAL IMPLICATIONS

There are no material changes to Council's financial position as a result of the changes proposed within the new policy manual.

STRATEGIC IMPLICATIONS

2016 – 2026 Strategic Community Plan

<i>Goal 5 – Proactive and Leading Local Government</i>	
Objectives	How the Shire will contribute
5.1 High Performing Council	a) Ensure the Councillors and Council decision-making processes are well supported.
5.2 High Performing Administration	c) Compliance in all legislative requirements and functions

ATTACHMENTS

Circulated with the agenda is the following item relevant to this report:

- Proposed new policy manual (Doc Id: 131688)
- Shire of Dandaragan Code of Conduct (Doc Id: 132454)
- Shire of Dandaragan Customer Service Charter (Doc Id: 132447)

(Marked 9.4.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council:

- 1. Adopt the new Shire of Dandaragan Policy Manual - April 2019**
- 2. Adopt the Shire of Dandaragan Code of Conduct April 2019**
- 3. Adopt the Shire of Dandaragan Customer Service Charter - April 2019**

9.5 COUNCILLOR INFORMATION BULLETIN

9.5.1 SHIRE OF DANDARAGAN – MARCH 2019 COUNCIL STATUS REPORT

Document ID: 129426

Attached to the agenda is a copy of the Shire's status report from the Council Meeting held 28 March 2019. **(Marked 9.5.1)**

9.5.2 SHIRE OF DANDARAGAN – INFRASTRUCTURE REPORT – FEBURARY / MARCH 2019

Document ID: 132248

Attached to the agenda is a copy of the Shire of Dandaragan's Infrastructure Report for February / March 2019. **(Marked 9.5.2)**

9.5.3 SHIRE OF DANDARAGAN – BUILDING STATISTICS – MARCH 2019

Document ID: 132344

Attached to the agenda is a copy of the Shire of Dandaragan Building Statistics for March 2019. **(Marked 9.5.3)**

9.5.4 SHIRE OF DANDARAGAN – PLANNING STATISTICS – MARCH 2019

Document ID: 132331

Attached to the agenda is a copy of the Shire of Dandaragan Planning Statistics for March 2019. **(Marked 9.5.4)**

9.5.5 SHIRE OF DANDARAGAN TOURISM / LIBRARY REPORT FOR MARCH 2019

Document ID: 132069

Attached to the agenda is monthly report for Tourism / Library for March 2019. **(Marked 9.5.5)**

9.5.6 ASTROTOURISM STRATEGIC PLAN FINAL

Document ID: 132306

Attached to the agenda is a copy 2019-2023 Strategic Plan for Astro Tourism WA. **(Marked 9.5.6)**

9.5.7 ASTROTOURISM WA REPORT 2018-2019

Document ID: 132307

Attached to the agenda is the Astro Tourism WA Progress Report January to March 2019 for your information. **(Marked 9.5.7)**

9.5.8 JESS HENRIQUES – LETTER OF APPRECIATION

Document ID: 131988

Attached to the agenda is correspondence from Jess Henriques expressing her appreciation and support with regards to her deployment to the Prescribed Fire Training Centre in Tallahassee, Florida. **(Marked 9.5.8)**

10 NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING

11 CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC

Section 5.23 of the Local Government Act 1995 stipulates that all Council Meetings are generally open to the public. Section 5.23 goes on to identify specific situations in which the Council or committee may close to members of the public the meeting, or part of the meeting.

In situations where it is deemed that a meeting or part of a meeting must be closed to the public, Section 5.23 (3) states “A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.”

For a decision to be recorded in the minute a formal motion must be passed by Simple majority clearly stating the reason for the closure in accordance with Section 5.23 of the Local Government Act 1995.

Local Government Act 1995

5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees;
 - (b) the personal affairs of any person;
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;

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- (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

Local Government (Administration) Regulations 1996

4A. Meeting, or part of meeting, may be closed to public — s. 5.23(2)(h)

The determination by the local government of a price for the sale or purchase of property by the local government, and the discussion of such a matter, are matters prescribed for the purposes of section 5.23(2)(h).

11.1 GOVERNANCE & ADMINISTRATION

OFFICER RECOMMENDATION

That the meeting be closed to members of the public at __:__pm in accordance with Section 5.23 (2) (a) of the Local Government Act 1995 and Regulation 4A of the Local Government (Administration) Regulations 1996 to allow Council to discuss Item 11.1.1 Private & Confidential – Chief Executive Officer 2018 / 2019 Performance Review.

11.1.1 PRIVATE AND CONFIDENTIAL – CHIEF EXECUTIVE OFFICER 2018 / 2019 PERFORMANCE REVIEW

Location:	Shire of Dandaragan
Applicant:	Not Applicable
Folder Path:	Human Resources / Brent Bailey
Disclosure of Interest:	Nil
Date:	12 April 2019
Author:	Cr Leslee Holmes, Shire President
Senior Officer:	Not Applicable

The report has been abridged due to the confidential nature of the content that is contained within this report.

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 CLOSURE OF MEETING



ATTACHMENTS

FOR ORDINARY COUNCIL MEETING 24 APRIL 2019



Monthly Statements

for the period ending 31 March 2019

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SHIRE OF DANDARAGAN
 RATE SETTING STATEMENT by Department
 as at 31 March 2019

	Note	Budget 2018/2019 \$	Y-T-D Budget 2018/2019 \$	Actual 2018/2019 \$	Variance
OPERATING ACTIVITIES					
Net current assets at start of financial year - surplus/(deficit)		1,833,416	1,833,416	1,798,962	
Revenue from operating activities (excluding rates)					
Governance		38,242	55,057	70,626	128%
General purpose funding		856,370	646,678	689,785	107%
Law, order & public safety		460,783	564,485	616,726	109%
Health		16,565	20,837	25,040	120%
Education & welfare		15,000	16,500	13,000	100%
Community amenities		1,386,002	1,235,835	1,249,778	101%
Recreation and culture		417,523	295,849	297,498	101%
Transport		325,508	244,283	251,164	103%
Economic services		243,316	152,922	158,380	104%
Other property and services		130,877	327,030	324,084	99%
		3,890,186	3,559,477	3,696,081	
Expenditure from operating activities					
Governance		(571,426)	(431,271)	(465,867)	108%
General purpose funding		(170,998)	(117,311)	(112,817)	96%
Law, order & public safety		(1,340,943)	(1,319,396)	(1,311,391)	99%
Health		(331,006)	(242,670)	(229,364)	95%
Education & welfare		(135,880)	(103,161)	(102,413)	99%
Community amenities		(2,142,518)	(1,542,870)	(1,452,420)	94%
Recreation and culture		(3,304,953)	(2,525,692)	(2,305,961)	91%
Transport		(5,561,874)	(3,971,793)	(3,820,495)	96%
Economic services		(664,821)	(474,568)	(435,646)	92%
Other property and services		(345,677)	(286,545)	(575,945)	201%
		(14,570,097)	(11,015,277)	(10,812,319)	
Operating activities excluded from budget					
(Profit)/loss on asset disposals	3	91,010	(242,821)	(277,149)	
Movement in accrued interest		(0)	(0)	(8,399)	
Movement in accrued salaries and wages		(0)	(0)	(40,694)	
Movement in employee provisions		(0)	(0)	(268,581)	
Movement in deferred rates		(0)	(0)	33,636	
Movement in accrued expenses		(0)	(0)	(10,157)	
Loss on fair value of asset through profit & loss		(0)	(0)	(0)	
Depreciation on assets		6,003,478	4,302,804	4,306,451	
Amount attributable to operating activities		(2,752,006)	(1,562,401)	(1,582,170)	
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	12	1,248,242	1,135,062	1,114,798	
Proceeds from disposal of assets	3	624,000	966,288	917,106	
Purchase land and buildings	2	(551,016)	(551,016)	(82)	
Purchase furniture and equipment	2	(48,000)	(48,000)	(2,507)	
Purchase plant and equipment	2	(798,649)	(798,649)	(617,525)	
Purchase infrastructure assets - roads	2	(3,112,328)	(3,139,042)	(0)	
Purchase infrastructure assets - parks & reserves	2	(106,000)	(105,340)	(0)	
Purchase infrastructure assets - other	2	(294,500)	(309,269)	(0)	
Purchases - Works in Progress (Not Capitalised)	2	(0)	(0)	(2,916,800)	
Amount attributable to investing activities		(3,038,252)	(2,849,967)	(1,505,009)	
FINANCING ACTIVITIES					
Proceeds from new borrowings	4	(0)	50,000	50,000	
Repayment of borrowings	4	(118,788)	(118,788)	(115,309)	
Payment of self supporting loan to community group	4	(0)	(50,000)	(50,000)	
Self-supporting loan principal income	4	54,362	54,362	50,883	
Community group cash advance principal income	4	4,152	4,152	2,076	
Transfer to reserves	8	(594,857)	(594,857)	(60,669)	
Transfer from reserves	8	243,213	281,111	37,898	
Amount attributable to financing activities		(411,918)	(374,019)	(85,120)	
Budgeted deficiency before general rates		(6,202,176)	(4,786,388)	(3,172,299)	
Estimated amount to be raised from general rates	6	6,202,176	4,786,388	6,220,453	
Net current assets at end of financial year - surplus/(deficit)	5	(0)	(0)	3,048,154	

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DANDARAGAN
STATEMENT OF FINANCIAL POSITION
as at 31 March 2019

Description	Note	2018	2019
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	7	6,152,114	7,784,603
Trade and other receivables		1,236,001	657,710
Inventories		35,309	18,805
TOTAL CURRENT ASSETS		7,423,425	8,461,118
NON-CURRENT ASSETS			
Land		3,060,000	2,940,000
Buildings and improvements		30,370,919	29,483,737
Furniture and equipment		871,648	770,427
Plant and equipment		4,354,512	4,014,108
Infrastructure		249,071,943	249,111,256
Trade & other receivables		198,269	156,120
TOTAL NON-CURRENT ASSETS		287,927,292	286,475,648
TOTAL ASSETS		295,350,716	294,936,766
CURRENT LIABILITIES			
Trade and other payables		(296,962)	2,114
Provisions		(582,983)	(314,402)
Current portion of long term borrowings		(118,788)	(3,479)
TOTAL CURRENT LIABILITIES		(998,733)	(315,766)
NON-CURRENT LIABILITIES			
Provisions		(36,525)	(36,525)
Long term borrowings		(315,747)	(365,747)
TOTAL NON-CURRENT LIABILITIES		(352,272)	(402,272)
TOTAL LIABILITIES		(1,351,005)	(718,039)
TOTAL NET ASSETS		293,999,711	294,218,727
EQUITY			
Reserves - cash backed	8	(5,386,753)	(5,409,523)
Revaluation surplus		(87,158,696)	(87,158,696)
Retained earnings		(201,454,262)	(201,650,505)
TOTAL EQUITY		293,999,711	294,218,724

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DANDARAGAN
STATEMENT OF COMPREHENSIVE INCOME by Nature or Type
as at 31 March 2019

	Note	Budget 2018/2019	Y-T-D Budget 2018/2019	Actual 2018/2019
		\$	\$	\$
Revenue				
Rates	6	6,202,176	6,202,176	6,220,453
Operating grants and subsidies		1,055,849	778,980	894,361
Contributions, reimbursements & donations		249,755	248,150	259,690
Service Charges		0	0	0
Fees and charges		2,307,169	1,985,177	1,964,145
Interest earnings		109,000	86,750	96,659
Other revenue		115,418	86,564	96,643
		10,039,367	9,387,797	9,531,951
Expenses				
Employee costs		(4,088,037)	(2,808,218)	(2,685,903)
Materials and contracts		(2,757,624)	(2,101,634)	(2,029,807)
Utilities		(488,072)	(361,906)	(300,377)
Insurance		(380,777)	(385,648)	(407,440)
Other expenses		(686,709)	(902,807)	(962,082)
Depreciation		(6,003,478)	(4,302,804)	(4,306,451)
		(14,404,697)	(10,863,016)	(10,692,061)
		(4,365,331)	(1,475,218)	(1,160,110)
Borrowing Costs Expense	4	(21,394)	(21,227)	(12,825)
Grants & Subsidies (towards non-operating activities)		1,248,242	1,135,062	1,114,798
Fair Value adjustment through profit and loss		0	0	0
Profit / Loss on Disposal of Assets	3	(91,010)	242,821	277,149
Net result		(3,229,493)	(118,563)	219,013
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		(3,229,493)	(118,563)	219,013

SHIRE OF DANDARAGAN
STATEMENT OF COMPREHENSIVE INCOME by Department
as at 31 March 2019

	Note	Budget 2018/2019	Y-T-D Budget 2018/2019	Actual 2018/2019
		\$	\$	\$
Governance		38,242	55,057	70,626
General purpose funding		7,058,546	6,848,853	6,910,238
Law, order & public safety		460,783	444,372	496,612
Health		16,565	20,837	25,040
Education & welfare		15,000	16,500	13,000
Community amenities		1,386,002	1,235,835	1,249,778
Recreation and culture		417,523	295,849	297,498
Transport		301,925	223,120	216,090
Economic services		243,316	152,922	158,380
Other property and services		101,465	94,451	94,689
		10,039,367	9,387,797	9,531,951
Expenses excluding finance costs				
Governance		(537,455)	(406,237)	(449,619)
General purpose funding		(170,998)	(117,311)	(112,817)
Law, order & public safety		(1,340,943)	(1,319,396)	(1,311,391)
Health		(331,006)	(242,670)	(229,364)
Education & welfare		(135,880)	(103,161)	(102,413)
Community amenities		(2,139,032)	(1,542,870)	(1,452,420)
Recreation and culture		(3,298,308)	(2,519,214)	(2,301,885)
Transport		(5,468,054)	(3,879,680)	(3,731,987)
Economic services		(664,821)	(474,568)	(435,646)
Other property and services		(318,200)	(257,908)	(564,518)
		(14,404,697)	(10,863,016)	(10,692,061)
		(4,365,331)	(1,475,218)	(1,160,110)
Finance costs				
Governance		(14,674)	(14,674)	(8,701)
Recreation and culture		(6,645)	(6,478)	(4,076)
Other property and services		(75)	(75)	(48)
		(21,394)	(21,227)	(12,825)
Non- operating grants and subsidies				
Recreation and culture		61,345	74,808	48,805
Transport		1,186,897	1,060,254	1,065,993
		1,248,242	1,135,062	1,114,798
Profit / (loss) on asset disposal				
Governance		(19,297)	(10,360)	(7,547)
Law, order & public safety		(0)	120,114	120,114
Community amenities		(3,486)	(0)	(0)
Transport		(70,237)	(70,950)	(53,433)
Other property and services		2,010	204,017	218,016
		(91,010)	242,821	277,149
Net result		(3,229,493)	(118,563)	219,013
Other comprehensive income				
Changes on revaluation of non-current assets		(0)	(0)	(0)
Total other comprehensive income		(0)	(0)	(0)
Total comprehensive income		(3,229,493)	(118,563)	219,013

This statement is to be read in conjunction with the accompanying notes

SHIRE OF DANDARAGAN
STATEMENT OF CHANGES IN EQUITY
as at 31 March 2019

Note	Retained Surplus	Reserves Cash Backed	Revaluation Surplus	Total Equity
	\$	\$	\$	\$
Balance as at 30 June 2018	201,454,262	5,386,753	87,158,696	293,999,711
Comprehensive Income				
Net result	219,013	0	0	219,013
Changes on revaluation of non-current assets	0	0	0	0
Total comprehensive income	219,013	0	0	219,013
Transfers from/(to) reserves	(22,770)	22,770	0	0
Balance as at 31 March 2019	201,650,505	5,409,523	87,158,696	294,218,724

This statement is to be read in conjunction with the accompanying notes.

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 March 2019

2. ACQUISITION / CONSTRUCTION OF ASSETS

			Actual	Total	Land & Buildings		Plant & Equipment		Furniture & Equipment		Parks & Reserves		Roads		Other	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019	2018/2019
Governance		400														
Jurien Admin Centre - Create active project room		I50169	1,342	2,000	1,342	2,000										
Admin Vehicle	New	CAP0294	57,578	56,649			57,578	56,649								
Jurien Admin Office - Office Layout		I50142	-	6,600		6,600										
Jurien Admin Ctre - Aircon Renewal		I50174	9,090	9,090	9,090	9,090										
Admin Vehicle			50,950	48,000			50,950	48,000								
Community Amenities		1000														
Dand CRC Drainage Kerb & Carpark trip hazard		I50158	-	2,300		2,300										
Corunna Road toilet renovation		I50162	-	13,230		13,230										
Cervantes Tip - Roller doors & safe warning monitor		I50163	-	27,000		27,000										
Family Resource Centre - Exterior Paint		I50164	-	6,270		6,270										
Family Resource Centre - Replace Gutters & downpipes		I50171	-	2,980		2,980										
Family Resource Ctr - Playground Shade sails		I50140	3,636	4,000	3,636	4,000										
Family Resource Centre - Revised Security Fencing		I50147	-	2,100		2,100										
Admin Vehicle				37,000				37,000								
Transport		1200														
Dandaragan Depot Roller Door for Tyre Store		I50159	-	4,315		4,315										
Dandaragan Depot OHS mods		CAP0262	82		82											
Jurien Depot - Security gates to open workshop area		I50161	5,108	14,400	5,108	14,400										
Jurien Depot - Lunch Room		I50172	975	26,000	975	26,000										
Gillingarra Road		MGR010														
Coalara Road - Gravel Resheet		MGR019	-	113,285									113,285			
Marchagee Track - Gravel Resheet		MGR014	-	110,909									110,909			
Mazza Road - Gravel Resheet		MGR189	-	110,909									110,909			
Cantabilling Rd - Gravel Resheet		MGR047	71,860	82,223								71,860	82,223			
Minyulo Road - Gravel Resheet		MGR033	375	107,968								375	107,968			
Waddi Road - Gravel Resheet		MGR016	103,269	107,968								103,269	107,968			
Yeeramullah Rd - Gravel Resheet		MGR022	-	119,278									119,278			
Banovich Road - Gravel Resheet		MGR132	175,295	119,278								175,295	119,278			
Cowalla Road - Gravel Resheet		MGR04	-	126,818									126,818			
Kolburn Rd Drainage - Gravel Resheet		MGR057	21,062	109,342								21,062	109,342			
Gillingarra Road - Gravel Resheet		SCR010	167,992	222,950								167,992	222,950			
Dandaragan Road - Regional Road Group		RRG002	289,041	322,486								289,041	322,486			
Dandaragan Rd (Final Seal) - Regional Road Group		RRG002A	-	171,000									171,000			
Jurien East Rd (Final Seal) - Regional Road GroupA		RRG856A	141,503	165,000								141,503	165,000			
Jurien East Rd - Regional Road Group		RRG856	187,874	150,696								187,874	150,696			
Rowes Road - Regional Road Group		RRG007	386,268	301,256								386,268	301,256			
Santander Way - Roads to Recovery		RTR186	216,475	250,000								216,475	250,000			
Cordoba Way - Roads to Recovery		RTR152	188,635	150,000								188,635	150,000			
Airstrip Rd - Seal		RTR148	96,085	100,000								96,085	100,000			
Cervantes Community Centre - Carpark		I30047	-	80,000												80,000
Tree Box Solution - continuation of seal program		I20046	29,505	30,000								29,505	30,000			
Beachridge Swales		I30041	15,661	30,000								15,661	30,000			
Turquoise Way - Staged Replacement		I10041	32,914	30,000										32,914	30,000	
Cervantes Entry Stmt (sth) - Reskin		I30053	10,855	12,000										10,855	12,000	
Sandy Cape Rd - Gravel Resheet		SCR127	69,461	52,500								69,461	52,500			
Bashford St (Roberts to Doust) Path		I10053	77,000	70,000										77,000	70,000	
Bashford St (Hastings to Seaward) Path		I10054	71,000	65,000										71,000	65,000	
Rowes Road Underpass - (Farmer Funded)		MRR007U	-	88,463									88,463			
Tractor		CAP0287	61,880	69,000			61,880	69,000								
Tractor		CAP0308	76,350	90,000			76,350	90,000								
Truck		CAP0309	92,886	100,000			92,886	100,000								
Truck		CAP0310	128,130	105,000			128,130	105,000								
Tandem Dolly		CAP0334	27,091				27,091									
Loader Bucket		CAP0326	19,806	21,000			19,806	21,000								
Loadrite Scales			-	17,000				17,000								
Loader Bucket		CAP0328	11,000	10,000			11,000	10,000								
Bobcat Bucket		CAP0329	2,620	4,000			2,620	4,000								
Recreation and Culture		1100														

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 March 2019

Badgingarra Library Messanine	I50156	-	22,370		22,370													
Badgingarra Community Ctr - Replace Exit Doors	I50157	2,112	4,330	2,112	4,330													
Jurien Sport & Rec - Paint Change Rooms	I50165	7,654	13,739	7,654	13,739													
Jurien Sport & Rec - Ceining tiles to Change Rooms	I50166	4,862	5,937	4,862	5,937													
Jurien Sport & Rec - Downlights, fans, vent grilles	I50167	4,157	4,800	4,157	4,800													
Jurien Sport & Rec - Auto Front Doors	I50168	8,951	11,000	8,951	11,000													
Ampitheatre Jurien - Replace projection screen	I50170	-	7,360		7,360													
Marina Park - Disabled Beach Acces	I20087	-	31,000															31,000
CCC Renewal Project	I50129	396,667	350,874	396,667	350,874													
Cervantes Rec Reserve - Playground	I80002	56,295	40,000					56,295	40,000									
Dobbyn Park - BBQ Replacement	I20088	-	25,000															25,000
Faunteroy Park - Lights	I20089	37,225	35,000										37,225	35,000				
Catalonia Park - Tank Replacement	I20090	12,118	15,000										12,118	15,000				
Cervantes Oval Bore	I20085	-	7,500															7,500
Civic Centre - Aircon-outside fan	I50173	1,993	1,993	1,993	1,993													
ABC Local Radio JB	CAP0325		5,500						5,500									
Outdoor Shower Thirsty Point	FA3099 I20086	961	10,000										961					
Sandy Cape Project	I20083	11,525											11,525					
Economic Services	1300		0															
Drone	CAP0307	2,507	2,500					2,507	2,500									
Other Property & Services	1400		0															
7A Dandaragan Rd - Renovation taps, benchtops, fittings	I50160	-	8,330		8,330													
Utility		-	43,000											43,000				
Utility		-	56,000											56,000				
Utility	CAP0318	43,360	45,000			43,360			45,000									
Utility		-	45,000											45,000				
Van	CAP0319	45,875	52,000			45,875			52,000									
Totals		3,536,913	4,920,496	446,628	551,018	617,525	798,649	58,801	48,000	61,829	106,000	2,160,361	3,142,329	191,769	264,500			

WIP 2,916,800
CAPITALISED 620,113
TOTAL 3,536,913

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 March 2019

3. DISPOSAL OF ASSETS

Class of Asset	Proceeds from Sale		Cost of Replacement Asset		Net Cost for Change Over		Proceeds from Sale		Written Down Value		Profit/(Loss) on Disposal	
	Actual 2018/2019	Budget 2018/2019	Actual 2018/2019	Budget 2018/2019	Actual 2018/2019	Budget 2018/2019	Actual 2018/2019	Budget 2018/2019	Actual 2018/2019	Budget 2018/2019	Actual 2018/2019	Budget 2018/2019
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant & Machinery												
Tractor	8,000	8,000	61,880	69,000	53,880	61,000	8,000	8,000	7,212	8,588	788	(588)
Tractor	20,000	10,000		90,000	(20,000)	80,000	20,000	10,000	3,896	12,644	16,104	(2,644)
Trailer	8,000	10,000	3,543		(4,457)		8,000	10,000	6,900	7,275	1,100	2,725
Truck	18,182	22,000		100,000	(18,182)	78,000	18,182	22,000	0	1,142	18,182	20,858
Truck	21,818	20,000	128,130	105,000	106,312	85,000	21,818	20,000	26,672	29,052	(4,854)	(9,052)
Admin Vehicle	32,727	22,727	50,950	48,000	18,222	25,273	32,727	22,727	39,159	40,409	(6,432)	(17,682)
Admin Vehicle		20,000		37,000	0	17,000	0	20,000		23,486	0	(3,486)
Utility		4,000		43,000	0	39,000	0	4,000		6,144	0	(2,144)
Utility	13,636	25,000	43,360	56,000	29,723	31,000	13,636	25,000	17,901	30,546	(4,265)	(5,546)
Utility		5,000		45,000	0	40,000	0	5,000		19,733	0	(14,733)
Utility		5,000		45,000	0	40,000	0	5,000		716	0	4,284
Van	11,818	15,000	45,875	52,000	34,057	37,000	11,818	15,000	18,343	19,979	(6,525)	(4,979)
Admin Vehicle	37,773	37,272	57,578	56,649	19,806	19,377	37,773	37,272	38,888	38,888	(1,115)	(1,616)
Fire truck	213,750		0		(213,750)		213,750		130,341		83,409	
Fire Utility	112,000		0		(112,000)		112,000		75,295		36,705	
Dolly (Insurance Write Off)	13,947						13,947		11,428		2,519	
Loader Bucket		10,000		21,000	0	11,000	0	10,000		10,000	0	0
Pole Saw disposal	5,455	10,000					5,455	10,000	89,697	91,536	(84,242)	(81,536)
Land												
Lot 96 Bashford Street, Jurien Bay	345,776	345,128					345,776	345,128	120,000	320,000	225,776	25,128
Building												
Lot 96 Bashford Street, Jurien Bay	54,224	54,872					54,224	54,872	54,224	54,872	0	0
Totals	917,105	623,999	391,315	767,649	(106,389)	563,650	917,105	623,999	639,956	715,010	277,149	(91,011)

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 28 February 2019

4. LOAN REPAYMENT SCHEDULE

No.	Loan Details	Amount	New Loans	Interest Repayments		Principal Repayments		Principal
		Outstanding	Budget 2018/2019	Actual 2018/2019	Budget 2018/2019	Actual 2018/2019	Budget 2018/2019	Outstanding
		\$	\$	\$	\$	\$	\$	\$
	Self-Supporting Loans							
113	Advance Dandaragan	2,531		75	75	2,531	2,531	0
114	Cervantes Community Club	26,776		1,618	1,618	17,529	17,529	9,247
130	Jurien Bowling Club	91,846		4,277	4,277	21,309	21,309	70,537
131	Jurien Bowling Club	15,499		375	375	6,076	6,076	9,423
132	Jurien Sport & Rec Centre	17,602		208	375	3,438	6,917	10,685
133	Jurien Bay Lions Club		50000	0		0		50,000
	Other Loans							
127	Jurien Admin Centre	280,281		14,674	14,674	64,426	64,426	215,855
	Total	434,535	50,000	21,227	21,394	115,309	118,788	365,747
	Self-Supporting							
	Cervantes Bowling Club	10,380				2,076	4,152	6,228
	Total	10,380				2,076	4,152	6,228
	GRAND TOTAL	444,915	50,000	21,227	21,394	117,385	122,940	371,975

**NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 March 2019**

5. NET CURRENT ASSETS

	Note	2018	2019
		\$	\$
Composition of estimated net current assets			
Current assets			
Cash - unrestricted		765,361	2,375,080
Cash - restricted reserves	8	5,386,753	5,409,523
Receivables		1,236,001	657,710
Inventories		35,309	18,805
		<u>7,423,425</u>	<u>8,461,118</u>
Less: current liabilities			
Trade, other payables and provisions		(820,692)	(312,288)
Long term borrowings		(118,788)	(3,479)
		<u>(939,480)</u>	<u>(315,766)</u>
Unadjusted net current assets		6,483,945	8,145,351
Adjustments			
Less: Cash - restricted reserves	8	(5,386,753)	(5,409,523)
Less: Loans receivable - clubs/institutions		0	(5,555)
Add: Provisions		582,983	314,402
Add: Current portion of borrowings		118,788	3,479
Adjusted net current assets - surplus/(deficit)		<u>1,798,962</u>	<u>3,048,154</u>

Reason for Adjustments

The differences between the net current assets at the end of each financial year in the rate setting statement and net current assets detailed above arise from amounts which have been excluded when calculating the budget deficiency in accordance with Local Government (Financial Management) Regulation 32 as movements for these items have been funded within the budget estimates. These differences are disclosed as adjustments above.

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 28 February 2019

6. RATING INFORMATION

Rate Type	2018/19 BUDGET					2018/19 ACTUAL			
	Rate in \$	Number of Properties	Rateable Value	Budget Rate Revenue	Budget Total Revenue	Rate Revenue	Interim Rate	Back Rates	Total Revenue
General Rate									
General GRV	0.078972	1,842	31,092,253	2,455,417	2,455,417	2,457,159	8,377	-	2,465,536
Vacant Rural Residential GRV									
General UV	0.007622	682	381,214,251	2,905,615	2,905,615	2,906,938	449	-	2,907,387
Sub-Total		2,524	412,306,504	5,361,032	5,361,032	5,364,097	8,826	-	5,372,923

Minimum Rates

General GRV	\$ 933	1012	5,425,321	944,196	944,196	964,383	-	-	964,383
Lesser GRV (Dandaragan & Badgingarra)	\$ 704	30	120,382	21,120	21,120		-	-	0
Vacant Rural Residential GRV					0		-	-	0
General UV	\$ 811	82	1,572,137	72,242	72,242	72,242	-	-	72,242
Lesser UV (non-mining)	\$ 704	53	2,880,000	37,312	37,312	37,312	-	-	37,312
Sub-Total		1,177	9,997,840	1,074,870	1,074,870	1,073,937	0	0	1,073,937
Ex Gratia Rates					1,273	1,530			1,530
		3,701	422,304,344	6,435,902	6,437,175	6,438,034			6,448,390
Discounts					(235,000)				(227,937)
Total as per Rate Setting Statement					6,202,175				6,220,453

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 28 February 2019

7. CASH, INVESTMENTS & RECEIVABLES

Cash And Cash Equivalents

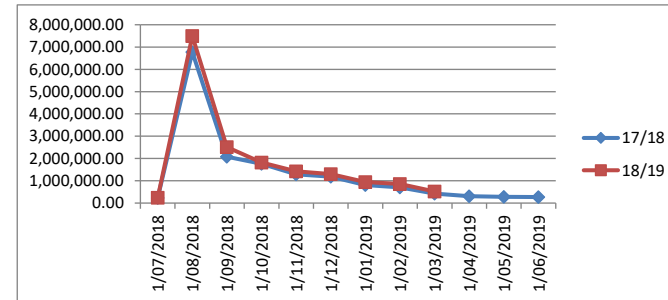
	Note	2018 \$	2019 \$
Unrestricted		765,361	2,375,080
Restricted	8	5,386,753	5,409,523
		<u>6,152,114</u>	<u>7,784,603</u>

Receivables

Rates outstanding		235,042	520,364
Sundry debtors		750,912	131,791
GST receivable		186,673	(0)
		<u>1,172,627</u>	<u>652,155</u>

Rates Outstanding

	YTD	30-Jun-18
Opening Arrears Previous Years	268,678	286,721
Levied this Year	7,603,240	7,378,635
Less Collections to date	- 7,351,553 -	- 7,396,679
Equals Current Outstanding	520,364	268,678
Net Rates Collectable	520,364	268,678
% Collected	93.39	96.49

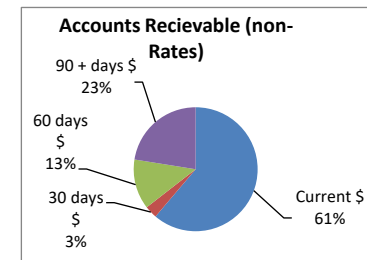


Sundry Debtors

	Current \$	30 days \$	60 days \$	90 + days \$
Receivables General	80,676.76	4,308.57	17,175.96	29,629.91
Total Receivables General Outstanding				<u>131,791.20</u>

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)



**NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 March 2019**

8. RESERVES - CASH / INVESTMENT BACKED

	Opening Balance	Transfer to	Transfer from	Closing Balance
	\$	\$	\$	\$
Plant Replacement Reserve	259,131.21	3303.82	12,053	250,382
Building Renewal Reserve	1,055,763.07	11852.42		1,067,615
Rubbish Reserve	437,166.49	4907.81		442,074
Community Centre reserve	397,290.90	4392.80		401,684
Television Reserve	95,131.69	1067.98		96,200
Computer Reserve	55,502.83	623.11		56,126
Caravan Parks Reserve	385,665.39	4329.63		389,995
Land Development Reserve	68,784.14	772.20		69,556
Parking Requirements Reserve (Lot 1154 Sandpiper Street)	11,102.23	124.63		11,227
Parks and Recreational Grounds Development Reserve (Seagate Estate)	366,293.14	4112.15		370,405
Sport and Recreation Reserve	289,428.98	3249.24		292,678
Landscaping Reserve (Lot 1154 Sandpiper Street)	2,576.49	28.92		2,605
Aerodrome Reserve	96,929.69	1088.16		98,018
Public Open Space Renewal Reserve	418,705.20	4700.55		423,406
Infrastructure Renewal Reserve	920,257.45	10294.32	25,845	904,707
Infrastructure Construction Reserve	109,904.36	1233.84		111,138
Building Construction Reserve	113,103.81	1269.75		114,374
Leave Reserve	253,625.51	2751.87		256,377
Turquoise Way Path Reserve	50,390.27	565.70		50,956
	5,386,753	60,669	37,898	5,409,523

**NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 March 2019**

9. TRUST FUND

	Movement			Closing Balance
	Opening Balance	Inwards	Outwards	
	\$	\$	\$	\$
Housing Bonds	250			250
Seagate Estate	37,300			37,300
Dust Bond	11,049			11,049
Fire Fighting Facility	5,000			5,000
Housing Relocation Bond	4,000			4,000
Footpath Deposit	2,600			2,600
Burial Plots	3,909			3,909
Other Development Bonds	19,000	10,000		29,000
Dandaragan Recreation Fund	9,500			9,500
Nomination Deposits	-			-
Unclaimed monies				-
Development Assessment Panel Fee	196		196	-
BSL	3,000		3,000	-
BCITF	-			-
Scheme Amendment Deposit	1,000			1,000
KidsSport				-
	96,804	10,000	3,196	103,608

10. RESTRICTED ASSETS

	Movement			Closing Balance
	Opening Balance	Inwards	Outwards	
	\$	\$	\$	\$
Central Coast Strategy - Regional Strategy	13,540			13,540
DOLA - Stage 1 Fencing & Footpaths, Cervantes	41,401			41,401
Landcorp - Cash in Lieu POS	162,500			162,500
Jurien Bay Heights - \$500 x 11 Lot Contrib. Mtce of Canover Rd Stage 2	15,900			15,900
Seagate Estate - Footpath Foreshore Management Plan	20,814			20,814
Cash in Lieu of Landscaping - Lot 1146 Sandpiper Street	2,000			2,000
Rehab Bond - Lot 290 Canover	5,000			5,000
Interest	59,550			59,550
	320,706	-	-	320,706

Funds held at balance date over which the Municipality has no control and are not included in the financial statements are as follows:

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 March 2019

11. BUDGET AMMENDMENTS

Description	Council Resolution	Schedule	Classification	Non-Cash Adjustment	Increase in cash available	Decrease in cash available	Amended Budget Running Balance
						Opening Surplus	34,454
Budget Adoption							
Permanent Changes							
Self Supporting Loan 134 - Jurien Bay Mens Shed	20190228 9.1.3				25,000		59,454
Jurien Bay Mens Shed contribution to facility at Lot 503 Jurien Bay	20190228 9.1.3					(25,000)	34,454
Bushfire Risk Management Planning Program Grant					72,951		107,405
Bushfire Risk Planning Coordinator - Employment costs						(72,951)	34,454
Budget Review adoption	20190228 9.1.2				71,101		105,555
Transfer budget surplus to Reserves	20190228 9.1.2					(105,555)	0
				0	97,951	(97,951)	0

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 March 2019

12. GRANTS & CONTRIBUTIONS

Program / Details	Grant Provider	In Advance payments	Budget 2018/2019	2018 / 19 Budget Amendments	Received	Recoup Status Expenditure	Not Received
				\$	\$	\$	
Operating							
Rate Revenue							
Other General Purpose Income							
Grants Commission - General	WALGGS	379,469	343,233	21,084	273,238		470548.25
Grants Commission - Roads	WALGGS	474,355	376,337	24,461	300,599		574554.50
Fire Prevention							
Bushfire risk management Planning Program	DFES			72,951	72,951		0.00
BFB Supplement operating grant	FESA			1,199	1,199		0.00
ESL Operating Grant	FESA		50,798		33,865		16933.00
Other Welfare							
Spray the Grey Grant Estimate	Healthway		3,000		3,000		0.00
Spray the Grey	Lotterywest		7,500		7,500		0.00
Spray the Grey	Department of Communities		1,000		1,000		0.00
Spray the Grey	WA police		2,400				2400.00
Streets Roads Bridges Depots Maint							
MRWA Direct Grant	MRWA		116,000	81,705	197,705		0.00
Blackspot Funding - Jurien East / Munbinea			31,047				31047.00
Blackspot Funding - Jurien East / Black Arrow			31,671				31671.00
Street Light Subsidy			3,300		3,304		-4.38
		853,824	966,286	201,400	894,360		1,127,149.37
Non-Operating							
Swimming Areas and Beaches							
Beach Numbering Project	DLGSC		15,000		13,801		1199.00
Other Recreation and Sport							
Fauntleroy Park- Solar Lights	Safer Communities		23,935		9,574	37,225	14361.00
Coastal Nodes Project	Shire of Irwin			25,430	25,430		0.00
Heritage							
LotteryWest N/Head heritage grant			22,410				22410.00
Streets Roads Bridges Depots Maint							
Regional Road Group RRG	RRG		558,716		479,312	788,938	79404.00
Commodity Route Funding	SCR		140,000		112,000	149,275	28000.00
SCR funding carryover - sandy cp	SCR		22,000		22,000	69,461	0.00
DoT Dual Use Path - Bashford to Roberts / Doust	DoT		35,000		27,000	77,000	8000.00
DoT Dual Use Path - Bashfors to Hasting / Seaward	DoT		32,500		27,000	71,000	5500.00
JAV Brown contribution to underpass	JAV Brown		88,463			-	88463.00
RTR Grant	RTR		398,681		398,681	96,085	0.00
			1,336,705	25,430	1,114,798	1,288,984	247337.00
		853,824	2,302,991	226,830	2,009,158	1,288,984	1,374,486.37

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 March 2019

13. VARIANCES

Reporting Program	Var \$	Var %	Var	Timing / Permanent	Explanation of Variance
Operating Revenue					
Governance	(15,569)	128%	▼	Permanent	Additional LGIS Members experience funding pool
General Purpose Funding	(43,107)	107%	▼		
Law, Order & Public Safety	(52,240)	109%	▼		
Health	(4,202)	120%	▼		
Education and Welfare	3,500	100%	▲		
Community Ammenities	(13,944)	101%	▼		
Recreation and Culture	(1,649)	101%	▼		
Transport	(6,881)	103%	▼		
Economic Services	(5,457)	104%	▼		
Other Property and Services	2,946	99%	▲		
Operating Expenses					
Governance	34,596	108%	▲		
General Purpose Funding	(4,494)	96%	▼		
Law, Order & Public Safety	(8,005)	99%	▼		
Health	(13,306)	95%	▼		
Education and Welfare	(747)	99%	▼		
Community Ammenities	(90,450)	94%	▼		
Recreation and Culture	(219,731)	91%	▼		
Transport	(151,299)	96%	▼		
Economic Services	(38,922)	92%	▼		
Other Property and Services	289,400	201%	▲	Timing	Overhead oncosts

SHIRE OF DANDARAGAN
ACCOUNTS FOR PAYMENT
FOR THE PERIOD ENDING
31 MARCH 2019

SUMMARY OF SCHEDULE OF ACCOUNTS MARCH 2019

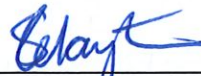
<u>FUND</u>					<u>AMOUNT</u>
<u>MUNICIPAL FUND</u>					
CHEQUES		33638	-	33652	\$49,536.57
EFT'S	EFT	318	-	EFT 323	\$1,486,473.13
DIRECT DEBITS	GJBDEB	3554		GJBDEB 3581	\$69,860.07
TOTAL MUNICIPAL FUND					<u>\$1,605,869.77</u>

TRUST FUND
CHEQUES - **NIL**

This schedule of accounts to be passed for payment, covering vouchers as detailed above, which was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings and the amounts shown the amounts show are due for payment.



 CHIEF EXECUTIVE OFFICER



 EXECUTIVE MANAGER CORPORATE &
 COMMUNITY SERVICES

MUNICIPAL ACCOUNT				
DATE	CHEQUE	PAYEE	INVOICE DETAILS	AMOUNT
8/03/2019	33638	PLEASE PAY CASH	Jurien Admin Petty Cash Recoup	\$191.35
8/03/2019	33639	Shire Of Dandaragan	BSL Commission Feb19	\$50.00
8/03/2019	33640	Synergy	Various Electricity Usage	\$16,297.65
8/03/2019	33641	Telstra Corporation	Various Telephone Usage	\$255.38
8/03/2019	33642	Water Corporation	Various Water Usage	\$2,153.90
15/03/2019	33643	Jurien Bay IGA	Jurien Admin Consumables Feb 2019	\$699.58
15/03/2019	33644	Synergy	Various Electricity Usage	\$5,611.05
15/03/2019	33645	Telstra Corporation	Various Telephone Usage	\$3,721.44
15/03/2019	33646	Water Corporation	Various Water Usage	\$1,274.49
22/03/2019	33648	Synergy	Various Electricity Usage	\$6,542.15
22/03/2019	33649	Telstra Corporation	Various Telephone Usage	\$5,820.88
29/03/2019	33650	City Of Greater Geraldton	MGLR Meeting 13/3/19	\$132.00
29/03/2019	33652	Synergy	Various Electricity Usage	\$6,786.70
				\$49,536.57

DIRECT DEBITS				
DATE		JOURNAL NUMBER	DESCRIPTION	AMOUNT
1/03/2019		GJBDEB-3556	BWA - Paper Trans Fee - Feb 2019	\$36.00
1/03/2019		GJBDEB-3557	BWA - BPay Mntnce Fee - Feb 2019	\$15.00
1/03/2019		GJBDEB-3558	BWA - Over The Counter Fee - Feb 2019	\$40.00
1/03/2019		GJBDEB-3559	BWA - BPay Trans Fee - Feb 2019	\$158.40
1/03/2019		GJBDEB-3560	BWA - Mtce Fee ex 117-005816-7 - Feb 2019	\$20.00
1/03/2019		GJBDEB-3561	BWA - OBB Record Fee - Feb 2019	\$10.90
1/03/2019		GJBDEB-3563	WEX Fuel Cards - Dec/Jan 2018/9	\$1,292.10
1/03/2019		GJBDEB-3564	ANZ - SecurePay Fees - Feb 2019	\$139.58
4/03/2019		GJBDEB-3565	CBA Merchant Fee - JB Admin - Feb 2019	\$128.77
4/03/2019		GJBDEB-3566	CBA Merchant Fee - TCVC - Feb 2019	\$57.77
6/03/2019		GJBDEB-3567	M/Card - Fuel PLV257	\$177.82
6/03/2019		GJBDEB-3568	M/Card - Domain Name Renewal - Net Registry	\$116.99
6/03/2019		GJBDEB-3569	M/Card - Staff Uniform - Kingsize Menswear	\$251.88
6/03/2019		GJBDEB-3570	M/Card - Quill Paper - Office Works	\$17.38
7/03/2019		GJBDEB-3554	Salary Packaging	\$4,565.03
7/03/2019		GJBDEB-3555	SuperChoice	\$18,883.41
12/03/2019		GJBDEB-3571	BWA - Deposit Book Fee	\$4.50
15/03/2019		GJBDEB-3572	SecurePay Trans Fee - JB Admin - Feb 2019	\$9.68
21/03/2019		GJBDEB-3573	Salary Packaging	\$4,565.03
21/03/2019		GJBDEB-3574	JB Bowling Club SSL 131 - Princ & Int	\$3,225.51
25/03/2019		GJBDEB-3575	SuperChoice	\$19,570.71
25/03/2019		GJBDEB-3576	WA Treas Corp - SSL 130 Loan Rpmnt	\$12,793.10
25/03/2019		GJBDEB-3577	Easifleet Lease - ERV charge 24 of 48	\$1,257.31
25/03/2019		GJBDEB-3578	AustPost - TCVC Commission Jan/Feb 19	\$96.18
25/03/2019		GJBDEB-3579	AustPost - JB Admin Commission - Feb 19	\$49.80
29/03/2019		GJBDEB-3580	BWA - Line of Credit Fee - Mar 19	\$1,050.00
29/03/2019		GJBDEB-3581	WEX Fuel Cards - Feb/Mar 2019	\$1,327.22
				\$69,860.07

ELECTRONIC FUNDS TRANSFER				
7/03/2019	318	Payroll	Payroll	\$97,609.60
7/03/2019	318			\$97,609.60
8/03/2019	319/942	AUS Media TV Pty Ltd	TV production-Caravan & Camping WA	\$2,750.00
8/03/2019	319/942	Australia Post	Postage February 2019	\$1,142.46
8/03/2019	319/942	Australian Taxation Office	February BAS	\$35,945.00
8/03/2019	319/942	Avdata Australia	Jurien Airport Flight Data Feb19	\$211.77
8/03/2019	319/942	Badgingarra Community Assn	Mar19 - Partial town maint - Badgingarra	\$3,300.00
8/03/2019	319/942	Boc Gases	Container service 29/1-25/2/19	\$128.47
8/03/2019	319/942	Building Commission	BSL remittance for Feb 2019	\$1,374.77
8/03/2019	319/942	Central Regional TAFE	First Aid Training Courses x 8	\$680.00
8/03/2019	319/942	Cervantes Hardware and Marine	ATV loading ramps PLV259	\$242.00
8/03/2019	319/942	Child Support	Pay Period 20/02/19-05/03/19	\$162.48
8/03/2019	319/942	Coastal Digging	Scissor lift hire 150161	\$297.00
8/03/2019	319/942	Communication & Wireless Services	Qtr maint broadcasting sites Jan-Mar19	\$5,403.75
8/03/2019	319/942	Courier Australia	Freight Jurien Admin Feb19	\$46.93
8/03/2019	319/942	Courier Australia	Freight Jurien Depot Feb19	\$37.68
8/03/2019	319/942	Dandaragan Mechanical Services	Fuel hose & Delkor battery	\$195.35
8/03/2019	319/942	Dandaragan Store	Stationery	\$24.97
8/03/2019	319/942	Dandaragan Store	Staff kitchen	\$37.75
8/03/2019	319/942	Depart of Water & Environmental	Controlled Waste tracking 01/02-12/02/19	\$176.00
8/03/2019	319/942	Direct Contracting Pty Ltd	Road reconstruction RTR186	\$238,122.50
8/03/2019	319/942	Direct Contracting Pty Ltd	Road reconstruction RTR152	\$207,498.50
8/03/2019	319/942	DORMAKABA Australia Pty Ltd	Replace faulty locking board B10316	\$2,858.67
8/03/2019	319/942	Hanna Instruments	Calibration solution	\$45.10
8/03/2019	319/942	Jason Clarke, Cr	Annual Meeting Fee - 2nd Qtr	\$3,991.25
8/03/2019	319/942	Jason Clarke, Cr	Info Comm Tech Allowance	\$875.00
8/03/2019	319/942	Jolin Consulting	Recruitment Profiling - BFRC	\$775.00
8/03/2019	319/942	JR & A Hersey Pty Ltd	18v c/less grease guns Dandy Depot	\$1,020.80
8/03/2019	319/942	JR & A Hersey Pty Ltd	Sunscreen-pruning saws-gloves	\$456.50
8/03/2019	319/942	Jurien Bay Panel & Paint Pty Ltd	Wurth Dab-Off window sealant	\$39.60
8/03/2019	319/942	Jurien Bayview Realty	Staff Housing	\$800.00
8/03/2019	319/942	Jurien Coastal Nursery	Plants	\$388.00
8/03/2019	319/942	Jurien Garden Soils	Supply & erect Chain mesh fence	\$4,470.00
8/03/2019	319/942	Jurien Hardware - Thrifty Link	9kg gas refills	\$66.50
8/03/2019	319/942	Jurien Hardware - Thrifty Link	Buckets, Raid outdoor insect spray	\$32.30
8/03/2019	319/942	Jurien Hardware - Thrifty Link	Protective Clothing	\$356.00
8/03/2019	319/942	Jurien Home Timber & Hardware	Stihl spur sprockets	\$79.00
8/03/2019	319/942	Jurien Home Timber & Hardware	Dek screws, pine decking, bit s/d sqr2x49mm	\$123.15
8/03/2019	319/942	Jurien Home Timber & Hardware	Loctite freeze & release	\$28.00
8/03/2019	319/942	Jurien Home Timber & Hardware	Pine decking, bolt & nut cups, washers	\$41.24
8/03/2019	319/942	Jurien Home Timber & Hardware	Brush seals	\$88.50
8/03/2019	319/942	Jurien Home Timber & Hardware	Brush seals, goggles, blue chalk, mineral turps	\$75.35
8/03/2019	319/942	Jurien Home Timber & Hardware	Accent int l/sheen	\$75.50
8/03/2019	319/942	Jurien Home Timber & Hardware	Selleys all surface-bot & nut-lock nut-bush poly	\$35.15
8/03/2019	319/942	Jurien Interpretive Complex	Feasibility study-business case-MOU	\$1,500.00
8/03/2019	319/942	Landmark Operations Limited	PLSS tee rural	\$80.03
8/03/2019	319/942	Landmark Operations Limited	PLSS elbows & couplings rural	\$85.82
8/03/2019	319/942	Landmark Operations Limited	BGC Builders Choice Fast 20kg	\$154.04
8/03/2019	319/942	Lowman Engineering	Tyre - mower trailer	\$245.00
8/03/2019	319/942	Lowman Engineering	Hand brake plate for trailer	\$44.00
8/03/2019	319/942	Mcleods Barristers And Solicitors	Legal Expenses	\$96.19
8/03/2019	319/942	Mcleods Barristers And Solicitors	Legal Expenses	\$584.60
8/03/2019	319/942	Nessa Hall	Dobbyn Park BBQ & toilets	\$866.16
8/03/2019	319/942	Nessa Hall	Faunteroy Park BBQ & Toilets	\$866.16
8/03/2019	319/942	Nessa Hall	Memorial Park	\$866.16
8/03/2019	319/942	Nessa Hall	Faunteroy Park New BBQ	\$428.30
8/03/2019	319/942	Nessa Hall	Sanitary Bins	\$88.00
8/03/2019	319/942	Nessa Hall	Jurien Fish Cleaning Station	\$866.16
8/03/2019	319/942	Nessa Hall	Beachridge Park BBQ	\$428.30
8/03/2019	319/942	Nessa Hall	Middleton Park BBQ	\$428.30
8/03/2019	319/942	Nessa Hall	Baudin Park BBQ	\$428.30
8/03/2019	319/942	Nessa Hall	Dobbyn Park toilets rust removal	\$154.00
8/03/2019	319/942	Pinnacles Traffic Management	Supply traffic controllers 13/2-22/2/19	\$9,831.94

8/03/2019	319/942	Ray White Jurien Bay	Staff Housing	\$1,430.00
8/03/2019	319/942	RBC Rural	Travel charge copier maintenance	\$132.00
8/03/2019	319/942	Ricoh Finance	Copier Lease 29/3-28/4/19	\$1,512.30
8/03/2019	319/942	Solacoat Western Australia	Solacoat WB primer & topcoat	\$940.50
8/03/2019	319/942	St John Ambulance Australia	Community Transport Vehicle Donation	\$15,000.00
8/03/2019	319/942	Tony Dolton	Hire road train & tand dolly gravel cartage	\$18,147.25
8/03/2019	319/942	Tourism Council Western Australia	Parliament House Function ticket	\$125.00
8/03/2019	319/942	Trackspares (Australia) Pty Ltd	Cutting edge boron HTs PCG011	\$1,760.00
8/03/2019	319/942	Trackspares (Australia) Pty Ltd	Dual carbide edges PCG012	\$3,003.00
8/03/2019	319/942	Vari-Skilled	Memorial Park Feb 19	\$446.78
8/03/2019	319/942	Vari-Skilled	Administration Centre Feb 19	\$1,379.51
8/03/2019	319/942	Vari-Skilled	Recreation Ground Feb 19	\$874.13
8/03/2019	319/942	Vari-Skilled	Baudin Park Feb 19	\$523.73
8/03/2019	319/942	Vari-Skilled	Recreation Ground Car Park Feb 19	\$252.53
8/03/2019	319/942	Vari-Skilled	Dobbyn Park Feb 19	\$1,029.41
8/03/2019	319/942	Vari-Skilled	Rec Ground Surrounds Feb 19	\$582.74
8/03/2019	319/942	Vari-Skilled	Ronsard Park Feb 19	\$252.53
8/03/2019	319/942	Vari-Skilled	Eric Collinson Feb 19	\$469.55
8/03/2019	319/942	Vari-Skilled	Weston Street Reserve Feb 19	\$252.53
8/03/2019	319/942	Vari-Skilled	Federation Park Feb 19	\$397.32
8/03/2019	319/942	Vari-Skilled	Civic Ctr Precinct Feb 19	\$1,089.32
8/03/2019	319/942	Vari-Skilled	JCC Surrounds Feb 19	\$505.68
8/03/2019	319/942	Vari-Skilled	Jurien Town Hall Feb 19	\$112.00
8/03/2019	319/942	Vari-Skilled	JB Police Station Feb 19	\$609.15
8/03/2019	319/942	Vari-Skilled	Passamani Park Feb 19	\$514.71
8/03/2019	319/942	Vari-Skilled	Cervantes CBD Feb 19	\$349.64
8/03/2019	319/942	Vari-Skilled	Pioneer Park Feb 19	\$1,128.74
8/03/2019	319/942	Vari-Skilled	POS 4B Pacman Park/Lesueur Feb 19	\$514.71
8/03/2019	319/942	Vari-Skilled	POS 5A Middleton Bvd Feb 19	\$812.70
8/03/2019	319/942	Vari-Skilled	R E Snook Reserve Feb 19	\$507.49
8/03/2019	319/942	Vari-Skilled	Seinor Park Feb 19	\$270.91
8/03/2019	319/942	Vari-Skilled	Weld Park Feb 19	\$632.09
8/03/2019	319/942	Vari-Skilled	Catalonia St Reserve Feb 19	\$757.57
8/03/2019	319/942	Waterlogic Australia Pty Ltd	Lease W/filter Civic Centre 01/03-31/03/19	\$678.70
8/03/2019	319/942	Waterlogic Australia Pty Ltd	Lease W/filter Jurien Admin 01/03-31/03/19	\$286.00
8/03/2019	319/942	Waterlogic Australia Pty Ltd	Lease W/filter Jurien Depot 01/03-31/03/19	\$591.80
8/03/2019	319/942	WALGA	Manage Recovery Activities	\$677.00
8/03/2019	319/942	WALGA	Emergency Management Preparation	\$677.00
8/03/2019	319/942	WALGA	Customised Capacity Building Workshop	\$2,238.50
8/03/2019	319/942	Western Lockservice	Digital keypad kit & assoc barrel-case-plate	\$860.00
8/03/2019	319/942	Westrac Equipment	Mirror PCL007	\$207.67
8/03/2019	319/942			\$595,071.64
15/03/2019	320/943	Afgru Equipment Australia Pty Ltd	2019 John Deere Tractor & Trima - PTC023	\$61,985.00
15/03/2019	320/943	AMPAC Debt Recovery (WA) Pty Ltd	Legal Expenses - 18/2-28/02/18	\$462.00
15/03/2019	320/943	Ann Eyre, Cr	Annual meeting fee - 3rd Qtr	\$3,991.25
15/03/2019	320/943	Ann Eyre, Cr	ICT Allowance (Elected Members)	\$875.00
15/03/2019	320/943	Benara Nurseries	Plants	\$732.61
15/03/2019	320/943	BGC Transport	Dry Hire Water Tank	\$2,574.00
15/03/2019	320/943	BookEasy Pty Ltd	Min Monthly Fee	\$330.00
15/03/2019	320/943	Caltex Jurien Bay	Mt Franklin Water	\$20.00
15/03/2019	320/943	Cardno (WA) Pty Ltd	Jurien Water Resourcing Study	\$561.00
15/03/2019	320/943	Central Regional TAFE	Cert IV Local Government Regulations	\$205.20
15/03/2019	320/943	Central Regional TAFE	Cert IV Local Government Regulations	\$205.20
15/03/2019	320/943	Central Regional TAFE	Staff Training -Municipal Law B	\$162.80
15/03/2019	320/943	Central Regional TAFE	Staff Training -Municipal Law B	\$162.80
15/03/2019	320/943	Cervantes Hardware and Marine	PVC Suction Hose	\$99.00
15/03/2019	320/943	Cervantes Hardware and Marine	PVC Suction hose	\$99.00
15/03/2019	320/943	Cervantes Hardware and Marine	Galv cup head, metric nut, flat washer	\$22.11
15/03/2019	320/943	Cervantes Hardware and Marine	Reducing bush	\$8.80
15/03/2019	320/943	Cervantes Hardware and Marine	Oil filter, fuel filter	\$40.70
15/03/2019	320/943	Cervantes Hardware and Marine	Batteries	\$12.65
15/03/2019	320/943	Cervantes Hardware and Marine	Batteries	\$12.65
15/03/2019	320/943	Cervantes Hardware and Marine	5000kg Trolley Jack	\$1,250.00
15/03/2019	320/943	Cervantes Hardware and Marine	2" float valve with 2 floats	\$176.00

15/03/2019	320/943	Coastal Trimming	Dog Beds	\$132.00
15/03/2019	320/943	Courier Australia	Freight - Badgy Library	\$39.66
15/03/2019	320/943	Courier Australia	Freight - Cervantes Library	\$31.96
15/03/2019	320/943	Courier Australia	Freight - Jurien Depot	\$35.81
15/03/2019	320/943	Courier Australia	Freight - Dandy Depot	\$17.71
15/03/2019	320/943	Courier Australia	Freight - Jurien Depot	\$13.86
15/03/2019	320/943	Covs Parts Pty Ltd	Mud flaps	\$292.97
15/03/2019	320/943	Covs Parts Pty Ltd	Trailer plugs, air freshener, mud flaps	\$496.93
15/03/2019	320/943	Covs Parts Pty Ltd	Drills bits, washers, plugs, alarm	\$561.50
15/03/2019	320/943	D Slys (Cr)	Annual Meeting Fee 3rd Qtr	\$3,991.25
15/03/2019	320/943	D Slys (Cr)	ICT Allowance (Elected Members)	\$875.00
15/03/2019	320/943	Dahlia Richardson, Cr	Annual Meeting Fee 3rd Qtr	\$3,991.25
15/03/2019	320/943	Dahlia Richardson, Cr	ICT Allowance (Elected Members)	\$875.00
15/03/2019	320/943	Dandaragan Community Rec Club	Refreshments - Citizen of the year	\$862.50
15/03/2019	320/943	Dandaragan CRC	St John First Aid Course	\$183.50
15/03/2019	320/943	Dandaragan CRC	Laminating	\$32.00
15/03/2019	320/943	Department of Transport	J Bay fish cleaning stn usage 1/01-28/02/19	\$304.40
15/03/2019	320/943	Depart of Water & Environmental	Controlled Waste tracking 18-26/2/19	\$572.00
15/03/2019	320/943	Derricks Auto-Ag & Hardware Plus	Shovel, Manure, Micro Spray Jet, plug	\$180.90
15/03/2019	320/943	Fowler Electrical Contracting	Replace Air conditioner	\$2,610.19
15/03/2019	320/943	Fuel Distributors of WA Pty Ltd	Diesel - Dandy Depot	\$18,107.97
15/03/2019	320/943	Jason Clarke, Cr	Annual Meeting Fee 3rd Qtr	\$3,991.25
15/03/2019	320/943	Jason Clarke, Cr	ICT Allowance (Elected Members)	\$875.00
15/03/2019	320/943	Jurien Bay Adventure Tours	BookEasy Booking 7535559	\$118.00
15/03/2019	320/943	Jurien Bay Adventure Tours	BookEasy Commission 11/03/19	-\$14.75
15/03/2019	320/943	Jurien Coastal Nursery	Plants	\$287.00
15/03/2019	320/943	Jurien Hardware - Thrifty Link	Reticulation fittings	\$308.13
15/03/2019	320/943	Jurien Hardware - Thrifty Link	David Grays Ant Dust	\$7.55
15/03/2019	320/943	Jurien Hardware - Thrifty Link	DWV Pipe	\$34.20
15/03/2019	320/943	Jurien Hardware - Thrifty Link	Bore Casing	\$71.25
15/03/2019	320/943	Jurien Hardware - Thrifty Link	PVC Fittings, Sockets, male connection	\$93.20
15/03/2019	320/943	Jurien Hardware - Thrifty Link	Hose Clamp, suction hose	\$64.14
15/03/2019	320/943	Jurien Hardware - Thrifty Link	Brush, ext. pole	\$24.89
15/03/2019	320/943	Jurien Hardware - Thrifty Link	Shrubber Stake	\$27.56
15/03/2019	320/943	Jurien Hardware - Thrifty Link	Pipe stake, hose joiner, poly tube	\$53.59
15/03/2019	320/943	Jurien Hardware - Thrifty Link	Bush BSP, Socket,	\$15.90
15/03/2019	320/943	Jurien Hardware - Thrifty Link	Protective Clothing	\$220.00
15/03/2019	320/943	Jurien Hardware - Thrifty Link	9kg gas refill	\$99.75
15/03/2019	320/943	Jurien Hardware - Thrifty Link	Macsim Self drilling 20 pces	\$7.00
15/03/2019	320/943	Jurien Hardware - Thrifty Link	Rigger gloves	\$35.00
15/03/2019	320/943	Jurien Hardware - Thrifty Link	9kg gas refills	\$70.00
15/03/2019	320/943	Jurien Home Timber & Hardware	Poly socket, nipple	\$13.80
15/03/2019	320/943	Jurien Home Timber & Hardware	Stihl 6T Chain Sprocket	\$25.00
15/03/2019	320/943	Jurien Home Timber & Hardware	Hole saw	\$25.25
15/03/2019	320/943	Jurien Home Timber & Hardware	Toilet rolls	\$104.00
15/03/2019	320/943	Jurien Home Timber & Hardware	Toilet rolls	\$104.00
15/03/2019	320/943	Jurien Home Timber & Hardware	Mason bolts 12x60mm	\$60.00
15/03/2019	320/943	Jurien Home Timber & Hardware	Roller kits	\$19.80
15/03/2019	320/943	Jurien Home Timber & Hardware	Toilet rolls	\$104.00
15/03/2019	320/943	Jurien Home Timber & Hardware	Remover Wax & Grease, 3lt pail	\$21.75
15/03/2019	320/943	Jurien Home Timber & Hardware	House key L&F Cam locks	\$6.00
15/03/2019	320/943	Jurien Home Timber & Hardware	Brite metal polish, scouring pad	\$19.35
15/03/2019	320/943	Jurien Home Timber & Hardware	MDF 9mm, CCA pine	\$36.80
15/03/2019	320/943	Jurien Home Timber & Hardware	Nylon Frame plugs, bits	\$60.80
15/03/2019	320/943	Jurien Home Timber & Hardware	Butt hinge, Primer Sealer	\$94.40
15/03/2019	320/943	Jurien Home Timber & Hardware	Door Jamb, Paint, Sleeves, tray	\$440.45
15/03/2019	320/943	Jurien Home Timber & Hardware	Latch, handle, hinge	\$102.80
15/03/2019	320/943	Jurien Signs	Protective Clothing	\$128.00
15/03/2019	320/943	Jurien Tyre & Auto	Repairs to a/c PCL009	\$513.75
15/03/2019	320/943	Jurien Tyre & Auto	Electrical trailer wire PLT025	\$84.00
15/03/2019	320/943	Jurien Tyre & Auto	66,000km service	\$431.88
15/03/2019	320/943	Kaye McGlew (Cr)	Annual Meeting Fee 3rd Qtr	\$3,991.25
15/03/2019	320/943	Kaye McGlew (Cr)	ICT Allowance (Elected Members)	\$875.00
15/03/2019	320/943	Landgate	Rural UVs 10/11/18-18/1/19	\$82.10

15/03/2019	320/943	Landgate	Gross Rental Valuations 29/12/18-25/1/19	\$70.48
15/03/2019	320/943	Landgate	Land enquiries Feb19	\$25.70
15/03/2019	320/943	Landmark Operations Limited	Adaptor, nipple, conversion kit	\$45.71
15/03/2019	320/943	Leslee Holmes (Cr)	Presidents Meeting Fee 3rd Qtr	\$6,180.00
15/03/2019	320/943	Leslee Holmes (Cr)	ICT Allowance (Elected Members)	\$875.00
15/03/2019	320/943	Leslee Holmes (Cr)	Presidents Allowance	\$3,000.00
15/03/2019	320/943	Mid Coast Contracting	Testing & tagging hand tools	\$1,058.09
15/03/2019	320/943	Mid Coast Contracting	Supply & fit smoke alarm	\$107.31
15/03/2019	320/943	Mid Coast Contracting	Locate electrical work - Cerv oval	\$269.28
15/03/2019	320/943	MJB Industries Pty Ltd	Supply of culverts & headwalls	\$7,124.70
15/03/2019	320/943	Mr. Fothergill's Seeds Pty Ltd	Merchandise for Visitors Centre	\$161.54
15/03/2019	320/943	National Tax & Accountants Assis	NTAA Membership 2018/19	\$330.00
15/03/2019	320/943	North Metropolitan TAFE	Certificated III in Tourism	\$1,218.75
15/03/2019	320/943	Peter Scharf (Cr)	Annual Meeting Fee 3rd Qtr	\$3,991.25
15/03/2019	320/943	Peter Scharf (Cr)	ICT Allowance (Elected Members)	\$875.00
15/03/2019	320/943	Peter Scharf (Cr)	Deputy President Allowance	\$750.00
15/03/2019	320/943	Pinnacles Traffic Management	Supply traffic controllers - 26/02-8/03/19	\$10,277.44
15/03/2019	320/943	R. Shanhun, Cr	Annual Meeting Fee 3rd Qtr	\$3,991.25
15/03/2019	320/943	R. Shanhun, Cr	ICT Allowance (Elected Members)	\$875.00
15/03/2019	320/943	Redgum Reports Inc	Shire Matters Annual Double Spread	\$1,945.00
15/03/2019	320/943	Redgum Reports Inc	Annual Subscription 2019	\$108.10
15/03/2019	320/943	Rubek Automatic Doors	Supply Automatic Doors	\$9,746.00
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Jurien Bay FRC	\$104.50
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Badgingarra CC	\$57.20
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Jurien Bay Fire Shed	\$82.50
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Badgingarra Fire Shed	\$55.00
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Jurien Bay Town Hall	\$55.00
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Cervantes Fire Shed	\$159.50
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Jurien Bay Refuse Tip	\$132.00
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Wellness Centre	\$88.00
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Cervantes Tip	\$209.00
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Dandaragan CC	\$148.50
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Dandaragan CRC	\$88.00
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Dandaragan Depot	\$594.00
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Dandaragan Fire Shed	\$55.00
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Dandaragan Refuse Tip	\$35.75
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin DPAW	\$550.00
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Jurien Airstrip	\$27.50
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Jurien Bay Admin	\$225.50
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Jurien Bay CC	\$1,463.00
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Jurien Bay Comm Centre	\$192.50
15/03/2019	320/943	Scavenger Fire & Safety	Test/Tag Fire Extin Jurien Bay Depot	\$726.00
15/03/2019	320/943	Shadbolt Electrical	Repairs to bore pump	\$297.90
15/03/2019	320/943	Shadbolt Electrical	Electrical repairs retic pump	\$102.30
15/03/2019	320/943	SN Brown	Contributions to crossover	\$495.00
15/03/2019	320/943	Swan Aussie Sheds	Fibreglass corrugated sheets	\$141.06
15/03/2019	320/943	Techtel Pty Ltd	Freight - Repair to TV Transmitter	\$1,229.36
15/03/2019	320/943	Telstra	Whispir SMS usage Feb 19	\$821.66
15/03/2019	320/943	The Last Drop Plumbing Co	Septic Tank reimburse PA04/2019	\$236.00
15/03/2019	320/943	The Workwear Group Pty Ltd	Staff Uniforms	\$484.65
15/03/2019	320/943	Turquoise Coast Plumbing Gas	Install retic valve BS20342	\$280.39
15/03/2019	320/943	Turquoise Safaris	BookEasy 7529475	\$180.00
15/03/2019	320/943	Turquoise Safaris	BookEasy Commission 11/3/19	-\$22.50
15/03/2019	320/943	Tyres4U	Tyres	\$1,092.12
15/03/2019	320/943	Tyres4U	Tyres	\$1,092.13
15/03/2019	320/943	Vanguard Press	160 Brochure display	\$480.15
15/03/2019	320/943	Visimax	WA Ranger embroidered caps	\$33.00
15/03/2019	320/943	WA Hino Sales & Service	3000km service	\$319.75
15/03/2019	320/943	Wayne Gibson (Cr)	Annual Meeting Fee 3rd Qtr	\$3,991.25
15/03/2019	320/943	Wayne Gibson (Cr)	ICT Allowance (Elected Members)	\$875.00
15/03/2019	320/943	West Australian Opera	Sponsorship - Opera in the Pinnacles 2019	\$11,000.00
15/03/2019	320/943			\$203,132.24
21/03/2019	321	Payroll	Payroll	\$99,185.65
25/03/2019	321			\$99,185.65

22/03/2019	322/944	Allstamps	S542 self inking stamp - corp logo	\$39.30
22/03/2019	322/944	AN & A Whybrow	Hire Cat D9N Dozer gravel stockpile SCR010	\$13,464.00
22/03/2019	322/944	ARBOR Logic	Consultation & Assesment Pine trees	\$1,336.50
22/03/2019	322/944	Asset Infrastructure Management	Asset Management Mentoring	\$3,212.08
22/03/2019	322/944	Australian Plant Wholesalers	Plants	\$561.00
22/03/2019	322/944	Autopro Moora	Garage jack	\$339.00
22/03/2019	322/944	Badgingarra Community Assn	Sandpaper Issue 120 Shire Matters	\$41.25
22/03/2019	322/944	BCITF	BCITF Levy - 080320191057	\$1,675.70
22/03/2019	322/944	Cervantes Hardware and Marine	Batteries, valve box	\$210.00
22/03/2019	322/944	Child Support	Pay Period 06/03/19-19/03/19	\$162.48
22/03/2019	322/944	Coastal Trimming	Manufacture Covers - dog cages	\$170.00
22/03/2019	322/944	Communication & Wireless Services	Investigate antenna fault	\$2,018.50
22/03/2019	322/944	CONNECT Call Centre Services	After hrs calls Feb 2019	\$445.45
22/03/2019	322/944	DFES	2018/19 ESL Qtr 3	\$95,683.49
22/03/2019	322/944	Derricks Auto-Ag & Hardware Plus	Screwdriver bits	\$15.90
22/03/2019	322/944	Derricks Auto-Ag & Hardware Plus	V Belts	\$168.00
22/03/2019	322/944	Derricks Auto-Ag & Hardware Plus	Grease Reel-Primer Bulb-Grease Line Ext	\$300.95
22/03/2019	322/944	Derricks Auto-Ag & Hardware Plus	Grease Reel-Primer Bulb-Grease Line Ext	\$300.95
22/03/2019	322/944	Direct Contracting Pty Ltd	Widen shoulder of road	\$5,670.50
22/03/2019	322/944	Direct Lighting Albany	150W Highbay LED	\$801.00
22/03/2019	322/944	Family Affair Cafe	Catering - Envision W/S 11-12/3/19	\$200.00
22/03/2019	322/944	Fowler Electrical Contracting	Annual testing & tagging B10210	\$375.38
22/03/2019	322/944	Fowler Electrical Contracting	Enclosure, adaptable, PVC grey	\$18.83
22/03/2019	322/944	Fuel Distributors of WA Pty Ltd	Diesel JB Depot	\$8,570.34
22/03/2019	322/944	JDS Electrical Services	Electrical work, B10409	\$1,067.50
22/03/2019	322/944	Jurien Bay Concrete & Earthworks	12 Ton Blue metal	\$924.00
22/03/2019	322/944	Jurien Bayview Realty	Staff Housing	\$800.00
22/03/2019	322/944	Jurien Hardware - Thrifty Link	9kg gas refills	\$99.75
22/03/2019	322/944	Jurien Hardware - Thrifty Link	cabl e ties	\$15.68
22/03/2019	322/944	Jurien Hardware - Thrifty Link	Socket set	\$123.50
22/03/2019	322/944	Jurien Hardware - Thrifty Link	9kg gas refill	\$33.25
22/03/2019	322/944	Jurien Hardware - Thrifty Link	Liquid bleach	\$9.98
22/03/2019	322/944	Jurien Hardware - Thrifty Link	Bolts & nuts, washers & spring washers	\$26.41
22/03/2019	322/944	Jurien Hardware - Thrifty Link	Nyloc nuts	\$4.94
22/03/2019	322/944	Jurien Hardware - Thrifty Link	Zero weed wand	\$36.10
22/03/2019	322/944	Jurien Hardware - Thrifty Link	Assort retic materials	\$86.84
22/03/2019	322/944	Jurien Hardware - Thrifty Link	Landscapers fork & rake	\$86.92
22/03/2019	322/944	Jurien Hardware - Thrifty Link	Camlock coups, fittings, clamps & hose	\$173.00
22/03/2019	322/944	Jurien Home Timber & Hardware	10mm chain, cut off disc	\$203.80
22/03/2019	322/944	Jurien Home Timber & Hardware	Bleach	\$8.90
22/03/2019	322/944	Jurien Home Timber & Hardware	Mic coupl thr female	\$40.00
22/03/2019	322/944	Jurien Home Timber & Hardware	Mic coupl thr female	\$32.00
22/03/2019	322/944	Jurien Home Timber & Hardware	Toilet rolls	\$104.00
22/03/2019	322/944	Jurien Pest Management	Ant treatment B10316	\$165.00
22/03/2019	322/944	Jurien Pest Management	Termite, spider, ant treatments B10400	\$561.00
22/03/2019	322/944	Jurien Signs	Rural Street Numbering Plates	\$80.00
22/03/2019	322/944	Jurien Tyre & Auto	Batteries PTL022	\$345.40
22/03/2019	322/944	Jurien Tyre & Auto	Vehicle service	\$482.65
22/03/2019	322/944	LGIS Risk Management	Staff training	\$2,676.00
22/03/2019	322/944	Local Government Supervisors Assoc.	Reg to LGSA Conference & Exp	\$1,204.50
22/03/2019	322/944	Local Government Supervisors Assoc.	Reg to LGSA Conference & Exp	\$1,204.50
22/03/2019	322/944	Lowman Engineering	Supply s/stroke steel bar and bearings 15057	\$355.00
22/03/2019	322/944	Mica and Bridget Salmon	Repair mural R856	\$98.35
22/03/2019	322/944	Midcoast Hydraulic Services	Repairs to hydraulic cylinder & seal	\$671.00
22/03/2019	322/944	Moora Hardware	Tools	\$211.98
22/03/2019	322/944	Moora Hardware	Makita driver drill & grinder	\$422.68
22/03/2019	322/944	National Tax & Accountants Assoc	NTAA membership 2018/19	\$330.00
22/03/2019	322/944	NeCall Voice & Data	Service agreement NEC SV8100 22/3-21/3/20	\$935.00
22/03/2019	322/944	Phonographic Performance Company Of A	Licence 0629585 - JB Community Centre	\$89.39
22/03/2019	322/944	Ray White Jurien Bay	Property inspection B10419	\$133.28
22/03/2019	322/944	Ray White Jurien Bay	Staff Housing	\$1,430.00
22/03/2019	322/944	Redgum Reports Inc	Advertisement - Request for quotes	\$73.99
22/03/2019	322/944	Redgum Reports Inc	Advertisement - Public notices	\$37.01
22/03/2019	322/944	Russ - Hills Contracting	Freight 5/2/19-13/2/19	\$375.98

22/03/2019	322/944	Soils Aint Soils	Enviro Mulch	\$16,018.20
22/03/2019	322/944	Soils Aint Soils	Enviro Mulch	\$1,981.80
22/03/2019	322/944	The Workwear Group Pty Ltd	Staff Uniforms	-\$49.58
22/03/2019	322/944	The Workwear Group Pty Ltd	Staff Uniforms	\$519.15
22/03/2019	322/944	T-Quip	Roller PSP039	\$1,584.45
22/03/2019	322/944	Turquoise Safaris	BookEasy Booking 7551236	\$240.00
22/03/2019	322/944	Turquoise Safaris	BookEasy Booking 7555861	\$180.00
22/03/2019	322/944	Turquoise Safaris	BookEasy Commission	-\$52.50
22/03/2019	322/944	WA Hino Sales & Service	2019 Hino 300 Series 921 XXLong - PTL025	\$77,113.80
22/03/2019	322/944	Wayne Gibson (Cr)	Members Travel March 2019	\$191.88
22/03/2019	322/944	WCP Civil Pty Ltd	Lime stabilising RRG002	\$131,535.42
22/03/2019	322/944	Westrac Equipment	Dust boots PCL007	\$163.11
22/03/2019	322/944	Westrac Equipment	Nuts, bolts, end edge, edge cut	\$1,791.72
22/03/2019	322/944	Westrac Equipment	950KG bucket	\$19,081.92
22/03/2019	322/944	Westrac Equipment	Handle	\$373.79
22/03/2019	322/944	Westrac Equipment	Corners, guards, nuts & bolts	\$912.58
22/03/2019	322/944	Winc Australia Pty Limited	Stationery March 2019	\$398.74
22/03/2019	322/944			\$403,524.36
29/03/2019	323/945	AMPAC Debt Recovery (WA) Pty Ltd	Legal Expenses 12/3-14/3/19	\$317.90
29/03/2019	323/945	Avon Waste	Rubbish - Green Bins 18/02-01/03/19	\$5,050.50
29/03/2019	323/945	Avon Waste	Fish Cleaning Bins 18/02-01/03/19	\$304.08
29/03/2019	323/945	Avon Waste	Jetty Bins 18/02-01/03/19	\$27.44
29/03/2019	323/945	Avon Waste	Street Bins18/02-01/03/19	\$291.90
29/03/2019	323/945	Avon Waste	Additional Friday Street Bins 22/2 & 01/03/19	\$166.95
29/03/2019	323/945	Avon Waste	Additional Street Bins 19/02 & 26/02/19	\$70.35
29/03/2019	323/945	Avon Waste	Yellow Bins 18/02-01/03/19	\$3,775.85
29/03/2019	323/945	Avon Waste	Rec Process Charge 18/02-01/03/19	\$385.11
29/03/2019	323/945	Avon Waste	F/Lift Bins - Sandy Cape 18/02-01/03/19	\$665.00
29/03/2019	323/945	Avon Waste	F/Lift Bins - Badgy Refuse 18/02-01/03/19	\$601.68
29/03/2019	323/945	Avon Waste	F/Lift Bins - Cerv Transfer Stn 25/01-01/02/19	\$760.04
29/03/2019	323/945	Avon Waste	Rubbish - Green Bins 03/03-15/03/19	\$5,050.50
29/03/2019	323/945	Avon Waste	Fish Cleaning Bins 03/03-15/03/19	\$304.08
29/03/2019	323/945	Avon Waste	Jetty Bins 03/03-15/03/19	\$27.44
29/03/2019	323/945	Avon Waste	Street Bins 03/03-15/03/19	\$291.90
29/03/2019	323/945	Avon Waste	Additional Street Bins 03/03-15/03/19	\$144.90
29/03/2019	323/945	Avon Waste	Additional Street Bins 5/2- 12/2/19	\$140.70
29/03/2019	323/945	Avon Waste	Sun Street Bin Call Out 20/01/19	\$470.00
29/03/2019	323/945	Avon Waste	Yellow Bins 03/03-15/03/19	\$3,775.85
29/03/2019	323/945	Avon Waste	Rec Process Charge 03/03-15/03/19	\$444.01
29/03/2019	323/945	Avon Waste	F/Lift Bins - Sandy Cape 03/03-15/03/19	\$665.00
29/03/2019	323/945	Avon Waste	F/Lift Bins - Overflow Camping 06/03/19	\$147.78
29/03/2019	323/945	Avon Waste	F/Lift Bins - Badgy Refuse 03/03-15/03/19	\$601.68
29/03/2019	323/945	Avon Waste	F/Lift Bins - Cerv Transfer Stn 6/2/19, 13/2/19	\$760.04
29/03/2019	323/945	Avon Waste	F/Lift Bins - Cerv CC 06/03/19	\$147.78
29/03/2019	323/945	Avon Waste	F/Lift Bin - Caltex 6/03/19	\$147.78
29/03/2019	323/945	Bush To Beach Plumbing & Gas	Inspect/repair water leak	\$715.00
29/03/2019	323/945	Calkay Pty Ltd	Annual height safety inspection	\$418.00
29/03/2019	323/945	Calkay Pty Ltd	Annual height safety inspection	\$440.00
29/03/2019	323/945	Calkay Pty Ltd	Annual height safety inspection	\$660.00
29/03/2019	323/945	Calkay Pty Ltd	Annual height safety inspection	\$495.00
29/03/2019	323/945	Calkay Pty Ltd	Annual height safety inspection	\$715.00
29/03/2019	323/945	Calkay Pty Ltd	Annual height safety inspection	\$462.00
29/03/2019	323/945	Cervantes Hardware and Marine	Ant killer	\$25.30
29/03/2019	323/945	Cervantes Hardware and Marine	S/S 2" nipple	\$19.80
29/03/2019	323/945	Cervantes Hardware and Marine	Retic fittings	\$99.70
29/03/2019	323/945	Cervantes Hardware and Marine	Ant killer	\$12.38
29/03/2019	323/945	Cervantes Hardware and Marine	Retic fittings	\$85.25
29/03/2019	323/945	Cervantes Hardware and Marine	Penrite Ad Blue 10lt	\$55.00
29/03/2019	323/945	Cervantes Hardware and Marine	Key cutting	\$6.50
29/03/2019	323/945	Cervantes Hardware and Marine	Tamper proof torx bit	\$39.60
29/03/2019	323/945	D Greenwood	Waste Maint. Cont Badgy Tip March 19	\$1,280.00
29/03/2019	323/945	Dandaragan Mechanical Services	Brake shoe kits, grease seals & hub metre	\$1,153.35
29/03/2019	323/945	Depart of Water & Environmental	Controlled Waste tracking 1/3-11/3/19	\$1,100.00
29/03/2019	323/945	Direct Contracting Pty Ltd	Install backfill to kerb & footpath	\$1,028.50

29/03/2019	323/945	Direct Contracting Pty Ltd	Works to complete resheet	\$6,525.20
29/03/2019	323/945	Direct Contracting Pty Ltd	Install school bus stop	\$1,034.00
29/03/2019	323/945	Direct Contracting Pty Ltd	Install school bus stop	\$5,896.00
29/03/2019	323/945	Hitachi	Panel, LH Handle	\$666.28
29/03/2019	323/945	Jurien Bay Medical Centre	Medical Examination pre employment	\$163.35
29/03/2019	323/945	Jurien Garden Soils	Remove & replace boundary fence	\$250.00
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Sprayer pressure	\$32.30
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Engine hone	\$57.00
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Rapid set cement	\$7.46
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Giant sponge	\$6.18
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Polytube	\$53.86
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Duct & teflon tapes	\$38.95
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Protective Clothing	\$160.00
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Yellow lumber crayon	\$2.85
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Stakes, ratchet clamp, poly tube	\$96.70
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Knife, folding lock back	\$36.10
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Cutting discs	\$30.00
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Gal hex nut, washers	\$45.00
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Rhino Gloves	\$6.50
29/03/2019	323/945	Jurien Hardware - Thrifty Link	9kg Gas Refill	\$66.50
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Black posts	\$14.25
29/03/2019	323/945	Jurien Hardware - Thrifty Link	Elbow, Nipples, camlock fittings	\$239.21
29/03/2019	323/945	Jurien Home Timber & Hardware	Treated pine logs	\$733.25
29/03/2019	323/945	Jurien Home Timber & Hardware	Retic fittings	\$90.05
29/03/2019	323/945	Jurien Home Timber & Hardware	Nipple Poly 1-1/2	\$7.50
29/03/2019	323/945	Jurien Home Timber & Hardware	Nitto plug and coupler, gauge pressure	\$77.50
29/03/2019	323/945	Jurien Home Timber & Hardware	Turpentine, filler & disp tray	\$31.40
29/03/2019	323/945	Jurien Home Timber & Hardware	Terminal bullets	\$26.80
29/03/2019	323/945	Jurien Home Timber & Hardware	Screws, drill bits, squirty bottle	\$157.55
29/03/2019	323/945	Jurien Home Timber & Hardware	Towel rail, Wheel Nyl B/Brg Conc	\$55.75
29/03/2019	323/945	Jurien Home Timber & Hardware	Wet/Dry sheet, silicone, tufbak	\$34.05
29/03/2019	323/945	Jurien Home Timber & Hardware	Auger bit	\$47.75
29/03/2019	323/945	Jurien Signs	Recycling fishing, float bin sign	\$120.00
29/03/2019	323/945	Jurien Signs	Portable Road work signs	\$1,111.00
29/03/2019	323/945	Jurien Tyre & Auto	4mm TWIN cable	\$75.00
29/03/2019	323/945	Jurien Tyre & Auto	Vehicle service	\$478.20
29/03/2019	323/945	Jurien Tyre & Auto	Halogen globes	\$22.60
29/03/2019	323/945	L E & S Hotker	Waste Maint. Cont. Dandy tip March 19	\$2,304.03
29/03/2019	323/945	Leslee Holmes (Cr)	Members Travel 1/1-31/03/19	\$907.92
29/03/2019	323/945	Lowman Engineering	Supply bearings & flat bar	\$164.00
29/03/2019	323/945	Parkwood Hardware	Time flow single temp tap	\$182.16
29/03/2019	323/945	Parkwood Hardware	PVC fittings, Hacksaw blades	\$201.85
29/03/2019	323/945	Pinnacles Traffic Management	Traffic controllers 13/3-20/3/19	\$6,138.69
29/03/2019	323/945	RBC Rural	Meterplan charge March 19	\$1,791.74
29/03/2019	323/945	Robert Walker	Maint. Cont. Cadiz st, March 19	\$524.00
29/03/2019	323/945	Robert Walker	Maint. Cont. Catalonia Res, March 19	\$517.08
29/03/2019	323/945	Robert Walker	Maint. Cont. Corunna Rd, March 19	\$517.08
29/03/2019	323/945	S W RICHARDS & CO	Supply gravel 6000cm3	\$16,500.00
29/03/2019	323/945	Shadbolt Electrical	Test & replace faulty capacitors in pumps	\$233.20
29/03/2019	323/945	Stewart & Heaton Clothing Co Pty Ltd	Protective Clothing - VBFB	\$919.78
29/03/2019	323/945	Swan Aussie Sheds	Fibreglass corrugated sheet	\$140.00
29/03/2019	323/945	Swan Aussie Sheds	Fibreglass corrugated sheet	\$74.40
29/03/2019	323/945	Turquoise Safaris	BookEasy 7569174	\$180.00
29/03/2019	323/945	Turquoise Safaris	BookEasy Commission	-\$22.50
29/03/2019	323/945	Woodlands Distributors & Agencies	Woodlands NPK - GSOP	\$984.50
29/03/2019	323/945	Woodlands Distributors & Agencies	Woodlands NPK - GSOP	\$984.50
29/03/2019	323/945	Woodlands Distributors & Agencies	Woodlands NPK - GSOP	\$984.50
29/03/2019	323/945	Worldwide Printing Solutions	Camp fee env & inserts	\$880.00
29/03/2019	323/945			\$87,949.64
Grand Total				\$1,486,473.13



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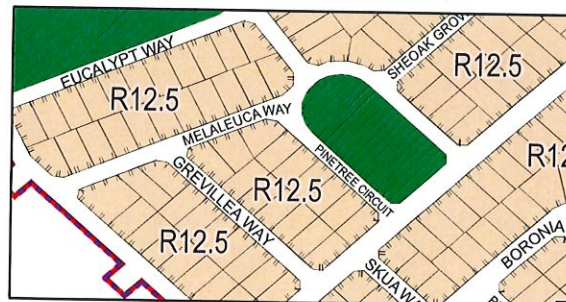
5 March 2019

Shire of Dandaragan
PO Box 676
JURIEN BAY WA 6516

ATTN: Town Planning Services

**PROPOSED SINGLE HOUSE & OUTBUILDING (RCODE VARIATIONS) ON LOT 350
(NO. 24) PINETREE CIRCUIT, JURIEN BAY (MOTTERAM - 34051)**

The land parcel subject to this application for planning approval appears to be zoned 'Residential' with an applicable density coding of R12.5, under the Shire of Dandaragan Town Planning Scheme No. 7.



Location of Subject Site



The Shire's discretion is sought with regard to proposed variations against the deemed-to-comply provisions under the Residential Design Codes (RCodes). The following variations are sought:

1. Clause 5.1.3, C2.1 (iii) for street setback – the single house is proposed at a minimum street setback of 3m. A variation is therefore sought for varying the minimum permissible street setback of 3.75, being half of the applicable 7.5m primary street setback for the R12.5 density coding.
2. Clause 5.1.3, C3.1 (i) and C3.2 for lot boundary setback – single house and outbuilding to be built at nil setback to two side boundaries. Outbuilding proposed at reduced rear setback. Noting variation also to Shire's Local Planning Policy 8.11 pertaining to 'RCodes – Side and Rear Boundary Setbacks'.

3. Clause 5.1.4, C4 for Open Space

The open space provision required under Table 1 of the Residential Design Codes for the applicable density coding of R12.5 is 55%. The open space provision for the proposed development inclusive of the 50m² variation allowed under the open space definition of the Residential Design Codes equates to 48%. A variation of 7% is requested.

4. Clause 5.4.3, C3 (iii, iv, v, vii and viii) for outbuildings – outbuilding proposed at increased area, increased wall and total height, reduced rear setback and nil side setback. Noting variation also to Shire's Local Planning Policy 8.5 pertaining to 'Outbuildings – Residential Areas'.

It would be appreciated if the Shire would please undertake consultation with the affected adjoining landowner/s for the variations sought. It is understood that given the variations sought the proposed development will be presented to the Shire of Dandaragan's Council Meeting. Should any additional information be required please do not hesitate to contact the applicant.

Justification against the above design provisions is provided within.

Clause 5.1.2, P2.1 for Street Setback;

The minimum primary street setback proposed is 3m. A minimum of 3.75m is permissible for the applicable density coding of R12.5. The extent of the façade encroaching within the 3.75m street setback is predominantly comprised of major openings to a habitable room, being the master bedroom. The area encroaching forward of the 7.5m street setback line is able to be adequately compensated for by an equivalent area of open space, i.e. it averages at the 7.5m primary street setback line.

P2.1 – Buildings set back from street boundaries an appropriate distance to ensure they:

1. **Contribute to, and are consistent with, an established streetscape:**

The width of the encroachment equates to 3.49m, with an additional 2.20m width of articulated wall. The façade situated at the reduced street setback of 3m is comprised predominantly of major openings to the habitable room, being the master suite. The façade is also articulated. The street frontage remains open and interactive with adequate area available for the integration of high quality landscaping features. The reduced street setback at 3m is not anticipated to pose a detrimental impact on the streetscape associated with Pinetree Circuit. As the total overall width of the encroachment equates to 5.69m and is situated central to site, the established streetscape is not to be adversely impacted. The design of the dwelling with the integration of major openings, articulated walls within the façade and clearly defined entry point ensure that the proposed development positively contributes to the streetscape associated with Pinetree Circuit. Such design measures assist in reducing the potential impact of building bulk resulting from the proposed 3m primary street setback.

The land situated opposite the subject site is zoned 'Parks and Recreation' and is therefore not developed with residential dwellings. Pinetree Circuit is therefore not adversely impacted in terms of building bulk resulting from the 3m primary street setback. The proposed reduced street setback is unlikely to be noticeable given the remainder of the façade is setback a distance of 5.5m from the primary street boundary. Furthermore, integrating numerous major openings within the façade of the master bedroom ensures the appearance of building bulk from the 0.75m variation to the minimum primary street setback is reduced.

2. Provide adequate privacy and open space for dwellings:

There is no variation sought against the deemed-to-comply provisions under clause 5.4.1 of the RCodes pertaining to visual privacy. There is no overlooking of adjoining residential properties. Although the open space is sought to be reduced for the site, the dwelling is offset from all boundaries adequately to ensure privacy, ventilation and access to northern sun is maintained. Privacy and open space are not compromised as a result of the reduced primary street setback. The overall design of the dwelling and outbuilding is considered to contribute to an overall aesthetically pleasing design for the subject site. The development appears consistent with that which exists in the area and is not anticipated to appear ad-hoc in terms of appearance or scale.

3. Accommodate site planning requirements such as parking, landscape and utilities:

The site allows adequate area for the installation of landscaping, both within the façade and adjoining the dwelling. The area available to accommodate for any site planning requirements is not reduced. Adequate car parking provision is provided for the site, with substantial area available for the integration of landscaping and utilities. The proposed outbuilding to the rear of the site essentially ensures all vehicles are appropriately housed and screened from view. Noting the landowner/s require the outbuilding to store their boats and Winnebago within.

4. Allow safety clearances for easements for essential service corridors:

There are no easements outlined on the site plan provided, clearances for services are adequate.

P2.2 – Buildings mass and form that:

1. Uses design features to affect the size and scale of the building:

The proposed design is considered to achieve a visually pleasing development. Major openings to habitable rooms are integrated within the façade of the dwelling. The development is not considered to pose a potential visual impact resulting from the variation sought to the minimum primary street setback of 3.75m. The proposed street setback at 3m varies the required minimum by only 0.75m (75cm). The dwelling is of single storey construction and integrates varying materials for construction such as feature stonework, rendered brickwork, and windows providing vertical emphasis.

Design measures such as the peak of the skillion roof being situated central to the site, offsetting the dwelling from the northern side boundary and integrating numerous major openings to habitable rooms within the façade ensures the development will not appear visually intrusive as viewed from Pinetree Circuit, or from adjoining properties.

2. Uses appropriate minor projections that do not detract from the character of the streetscape:

It has been outlined above that the reduced primary street setback is not anticipated to detract from the character of the streetscape associated with Pinetree Circuit. Although a minimum street setback of 3m is proposed, the dwelling does still average at the applicable 7.5m primary street setback line. Therefore the area of the dwelling encroaching forward of the 7.5m street setback line is adequately compensated for by an equivalent area of open space behind the 7.5m setback line and up to a street setback line of 15m. The character of the streetscape is not compromised as a result of the proposed encroachment, or minimum proposed primary street setback of 3m.

3. Minimises the proportion of the façade at ground level taken up by building services, vehicle entries and parking supply, blank walls, servicing infrastructure access and meters and the like:

This criterion may be more applicable to higher density development. However, the development integrates sympathetically with existing development, the design of the dwelling does not integrate blank walls or similar as visible from the Pinetree Circuit frontage. A single vehicle access point is proposed for the site, given vehicular access to the outbuilding will be only occasionally. Integrating only one vehicular access of all weather surface treatment reduces the appearance of infrastructure as viewed from the street frontage.

4. Positively contributes to the prevailing development context and streetscape:

The proposed patio extension is not considered to adversely impact the existing streetscape associated with Pinetree Circuit. Building bulk is not increased as a result of the 0.75m (75cm) setback variation to the primary street boundary, given the 20m width of the site, in comparison to the maximum width of 5.69m for the encroachment. Landscaping is able to be installed within the area between the primary street boundary and dwelling façade, in addition to surrounding the dwelling. The proposed development is not anticipated to appear adhoc or unduly impact the amenity of adjoining properties. The prevailing development context is comprised of dwellings situated at varying street setbacks to Pinetree Circuit, with articulated walls of the facades fronting the street.

Clause 5.1.3, P3.1 for Lot Boundary Setback;

The outbuilding is proposed at a nil setback to the north-western side boundary and a reduced setback to the south-western rear boundary. The garage associated with the dwelling is also proposed at a nil setback to the south-eastern side boundary. A boundary wall is generally proposed up to one side boundary. A minimum rear setback of 1.7m is applicable in accordance with Table 2a under the RCodes, based on the 16m length and

wall height of 1.7m for the proposed outbuilding. Noting however a rear setback of 6m applies for the density coding of R12.5, with reference to Table 1 under the RCodes.

P3.1 Buildings set back from lot boundaries so as to:

1. Reduce impacts of building bulk on adjoining properties:

There is no adverse impact on the adjoining properties in terms of building bulk. Both side boundaries of the subject site abut vacant land, being Lot 349 and Lot 351. The rear boundary of the subject site abuts Lot 360 and is adjacent to existing structures comprising a timber patio and an outbuilding, which appear to exist at a rear setback of approximately 1m. The proposed outbuilding is facilitated as far to the rear boundary as possible without compromising rear adjoining Lot 360.

The boundary wall proposed abutting Lot 351 has a maximum wall height of 5.20m and a minimum of 4.23m, averaging at a height of 4.72m over a length of 10.38m. Noting wall heights have been measured from the ground level at the closest common boundary. The Shire's Local Planning Policy for Outbuildings allows a maximum wall height of 3.60m, and a total overall height of 4.50m. The skillion roof design reduces the appearance of building bulk as viewed from adjoining Lot 351. In addition, the outbuilding is to be of masonry construction and is considered to integrate sympathetically with the construction of the main dwelling. Such design elements are considered to assist in reducing the potential adverse impact of building bulk on adjoining Lot 351.

The boundary wall proposed abutting Lot 349 has a minimum, maximum and average wall height of 2.85m with a total length of 8.30m proposed. Noting the wall height has been measured above natural ground level at the closest common boundary. The Shire's Local Planning Policy for 'RCodes – Side and Rear Boundary Setbacks' allows a boundary wall on land pertaining to an R12.5 density coding, up to a maximum height of 3.30m and length of 9.00m. The proposed boundary wall is within the specified parameters.

The rear length of wall adjacent to Lot 360 has a proposed wall height of 4.18m for a length of 15.99m. The rear setback required under Table 2a of the RCodes equates to 1.70m, noting a proposed rear setback of 1.50m. In addition the outbuilding seeks to increase the permissible wall height of 3.60m for an outbuilding to 4.18m. The proposed variations are not anticipated to adversely impact affected adjoining Lot 360 given the wall is adjacent to existing structures such as a patio and outbuilding. The masonry construction in Brickmaker's Mandu (cream colour) is considered to appear aesthetically pleasing in terms of appearance.

The extent of the proposed outbuilding as viewed from the rear adjoining property is largely obscured by the existing 1.8m high metal fencing facilitated along the rear boundary, in addition to the existing patio and outbuilding on Lot 360. The lighter tone of the brickwork is also anticipated to reduce the visual appearance of the outbuilding on adjoining properties and as viewed from the street frontage, in comparison to otherwise darker brickwork.

There are no outdoor living areas, habitable rooms, or major openings to habitable rooms situated adjacent to the proposed boundary walls or rear wall of the outbuilding.

Given the vacant adjoining Lot 349 and Lot 351 and the nature of adjoining development on Lot 360 there is no anticipated adverse impact in terms of building bulk on adjoining land parcels.

Although the wall height is to be increased to a maximum of 5.15m from the permissible height of 3.60m, the total overall height is required in order to appropriately house and secure the landowner/s boats and Winnebago. The 42c high roller door is required to allow the vehicles adequate clearance to enter the proposed outbuilding.

The brickwork in Brickmaker's Mandu (cream colour) and colorbond roof sheeting in Shale Grey is consistent with existing surrounding development and therefore anticipated to integrate sympathetically. The outbuilding integrates a skillion roof design, further reducing the appearance of building bulk associated with the scale and height of the proposed development.

Given the above elements associated with the proposed development and existing adjoining development, the two proposed boundary walls and reduced rear setback sought are not anticipated to result in building bulk as viewed from adjoining Lot 349, Lot 351 or Lot 360. The subject site is situated adjacent to an area pertaining to public open space; as such there is no adverse impact on residential properties facilitated opposite the site.

2. Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties:

With regard to the nil setback sought, clause 5.4.2 under the Residential Design Codes outlines for the applicable density coding of R12.5 that 25% of an adjoining land parcel/s may be overshadowed. The shadow cast as a result of the proposed outbuilding does not exceed 25% of adjoining Lot 360 to the south-western rear, or adjoining Lot 349 to the south-east. Further noting that the shadow cast within rear adjoining Lot 360 only falls over a portion of the existing timber patio and outbuilding. The shadow falls within adjoining Lot 360 to a maximum depth of 2.5m and therefore does not entirely cover the timber patio and outbuilding. As such direct sun and ventilation to the adjoining properties is maintained.

The proposed boundary walls are to non-habitable structures, being areas utilised for the purpose of housing vehicles. However, the location of the proposed outbuilding and garage are appropriate in terms of ensuring direct sun and ventilation to the habitable areas of the dwelling and associated outdoor living areas, is sufficient. Similarly the location of the proposed boundary walls, or the reduced rear setback does not compromise the availability of direct sun or ventilation to adjoining residential development, or associated outdoor living areas.

The two land parcels adjoining the side boundaries of the subject site are vacant at present. As the two structures adjacent to the south-western rear boundary are unenclosed or non-habitable, ventilation to the building and associated open spaces is adequate for both the subject site and adjoining Lot 360. There is no adverse impact on major openings to habitable rooms, or north-facing areas associated with outdoor living.

3. Minimise the extent of overlooking and resultant loss of privacy on adjoining properties:

Privacy of affected adjoining land parcels is not reduced as a result of the boundary walls, reduced rear setback or increased outbuilding height. Essentially the outbuilding is non-habitable and therefore does not seek to vary the deemed-to-comply provisions under clause 5.4.1 of the Residential Design Codes pertaining to visual privacy. The location of the proposed outbuilding is more likely to increase privacy associated with south-western adjoining Lot 360. There is no variation sought against the deemed-to-comply provisions of clause 5.4.1 pertaining to visual privacy under the RCodes.

P3.2 Buildings built up to boundaries (other than the street boundary) where this:

1. Makes more effective use of space for enhanced privacy for the occupant/s or outdoor living areas:

The two boundary walls proposed allow the site to be utilised to a greater extent, as required to cater for the landowner/s personal items. Situating the outbuilding to the rear of the proposed dwelling, with a single vehicular access point to the double garage ensures the outbuilding does not appear visually prominent from the primary street frontage. The proposed outbuilding is predominantly screened from view of the street by the dwelling. The roller doors are visible from the street frontage, however they do detract from an otherwise blank masonry wall. There is no compromise in terms of privacy given the outbuilding is non-habitable. The design of the overall development is considered to effectively utilise the space available within the subject site for the purpose of catering for the landowner/s requirements.

The amenity of affected adjoining land parcels is not adversely impacted as a result of the two boundary walls, the reduced rear setback, or as a result of the increased height for the outbuilding.

2. Does not compromise the design principle contained in clause 5.1.3 P3.1:

As outlined above direct sun to major openings of habitable rooms is not reduced as a result of the variations sought in terms of boundary setbacks or outbuilding height. The development is well within the overshadowing requirements under clause 5.4.2 of the RCodes pertaining to solar access.

3. Does not have any adverse impact on the amenity of the adjoining property:

The nil setback proposed at the north-western side boundary for the outbuilding does not adversely impact the amenity of adjoining Lot 351. Adjoining Lot 351 is vacant at present.

Similarly the nil setback proposed at the south-eastern side boundary for the double garage does not adversely impact the amenity of adjoining Lot 349. Adjoining Lot 349 is vacant at present.

The reduced rear setback of 1.5m seeks a minor variation to the required rear setback of 1.7m under Table 2a of the RCodes, based on the length and height of the proposed rear wall of the outbuilding.

Adjoining Lot 360 is not adversely impacted in terms of direct sun or overshadowing, ventilation, privacy or building bulk. The rear wall of the proposed outbuilding is facilitated adjacent to existing structures, which exist at a rear setback of approximately 1m.

Access to natural sunlight, ventilation and privacy will be maintained for all adjoining land parcels. The ability for adjoining residents to actively enjoy the area within their site is not compromised.

4. Ensures direct sun to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted:

As outlined above the extent of direct sun available to habitable rooms or outdoor living areas is not adversely impacted as a result of the two boundary walls proposed. The affected adjoining land parcels Lot 349 and Lot 351 to which boundary walls are proposed, have direct access to northern sunlight. The shadow cast as a result of the proposed development does not seek variation to the deemed-to-comply provisions under clause 5.4.2 of the RCodes pertaining to solar access.

5. Positively contributes to the prevailing development context and streetscape:

The proposed development is considered to positively contribute to the prevailing development context. Noting existing development appears to be situated with outbuildings built up to side and rear boundaries. The increased wall height is required in order to suitably house the resident's boats and Winnebago. Although an increased wall and total height is sought, the skillion roof design is anticipated to assist in reducing the potential visual prominence associated with the proposed outbuilding.

The design of the outbuilding effectively utilises the space available within the site. The orientation of the outbuilding ensures it appears as least visually intrusive as possible when viewed from the primary street frontage. The street frontage is to remain open and interactive. The proposed dwelling appropriately responds to the street frontage with a clearly defined entry point and major openings to habitable rooms integrated within the façade of the single house. The area within the street frontage is adequate to integrate landscaping within.

The subject site is situated adjacent to an area pertaining to public open space; as such there is no adverse impact on residential properties facilitated opposite the site. The streetscape is not compromised as a result of the proposal to build up to two side boundaries, reduce the rear setback or increase the permissible heights for the outbuilding.

Clause 5.1.4, P4 for Open Space

The open space provision required under Table 1 of the Residential Design Codes for the applicable density coding of R12.5 is 55%. The open space provision for the proposed development inclusive of the 50m² variation allowed as per the definition of 'open space' under the Residential Design Codes equates to 48%.

1. Reflect the existing and/or desired streetscape character or as outlined under the local planning framework;

The proposed development does not detract from the existing streetscape associated with Pinetree Circuit. The development is consistent with that which exists in the locality, with the exception of the scale of the outbuilding noting however that the scale of the outbuilding is required for the storage of landowner/s vehicles. The dwelling appropriately responds to the streetscape through the integration of aesthetically pleasing design features and materials for construction. Street surveillance is adequate and vehicular access points have been kept to a minimum so as to further protect the visual amenity of adjoining properties and the public open space situated opposite.

The reduced open space is not anticipated to adversely impact the streetscape character associated with Pinetree Circuit. The outbuilding is situated as far to the rear of the subject site as possible and as such preserves the extent of open space visible from the primary street frontage. A 7% variation is sought against the required 55% open space requirement for the applicable density coding of R12.5. This variation would not result in the dwelling appearing visually intrusive or ad hoc as viewed from adjoining properties, from the primary street Pinetree Circuit, or from the opposite area of public open space. The area of open space to both side boundaries, at the rear of the dwelling and within the primary street frontage is adequate in ensuring the variation does not adversely impact the streetscape.

2. Provide access to natural sunlight for the dwelling;

The dwelling has been designed and facilitated on the subject site with regard to obtaining solar access for the proposed dwelling whilst maintaining solar access for all adjoining properties. Due to the orientation of the site and the existing dwelling being offset from the north-western side boundary, direct access to natural sunlight is available. The development does not vary the deemed-to-comply provisions under clause 5.4.2 of the RCodes pertaining to solar access for adjoining sites.

3. Reduce building bulk on the site, consistent with the expectations of the applicable density code and/or as outlined in the local planning framework;

Design measures are appropriately integrated within the design of the dwelling to reduce the building bulk on the site, and adjoining properties. Major openings, articulated walls and boundary setbacks have been applied so as to ensure building bulk is reduced. The variation sought of 7% is not anticipated to result in the dwelling appearing ad-hoc or of a bulky, visually intrusive nature. It has been outlined above how the proposed development reduces the appearance of building bulk through the integration of varying design measures.

The major openings within the façade of the dwelling provide vertical emphasis and reduce the appearance of an otherwise blind or blank wall on the streetscape. The varying materials for construction such as feature stonework, rendered brickwork and skillion roof design create interest and reduce the appearance of the size and scale of the dwelling. Noting also that the brickwork for the development is light in colour, being Brickmaker's Mandu. The lighter coloured brickwork reduces the appearance of height and bulk associated with the development.

4. Provide an attractive setting for the buildings, landscape, vegetation and streetscape;

The area within the primary street setback is adequate to allow for the integration of soft landscaping such as grass, trees or shrubs. Additional area is available for the integration of landscaping at the north-western and rear south-eastern aspect of the site. The streetscape is positively contributed through the design and facilitation of the dwelling on the site. The proposed outbuilding is situated entirely behind the primary street setback and to the rear of the proposed dwelling. The setting for the dwelling and those adjoining is considered to be attractive with elements such as landscaping, vegetation, amenity and responding to the existing streetscape adequately taken into consideration. The public open space situated opposite has also been considered in designing the proposed single house and outbuilding.

5. Provide opportunities for residents to use space external to the dwelling for outdoor pursuits and access within/around the site; and

The provision of an outdoor living area is considered adequate for the site. There is adequate area at the south-eastern rear and north-western aspect of the dwelling available for use in conjunction with internal habitable living areas. Reducing the area of open space does not reduce the area available for residents to actively enjoy the outdoors. Such areas may be utilised year round given they are situated at opposite aspects of the dwelling and therefore protected from natural elements at varying seasons of the year. In addition to outdoor living areas on site, there is a large area pertaining to public open space opposite the subject site. As such the availability for outdoor pursuits is not limited as a result of the proposed variations to the deemed-to-comply provisions of the RCodes. The landowner/s enjoy the outdoors and outdoor pursuits, noting the reasoning for all of the RCode variations sought is primarily for the purpose of housing their boats and Winnebago.

6. Provide space for external fixtures and essential facilities.

The area available for the provision of the above is not compromised as a result of the variation proposed to the open space requirement. External fixtures and essential facilities are adequately provided for. Car parking for the site is adequate. An area situated to the rear of the dwelling is available for clothes drying.

Clause 5.4.3 C3 for Outbuildings

The proposed outbuilding is to be situated with a maximum increased wall height and total overall height of 5.20m. Given the skillion roof design, the wall height tapers down to 4.23m. A reduced setback to the rear boundary is also proposed.

P3 Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties

The proposed outbuilding is facilitated as far to the rear of the subject site as possible, without adversely impacting adjoining Lot 360 to the rear. The outbuilding is of skillion roof design, with the higher point of the skillion roof situated internal to the subject site.

Situating the highest point of the skillion roof internal to the site reduces the appearance and potential impact in terms of maximum height on adjoining properties.

The outbuilding is proposed with a maximum wall height of 5.20m and a minimum of 4.23m, therefore averaging at 4.72m. The heights seek to vary the maximum permissible wall height of 3.60m. It is also noted that the proposed maximum height of 5.20m seeks to vary the maximum overall height permissible of 4.50m.

The permissible outbuilding area for the applicable density coding of R12.5 is 80m². A total area of 165m² is proposed. The increased area is required in order to suitably house the residents' two boats and Winnebago. As the outbuilding is to be constructed of the same materials and colours, as the dwelling the increased area is not anticipated to adversely impact the amenity of the locality. The outbuilding is also facilitated entirely behind the single house and therefore predominantly screened from view of the street. The location of the proposed outbuilding is situated adjacent to existing structures on the rear adjoining property, which would obscure the view of the outbuilding from the neighbouring Lot 360. The length of the outbuilding wall adjacent to each side boundary equates to 10.39m with the skillion roof design sloping down in height toward the rear boundary. The increased area is not anticipated to adversely impact the streetscape or visual amenity of neighbouring properties.

The proposed outbuilding is of masonry construction, being Brickmaker's Mandu (cream colour) with a Colorbond Shale Grey roof. The materials for construction are of high quality and anticipated to appear aesthetically pleasing as viewed from adjoining properties, or from the streetscape. The visual amenity of the area is protected through the integration of aesthetically pleasing materials and colours, consistent with those proposed for the main dwelling. The dwelling is setback a minimum of 6m from the north-western side boundary to which the boundary wall for the outbuilding is proposed. Offsetting the dwelling from the boundary protects the visual amenity of adjoining Lot 351 through reducing the appearance of building bulk.

All stormwater runoff from the proposed outbuilding is to be adequately retained on site to the Shire's Engineering requirements, noting stormwater retention has been outlined on the proposed site plan.

There is no adverse impact in terms of the amenity and therefore the ability of the residents associated with adjoining properties to actively enjoy and utilise their dwelling, or area available for use in conjunction with an existing or future dwelling.

The streetscape associated with Pinetree Circuit is not compromised as the proposed outbuilding is entirely behind the existing dwelling and is therefore predominantly screened from view of the street frontage.

The overall development will result in the site being able to be utilised to a greater extent by the landowner/s. The liveability of the site is increased through allowing the site to be fully utilised for the purpose of enclosing, securing and protecting the landowner/s vehicles from natural elements which may damage their vehicles such as sun, wind and rain. Enclosing the vehicles also ensures they are not unsightly in terms of otherwise being uncovered and stored to the rear of the site, or alongside the dwelling.

The area within the site available for the installation of landscaping is not compromised, noting the street frontage remains open with adequate area available for the integration of high quality landscape features.

The amenity of the locality is not compromised as a result of the proposed RCode and Local Planning Policy variations. The proposed development is consistent with that which exists in the area, where outbuildings are facilitated up to lot boundaries and toward the rear of sites. The streetscape associated with Pinetree Circuit is not compromised as a result of the proposed development. The streetscape is to remain open and interactive, with the dwelling appropriately responding to the street frontage in terms of surveillance.

The development is considered to result in an aesthetically pleasing outcome whilst increasing the liveability of the site for the lifestyle desired by the landowner's.

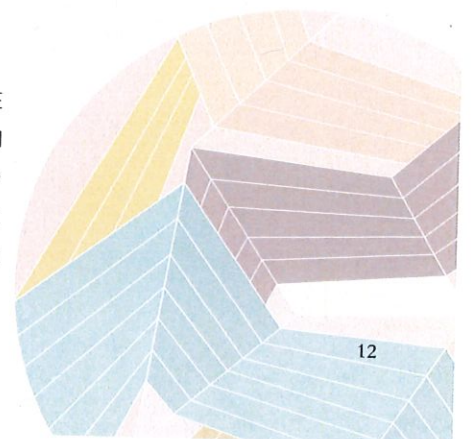
Thank you for your consideration of the above planning application. If you have any queries or require additional information with regard to the above please feel free to contact me on 0403 217 808 or via email at natalie@midwestplanningconsulting.com.au.

Kind regards,

N. Andersen.

Natalie Andersen
PLANNING CONSULTANT

natalie@midwestplanningconsulting.com.au E
Monday – Friday | 8am – 3pm H
PO Box 62 | Stoneville WA 6081 P
0403 217 808 T
51 727 712 900 ABN





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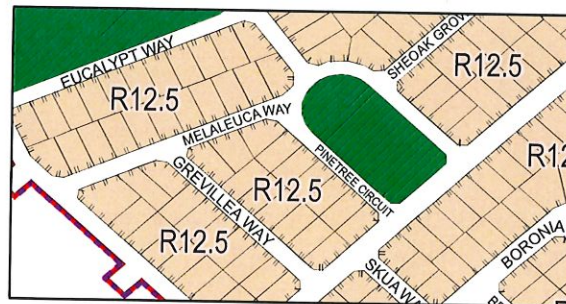
5 March 2019

Shire of Dandaragan
PO Box 676
JURIEN BAY WA 6516

ATTN: Town Planning Services

**PROPOSED SINGLE HOUSE & OUTBUILDING (RCODE VARIATIONS) ON LOT 350
(NO. 24) PINETREE CIRCUIT, JURIEN BAY (MOTTERAM - 34051)**

The land parcel subject to this application for planning approval appears to be zoned 'Residential' with an applicable density coding of R12.5, under the Shire of Dandaragan Town Planning Scheme No. 7.



Location of Subject Site



The Shire's discretion is sought with regard to proposed variations against the deemed-to-comply provisions under the Residential Design Codes (RCodes). The following variations are sought:

1. Clause 5.1.3, C2.1 (iii) for street setback – the single house is proposed at a minimum street setback of 3m. A variation is therefore sought for varying the minimum permissible street setback of 3.75, being half of the applicable 7.5m primary street setback for the R12.5 density coding.
2. Clause 5.1.3, C3.1 (i) and C3.2 for lot boundary setback – single house and outbuilding to be built at nil setback to two side boundaries. Outbuilding proposed at reduced rear setback. Noting variation also to Shire's Local Planning Policy 8.11 pertaining to 'RCodes – Side and Rear Boundary Setbacks'.

3. Clause 5.1.4, C4 for Open Space

The open space provision required under Table 1 of the Residential Design Codes for the applicable density coding of R12.5 is 55%. The open space provision for the proposed development inclusive of the 50m² variation allowed under the open space definition of the Residential Design Codes equates to 48%. A variation of 7% is requested.

4. Clause 5.4.3, C3 (iii, iv, v, vii and viii) for outbuildings – outbuilding proposed at increased area, increased wall and total height, reduced rear setback and nil side setback. Noting variation also to Shire's Local Planning Policy 8.5 pertaining to 'Outbuildings – Residential Areas'.

It would be appreciated if the Shire would please undertake consultation with the affected adjoining landowner/s for the variations sought. It is understood that given the variations sought the proposed development will be presented to the Shire of Dandaragan's Council Meeting. Should any additional information be required please do not hesitate to contact the applicant.

Justification against the above design provisions is provided within.

Clause 5.1.2, P2.1 for Street Setback;

The minimum primary street setback proposed is 3m. A minimum of 3.75m is permissible for the applicable density coding of R12.5. The extent of the façade encroaching within the 3.75m street setback is predominantly comprised of major openings to a habitable room, being the master bedroom. The area encroaching forward of the 7.5m street setback line is able to be adequately compensated for by an equivalent area of open space, i.e. it averages at the 7.5m primary street setback line.

P2.1 – Buildings set back from street boundaries an appropriate distance to ensure they:

1. **Contribute to, and are consistent with, an established streetscape:**

The width of the encroachment equates to 3.49m, with an additional 2.20m width of articulated wall. The façade situated at the reduced street setback of 3m is comprised predominantly of major openings to the habitable room, being the master suite. The façade is also articulated. The street frontage remains open and interactive with adequate area available for the integration of high quality landscaping features. The reduced street setback at 3m is not anticipated to pose a detrimental impact on the streetscape associated with Pinetree Circuit. As the total overall width of the encroachment equates to 5.69m and is situated central to site, the established streetscape is not to be adversely impacted. The design of the dwelling with the integration of major openings, articulated walls within the façade and clearly defined entry point ensure that the proposed development positively contributes to the streetscape associated with Pinetree Circuit. Such design measures assist in reducing the potential impact of building bulk resulting from the proposed 3m primary street setback.

The land situated opposite the subject site is zoned 'Parks and Recreation' and is therefore not developed with residential dwellings. Pinetree Circuit is therefore not adversely impacted in terms of building bulk resulting from the 3m primary street setback. The proposed reduced street setback is unlikely to be noticeable given the remainder of the façade is setback a distance of 5.5m from the primary street boundary. Furthermore, integrating numerous major openings within the façade of the master bedroom ensures the appearance of building bulk from the 0.75m variation to the minimum primary street setback is reduced.

2. Provide adequate privacy and open space for dwellings:

There is no variation sought against the deemed-to-comply provisions under clause 5.4.1 of the RCodes pertaining to visual privacy. There is no overlooking of adjoining residential properties. Although the open space is sought to be reduced for the site, the dwelling is offset from all boundaries adequately to ensure privacy, ventilation and access to northern sun is maintained. Privacy and open space are not compromised as a result of the reduced primary street setback. The overall design of the dwelling and outbuilding is considered to contribute to an overall aesthetically pleasing design for the subject site. The development appears consistent with that which exists in the area and is not anticipated to appear ad-hoc in terms of appearance or scale.

3. Accommodate site planning requirements such as parking, landscape and utilities:

The site allows adequate area for the installation of landscaping, both within the façade and adjoining the dwelling. The area available to accommodate for any site planning requirements is not reduced. Adequate car parking provision is provided for the site, with substantial area available for the integration of landscaping and utilities. The proposed outbuilding to the rear of the site essentially ensures all vehicles are appropriately housed and screened from view. Noting the landowner/s require the outbuilding to store their boats and Winnebago within.

4. Allow safety clearances for easements for essential service corridors:

There are no easements outlined on the site plan provided, clearances for services are adequate.

P2.2 – Buildings mass and form that:

1. Uses design features to affect the size and scale of the building:

The proposed design is considered to achieve a visually pleasing development. Major openings to habitable rooms are integrated within the façade of the dwelling. The development is not considered to pose a potential visual impact resulting from the variation sought to the minimum primary street setback of 3.75m. The proposed street setback at 3m varies the required minimum by only 0.75m (75cm). The dwelling is of single storey construction and integrates varying materials for construction such as feature stonework, rendered brickwork, and windows providing vertical emphasis.

Design measures such as the peak of the skillion roof being situated central to the site, offsetting the dwelling from the northern side boundary and integrating numerous major openings to habitable rooms within the façade ensures the development will not appear visually intrusive as viewed from Pinetree Circuit, or from adjoining properties.

2. Uses appropriate minor projections that do not detract from the character of the streetscape:

It has been outlined above that the reduced primary street setback is not anticipated to detract from the character of the streetscape associated with Pinetree Circuit. Although a minimum street setback of 3m is proposed, the dwelling does still average at the applicable 7.5m primary street setback line. Therefore the area of the dwelling encroaching forward of the 7.5m street setback line is adequately compensated for by an equivalent area of open space behind the 7.5m setback line and up to a street setback line of 15m. The character of the streetscape is not compromised as a result of the proposed encroachment, or minimum proposed primary street setback of 3m.

3. Minimises the proportion of the façade at ground level taken up by building services, vehicle entries and parking supply, blank walls, servicing infrastructure access and meters and the like:

This criterion may be more applicable to higher density development. However, the development integrates sympathetically with existing development, the design of the dwelling does not integrate blank walls or similar as visible from the Pinetree Circuit frontage. A single vehicle access point is proposed for the site, given vehicular access to the outbuilding will be only occasionally. Integrating only one vehicular access of all weather surface treatment reduces the appearance of infrastructure as viewed from the street frontage.

4. Positively contributes to the prevailing development context and streetscape:

The proposed patio extension is not considered to adversely impact the existing streetscape associated with Pinetree Circuit. Building bulk is not increased as a result of the 0.75m (75cm) setback variation to the primary street boundary, given the 20m width of the site, in comparison to the maximum width of 5.69m for the encroachment. Landscaping is able to be installed within the area between the primary street boundary and dwelling façade, in addition to surrounding the dwelling. The proposed development is not anticipated to appear adhoc or unduly impact the amenity of adjoining properties. The prevailing development context is comprised of dwellings situated at varying street setbacks to Pinetree Circuit, with articulated walls of the facades fronting the street.

Clause 5.1.3, P3.1 for Lot Boundary Setback;

The outbuilding is proposed at a nil setback to the north-western side boundary and a reduced setback to the south-western rear boundary. The garage associated with the dwelling is also proposed at a nil setback to the south-eastern side boundary. A boundary wall is generally proposed up to one side boundary. A minimum rear setback of 1.7m is applicable in accordance with Table 2a under the RCodes, based on the 16m length and

wall height of 1.7m for the proposed outbuilding. Noting however a rear setback of 6m applies for the density coding of R12.5, with reference to Table 1 under the RCodes.

P3.1 Buildings set back from lot boundaries so as to:

1. Reduce impacts of building bulk on adjoining properties:

There is no adverse impact on the adjoining properties in terms of building bulk. Both side boundaries of the subject site abut vacant land, being Lot 349 and Lot 351. The rear boundary of the subject site abuts Lot 360 and is adjacent to existing structures comprising a timber patio and an outbuilding, which appear to exist at a rear setback of approximately 1m. The proposed outbuilding is facilitated as far to the rear boundary as possible without compromising rear adjoining Lot 360.

The boundary wall proposed abutting Lot 351 has a maximum wall height of 5.20m and a minimum of 4.23m, averaging at a height of 4.72m over a length of 10.38m. Noting wall heights have been measured from the ground level at the closest common boundary. The Shire's Local Planning Policy for Outbuildings allows a maximum wall height of 3.60m, and a total overall height of 4.50m. The skillion roof design reduces the appearance of building bulk as viewed from adjoining Lot 351. In addition, the outbuilding is to be of masonry construction and is considered to integrate sympathetically with the construction of the main dwelling. Such design elements are considered to assist in reducing the potential adverse impact of building bulk on adjoining Lot 351.

The boundary wall proposed abutting Lot 349 has a minimum, maximum and average wall height of 2.85m with a total length of 8.30m proposed. Noting the wall height has been measured above natural ground level at the closest common boundary. The Shire's Local Planning Policy for 'RCodes – Side and Rear Boundary Setbacks' allows a boundary wall on land pertaining to an R12.5 density coding, up to a maximum height of 3.30m and length of 9.00m. The proposed boundary wall is within the specified parameters.

The rear length of wall adjacent to Lot 360 has a proposed wall height of 4.18m for a length of 15.99m. The rear setback required under Table 2a of the RCodes equates to 1.70m, noting a proposed rear setback of 1.50m. In addition the outbuilding seeks to increase the permissible wall height of 3.60m for an outbuilding to 4.18m. The proposed variations are not anticipated to adversely impact affected adjoining Lot 360 given the wall is adjacent to existing structures such as a patio and outbuilding. The masonry construction in Brickmaker's Mandu (cream colour) is considered to appear aesthetically pleasing in terms of appearance.

The extent of the proposed outbuilding as viewed from the rear adjoining property is largely obscured by the existing 1.8m high metal fencing facilitated along the rear boundary, in addition to the existing patio and outbuilding on Lot 360. The lighter tone of the brickwork is also anticipated to reduce the visual appearance of the outbuilding on adjoining properties and as viewed from the street frontage, in comparison to otherwise darker brickwork.

There are no outdoor living areas, habitable rooms, or major openings to habitable rooms situated adjacent to the proposed boundary walls or rear wall of the outbuilding.

Given the vacant adjoining Lot 349 and Lot 351 and the nature of adjoining development on Lot 360 there is no anticipated adverse impact in terms of building bulk on adjoining land parcels.

Although the wall height is to be increased to a maximum of 5.15m from the permissible height of 3.60m, the total overall height is required in order to appropriately house and secure the landowner/s boats and Winnebago. The 42c high roller door is required to allow the vehicles adequate clearance to enter the proposed outbuilding.

The brickwork in Brickmaker's Mandu (cream colour) and colorbond roof sheeting in Shale Grey is consistent with existing surrounding development and therefore anticipated to integrate sympathetically. The outbuilding integrates a skillion roof design, further reducing the appearance of building bulk associated with the scale and height of the proposed development.

Given the above elements associated with the proposed development and existing adjoining development, the two proposed boundary walls and reduced rear setback sought are not anticipated to result in building bulk as viewed from adjoining Lot 349, Lot 351 or Lot 360. The subject site is situated adjacent to an area pertaining to public open space; as such there is no adverse impact on residential properties facilitated opposite the site.

2. Provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties:

With regard to the nil setback sought, clause 5.4.2 under the Residential Design Codes outlines for the applicable density coding of R12.5 that 25% of an adjoining land parcel/s may be overshadowed. The shadow cast as a result of the proposed outbuilding does not exceed 25% of adjoining Lot 360 to the south-western rear, or adjoining Lot 349 to the south-east. Further noting that the shadow cast within rear adjoining Lot 360 only falls over a portion of the existing timber patio and outbuilding. The shadow falls within adjoining Lot 360 to a maximum depth of 2.5m and therefore does not entirely cover the timber patio and outbuilding. As such direct sun and ventilation to the adjoining properties is maintained.

The proposed boundary walls are to non-habitable structures, being areas utilised for the purpose of housing vehicles. However, the location of the proposed outbuilding and garage are appropriate in terms of ensuring direct sun and ventilation to the habitable areas of the dwelling and associated outdoor living areas, is sufficient. Similarly the location of the proposed boundary walls, or the reduced rear setback does not compromise the availability of direct sun or ventilation to adjoining residential development, or associated outdoor living areas.

The two land parcels adjoining the side boundaries of the subject site are vacant at present. As the two structures adjacent to the south-western rear boundary are unenclosed or non-habitable, ventilation to the building and associated open spaces is adequate for both the subject site and adjoining Lot 360. There is no adverse impact on major openings to habitable rooms, or north-facing areas associated with outdoor living.

3. Minimise the extent of overlooking and resultant loss of privacy on adjoining properties:

Privacy of affected adjoining land parcels is not reduced as a result of the boundary walls, reduced rear setback or increased outbuilding height. Essentially the outbuilding is non-habitable and therefore does not seek to vary the deemed-to-comply provisions under clause 5.4.1 of the Residential Design Codes pertaining to visual privacy. The location of the proposed outbuilding is more likely to increase privacy associated with south-western adjoining Lot 360. There is no variation sought against the deemed-to-comply provisions of clause 5.4.1 pertaining to visual privacy under the RCodes.

P3.2 Buildings built up to boundaries (other than the street boundary) where this:

1. Makes more effective use of space for enhanced privacy for the occupant/s or outdoor living areas:

The two boundary walls proposed allow the site to be utilised to a greater extent, as required to cater for the landowner/s personal items. Situating the outbuilding to the rear of the proposed dwelling, with a single vehicular access point to the double garage ensures the outbuilding does not appear visually prominent from the primary street frontage. The proposed outbuilding is predominantly screened from view of the street by the dwelling. The roller doors are visible from the street frontage, however they do detract from an otherwise blank masonry wall. There is no compromise in terms of privacy given the outbuilding is non-habitable. The design of the overall development is considered to effectively utilise the space available within the subject site for the purpose of catering for the landowner/s requirements.

The amenity of affected adjoining land parcels is not adversely impacted as a result of the two boundary walls, the reduced rear setback, or as a result of the increased height for the outbuilding.

2. Does not compromise the design principle contained in clause 5.1.3 P3.1:

As outlined above direct sun to major openings of habitable rooms is not reduced as a result of the variations sought in terms of boundary setbacks or outbuilding height. The development is well within the overshadowing requirements under clause 5.4.2 of the RCodes pertaining to solar access.

3. Does not have any adverse impact on the amenity of the adjoining property:

The nil setback proposed at the north-western side boundary for the outbuilding does not adversely impact the amenity of adjoining Lot 351. Adjoining Lot 351 is vacant at present.

Similarly the nil setback proposed at the south-eastern side boundary for the double garage does not adversely impact the amenity of adjoining Lot 349. Adjoining Lot 349 is vacant at present.

The reduced rear setback of 1.5m seeks a minor variation to the required rear setback of 1.7m under Table 2a of the RCodes, based on the length and height of the proposed rear wall of the outbuilding.

Adjoining Lot 360 is not adversely impacted in terms of direct sun or overshadowing, ventilation, privacy or building bulk. The rear wall of the proposed outbuilding is facilitated adjacent to existing structures, which exist at a rear setback of approximately 1m.

Access to natural sunlight, ventilation and privacy will be maintained for all adjoining land parcels. The ability for adjoining residents to actively enjoy the area within their site is not compromised.

4. Ensures direct sun to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted:

As outlined above the extent of direct sun available to habitable rooms or outdoor living areas is not adversely impacted as a result of the two boundary walls proposed. The affected adjoining land parcels Lot 349 and Lot 351 to which boundary walls are proposed, have direct access to northern sunlight. The shadow cast as a result of the proposed development does not seek variation to the deemed-to-comply provisions under clause 5.4.2 of the RCodes pertaining to solar access.

5. Positively contributes to the prevailing development context and streetscape:

The proposed development is considered to positively contribute to the prevailing development context. Noting existing development appears to be situated with outbuildings built up to side and rear boundaries. The increased wall height is required in order to suitably house the resident's boats and Winnebago. Although an increased wall and total height is sought, the skillion roof design is anticipated to assist in reducing the potential visual prominence associated with the proposed outbuilding.

The design of the outbuilding effectively utilises the space available within the site. The orientation of the outbuilding ensures it appears as least visually intrusive as possible when viewed from the primary street frontage. The street frontage is to remain open and interactive. The proposed dwelling appropriately responds to the street frontage with a clearly defined entry point and major openings to habitable rooms integrated within the façade of the single house. The area within the street frontage is adequate to integrate landscaping within.

The subject site is situated adjacent to an area pertaining to public open space; as such there is no adverse impact on residential properties facilitated opposite the site. The streetscape is not compromised as a result of the proposal to build up to two side boundaries, reduce the rear setback or increase the permissible heights for the outbuilding.

Clause 5.1.4, P4 for Open Space

The open space provision required under Table 1 of the Residential Design Codes for the applicable density coding of R12.5 is 55%. The open space provision for the proposed development inclusive of the 50m² variation allowed as per the definition of 'open space' under the Residential Design Codes equates to 48%.

1. Reflect the existing and/or desired streetscape character or as outlined under the local planning framework;

The proposed development does not detract from the existing streetscape associated with Pinetree Circuit. The development is consistent with that which exists in the locality, with the exception of the scale of the outbuilding noting however that the scale of the outbuilding is required for the storage of landowner/s vehicles. The dwelling appropriately responds to the streetscape through the integration of aesthetically pleasing design features and materials for construction. Street surveillance is adequate and vehicular access points have been kept to a minimum so as to further protect the visual amenity of adjoining properties and the public open space situated opposite.

The reduced open space is not anticipated to adversely impact the streetscape character associated with Pinetree Circuit. The outbuilding is situated as far to the rear of the subject site as possible and as such preserves the extent of open space visible from the primary street frontage. A 7% variation is sought against the required 55% open space requirement for the applicable density coding of R12.5. This variation would not result in the dwelling appearing visually intrusive or ad hoc as viewed from adjoining properties, from the primary street Pinetree Circuit, or from the opposite area of public open space. The area of open space to both side boundaries, at the rear of the dwelling and within the primary street frontage is adequate in ensuring the variation does not adversely impact the streetscape.

2. Provide access to natural sunlight for the dwelling;

The dwelling has been designed and facilitated on the subject site with regard to obtaining solar access for the proposed dwelling whilst maintaining solar access for all adjoining properties. Due to the orientation of the site and the existing dwelling being offset from the north-western side boundary, direct access to natural sunlight is available. The development does not vary the deemed-to-comply provisions under clause 5.4.2 of the RCodes pertaining to solar access for adjoining sites.

3. Reduce building bulk on the site, consistent with the expectations of the applicable density code and/or as outlined in the local planning framework;

Design measures are appropriately integrated within the design of the dwelling to reduce the building bulk on the site, and adjoining properties. Major openings, articulated walls and boundary setbacks have been applied so as to ensure building bulk is reduced. The variation sought of 7% is not anticipated to result in the dwelling appearing ad-hoc or of a bulky, visually intrusive nature. It has been outlined above how the proposed development reduces the appearance of building bulk through the integration of varying design measures.

The major openings within the façade of the dwelling provide vertical emphasis and reduce the appearance of an otherwise blind or blank wall on the streetscape. The varying materials for construction such as feature stonework, rendered brickwork and skillion roof design create interest and reduce the appearance of the size and scale of the dwelling. Noting also that the brickwork for the development is light in colour, being Brickmaker's Mandu. The lighter coloured brickwork reduces the appearance of height and bulk associated with the development.

4. Provide an attractive setting for the buildings, landscape, vegetation and streetscape;

The area within the primary street setback is adequate to allow for the integration of soft landscaping such as grass, trees or shrubs. Additional area is available for the integration of landscaping at the north-western and rear south-eastern aspect of the site. The streetscape is positively contributed through the design and facilitation of the dwelling on the site. The proposed outbuilding is situated entirely behind the primary street setback and to the rear of the proposed dwelling. The setting for the dwelling and those adjoining is considered to be attractive with elements such as landscaping, vegetation, amenity and responding to the existing streetscape adequately taken into consideration. The public open space situated opposite has also been considered in designing the proposed single house and outbuilding.

5. Provide opportunities for residents to use space external to the dwelling for outdoor pursuits and access within/around the site; and

The provision of an outdoor living area is considered adequate for the site. There is adequate area at the south-eastern rear and north-western aspect of the dwelling available for use in conjunction with internal habitable living areas. Reducing the area of open space does not reduce the area available for residents to actively enjoy the outdoors. Such areas may be utilised year round given they are situated at opposite aspects of the dwelling and therefore protected from natural elements at varying seasons of the year. In addition to outdoor living areas on site, there is a large area pertaining to public open space opposite the subject site. As such the availability for outdoor pursuits is not limited as a result of the proposed variations to the deemed-to-comply provisions of the RCodes. The landowner/s enjoy the outdoors and outdoor pursuits, noting the reasoning for all of the RCode variations sought is primarily for the purpose of housing their boats and Winnebago.

6. Provide space for external fixtures and essential facilities.

The area available for the provision of the above is not compromised as a result of the variation proposed to the open space requirement. External fixtures and essential facilities are adequately provided for. Car parking for the site is adequate. An area situated to the rear of the dwelling is available for clothes drying.

Clause 5.4.3 C3 for Outbuildings

The proposed outbuilding is to be situated with a maximum increased wall height and total overall height of 5.20m. Given the skillion roof design, the wall height tapers down to 4.23m. A reduced setback to the rear boundary is also proposed.

P3 Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties

The proposed outbuilding is facilitated as far to the rear of the subject site as possible, without adversely impacting adjoining Lot 360 to the rear. The outbuilding is of skillion roof design, with the higher point of the skillion roof situated internal to the subject site.

Situating the highest point of the skillion roof internal to the site reduces the appearance and potential impact in terms of maximum height on adjoining properties.

The outbuilding is proposed with a maximum wall height of 5.20m and a minimum of 4.23m, therefore averaging at 4.72m. The heights seek to vary the maximum permissible wall height of 3.60m. It is also noted that the proposed maximum height of 5.20m seeks to vary the maximum overall height permissible of 4.50m.

The permissible outbuilding area for the applicable density coding of R12.5 is 80m². A total area of 165m² is proposed. The increased area is required in order to suitably house the residents' two boats and Winnebago. As the outbuilding is to be constructed of the same materials and colours, as the dwelling the increased area is not anticipated to adversely impact the amenity of the locality. The outbuilding is also facilitated entirely behind the single house and therefore predominantly screened from view of the street. The location of the proposed outbuilding is situated adjacent to existing structures on the rear adjoining property, which would obscure the view of the outbuilding from the neighbouring Lot 360. The length of the outbuilding wall adjacent to each side boundary equates to 10.39m with the skillion roof design sloping down in height toward the rear boundary. The increased area is not anticipated to adversely impact the streetscape or visual amenity of neighbouring properties.

The proposed outbuilding is of masonry construction, being Brickmaker's Mandu (cream colour) with a Colorbond Shale Grey roof. The materials for construction are of high quality and anticipated to appear aesthetically pleasing as viewed from adjoining properties, or from the streetscape. The visual amenity of the area is protected through the integration of aesthetically pleasing materials and colours, consistent with those proposed for the main dwelling. The dwelling is setback a minimum of 6m from the north-western side boundary to which the boundary wall for the outbuilding is proposed. Offsetting the dwelling from the boundary protects the visual amenity of adjoining Lot 351 through reducing the appearance of building bulk.

All stormwater runoff from the proposed outbuilding is to be adequately retained on site to the Shire's Engineering requirements, noting stormwater retention has been outlined on the proposed site plan.

There is no adverse impact in terms of the amenity and therefore the ability of the residents associated with adjoining properties to actively enjoy and utilise their dwelling, or area available for use in conjunction with an existing or future dwelling.

The streetscape associated with Pinetree Circuit is not compromised as the proposed outbuilding is entirely behind the existing dwelling and is therefore predominantly screened from view of the street frontage.

The overall development will result in the site being able to be utilised to a greater extent by the landowner/s. The liveability of the site is increased through allowing the site to be fully utilised for the purpose of enclosing, securing and protecting the landowner/s vehicles from natural elements which may damage their vehicles such as sun, wind and rain. Enclosing the vehicles also ensures they are not unsightly in terms of otherwise being uncovered and stored to the rear of the site, or alongside the dwelling.

The area within the site available for the installation of landscaping is not compromised, noting the street frontage remains open with adequate area available for the integration of high quality landscape features.

The amenity of the locality is not compromised as a result of the proposed RCode and Local Planning Policy variations. The proposed development is consistent with that which exists in the area, where outbuildings are facilitated up to lot boundaries and toward the rear of sites. The streetscape associated with Pinetree Circuit is not compromised as a result of the proposed development. The streetscape is to remain open and interactive, with the dwelling appropriately responding to the street frontage in terms of surveillance.

The development is considered to result in an aesthetically pleasing outcome whilst increasing the liveability of the site for the lifestyle desired by the landowner's.

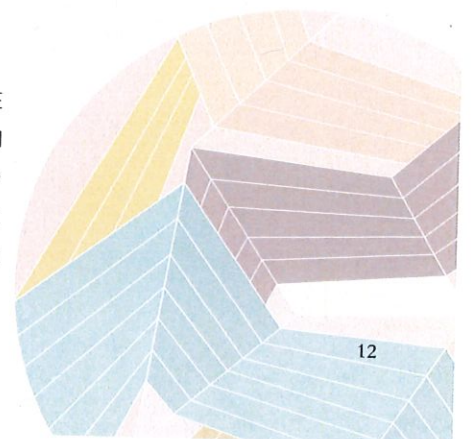
Thank you for your consideration of the above planning application. If you have any queries or require additional information with regard to the above please feel free to contact me on 0403 217 808 or via email at natalie@midwestplanningconsulting.com.au.

Kind regards,

N. Andersen.

Natalie Andersen
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SCHEDULE OF SUBMISSIONS – PROPOSED SINGLE HOUSE LOT 350 PINETREE CIRCUIT, JURIEN BAY

Submitter	Comment	Officer Response
C J & J R Underwood Lot 351 Pinetree Circuit 14 August 2018	We have met with the owners and inspected the plans including shed wall adjoining our boundary with a roof height of approximately 4.2m of limestone hue brick. We have no objection to the proposed structure on our common boundary.	Noted.
Whiteside Constructions Lot 361 Grevillea Way 20 March 2019	We do not object to the proposal.	Noted.
K B Courtenay Lot 360 Grevillea Way 1 April 2019	<p>I wish to object strongly to the development of the attached oversized masonry garage within this residential location. Reasoning for my objection are as follows:</p> <ol style="list-style-type: none"> 1. Oversized commercial masonry shed being built within a residential area a well as on a residential block, by allowing the approval of this oversized shed, the Council/Shire are setting a precedence for future owners to build oversize sheds where as in the past, this was never allowed, let alone approved by Council/Shire. 2. Location of the shed will be overshadowing (powering) as well as loss of light; <ol style="list-style-type: none"> a. Blocking sunlight for my solar panels, including my solar hart water system on my roof, especially during the winter months. b. All bedrooms and games room windows facing the back fence due to the oversized commercial shed will be an eye sore including massive loss of light inside my property. 3. Resale value will drop dramatically if I was to sell my property in the near future, it looks out of place and 	<p>Noted.</p> <ol style="list-style-type: none"> 1. Agreed, approval of this size sized shed/garage in the 'Residential' zone would set an undesirable precedence. 2. Overshadowing from the proposal is compliant with the R-Codes. However, it can be argued there is an adverse impact to your rear outdoor living space which is in close proximity to the common boundary. 3. Agreed there is an adverse visual impact of the proposal affecting 80% of your rear boundary, however market forces are not a valid planning concern. 4. Stormwater is to be managed on site in accordance with <i>AS3500 Plumbing and Drainage</i>. This a general building permit condition.

	<p>character for the residential area including the size of the block, as for my view; it will look like the 'Berlin Wall'.</p> <p>4. Are there any issues with the shed's guttering with that size roof of a 'commercial shed', is the water going to affect my property? How will it run off? What damage will it cause to my property.</p> <p>5. What is the oversized masonry shed going to be used for? Especially in a residential built up area. What is/will the noise level be each and every day and night due to young families surrounding that property in question as this will affect not only myself but surrounding neighbours, is this a business shed.</p> <p>6. What are the guarantees if the owner stipulates the oversized shed not going to be used for business purpose, after approval and completion, along with proof and verification that it's being used for business?</p> <p>7. With this oversized shed why haven't the owners not looked up in the 'Heights' where commercial sheds this size are approved, why in residential area where in the past shed's that size have been rejected.</p> <p>8. Ask yourself, would you like to be looking at this oversized commercial masonry shed at the back of your property, devaluing your potential sale price, depriving your solar panels/hot water system and children from sun, light into back rooms? In a residential property area?</p> <p>9. Under Policy No.8.5 Outbuildings – 'Residential Areas', it states under statutory powers <i>"Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties"</i>, with a wall height of over 3.6m and a back wall length of over 15m this</p>	<p>5. Storage of several recreational vehicles and tools.</p> <p>6. A condition can enforce the garage not to be used for commercial purposes.</p> <p>7. I'm not able to answer that question.</p> <p>8. I concur, there are adverse visual impacts of the proposal for the 'Residential' zoned area it is within. Approval of such would set an undesirable precedence.</p> <p>9. Agreed and noted.</p> <p>10. Agreed and noted.</p>
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	<p>will have an advert affect on my property, this is the size of a commercial building and should be built on a commercial or rural site, not in a residential area. Under section 5.4.3 P3 of the Residential Design Codes the permitted area of an outbuilding is 80sqm or 10% of the site area, whichever is lesser, this outbuilding is double that.</p> <p>10. I realise that outbuildings are required in Jurien Bay to house boats and caravans, which this we agree with. Even though they have attached this building to the house by a roof, to avoid the outbuilding regulations, this is still a commercial shed that should not be allowed to be built in a residential area. We hope the Shire takes into account the reasons why I disapprove of this development.</p>	
<p>B J & B J Hooper Lot 359 Grevillea Way 2 April 2019</p>	<p>""</p>	<p>""</p>



LOCAL PLANNING STRATEGY

2019

PART 1 – THE STRATEGY

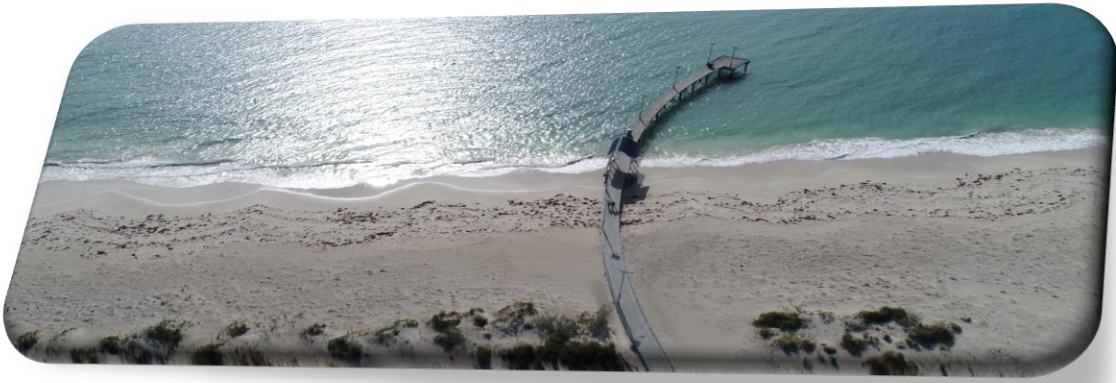


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EXECUTIVE SUMMARY

The purpose of this Local Planning Strategy (LPS) is to outline a 10-15 year planning direction for the whole of the Shire of Dandaragan in the context of State and regional planning documents. The LPS also provides the rationale for land use zoning and planning provisions for amendments to the existing *Local Planning Scheme No.7* (the Scheme) or a comprehensive review of the Scheme as required under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

In 2012 the Shire adopted the following interrelated planning documents:

- *Local Planning Strategy – Rural Land Use and Rural Settlement Planning Strategy* (which considered the Coastal Hinterland, Rural areas and Rural towns);
- *Jurien Bay Growth Plan*;
- *Jurien Bay City Centre Strategy Plan*; and
- *Local Tourism Planning Strategy*.

The LPS draws together the planning framework for the whole Shire by considering the coastal settlement area and incorporating the substance of the Rural Land Use and Rural Settlement Strategy into a single document. As such the Local Planning Strategy – Rural Land Use and Rural Settlement (2012) will be superseded.

The Jurien Bay City Centre Strategy Plan (2012) will be retained as a separate document to guide ongoing development of the City Centre area. The planning elements of the Jurien Bay Growth Plan (2012) have been incorporated into the LPS, noting that the purpose of the Growth Plan was to provide an integrated approach to facilitate the development of Jurien Bay as a regional centre.

The LPS comprises strategies and related actions for:

- The whole of the Shire of Dandaragan;
- Jurien Bay;
- Cervantes;
- Dandaragan; and
- Badgingarra.

The strategies and actions of *Part One – The Strategy* are supplemented by maps illustrating key elements and *Part Two – Background Information and Analysis* which provides a detailed explanation for the strategies and/or actions.

The LPS covers the following key land use planning issues:

1. Settlement pattern
2. Population trends
3. Rural Living

4. Rural land
5. Airport
6. Tourism
7. Protection and use of groundwater
8. Surface Water Protection
9. Coastal processes
10. Biodiversity
11. Landscape protection
12. Townsite consolidation
13. Bushfire risk
14. Town Planning Scheme No. 7
15. Conventional oil and unconventional gas prospects

The LPS is to be applied for planning decision making by Council and the Western Australian Planning Commission (WAPC). The LPS will be utilised for amendments of the Scheme or preparation of a new Scheme, structure plans, subdivision applications and development proposals.

1. INTRODUCTION

The LPS outlines the Shire's development vision for its municipal area (see Figure 1). It has been prepared to guide land use planning over the next ten to fifteen years and provides the rationale for land use and development controls in the Scheme.

The LPS comprises two parts. *Part One - The Strategy*, which sets the vision and objectives for the Shire, and provides longer term direction for land use and development strategies. *Part Two - Background Information and Analysis*, includes a profile of the Shire, and data and analysis related to the key planning issues outlined in Part One.

The LPS is:

- a public document which provides the opportunity for the community and government agencies to have input into the Shire's strategic planning;
- a plan that provides strategies for the future zoning of land for various land uses and guidance for the future subdivision and development of land;
- a dynamic document that can be amended in response to changes in policy and factors influencing the Shire's growth and development.

2. STATUTORY CONTEXT

2.1 REQUIREMENTS OF A LOCAL PLANNING STRATEGY

Part 3 - Regulation 11 of the *Planning and Development (Local Planning Schemes) Regulations 2015* require a local planning strategy to be approved for land within the district of a local government. An local planning strategy is to:

- a) *set out the long term planning directions for the local government;*
- b) *apply any State or regional planning policy that is relevant to the strategy; and*
- c) *provide the rationale for any zoning or classification of land under the local planning scheme.*

2.2 STATE PLANNING CONTEXT

STATE PLANNING STRATEGY

The WAPC's *State Planning Strategy* (SPS) (2014) is identified as the highest order planning document in Western Australia. It provides the basis for the integration and coordination of strategic planning across the metropolitan area and the regions. Strong and resilient regions is a key strategic goal of the SPS with the priorities being a diverse economy, creating places where people want to live and work and inter-regional collaborations to harness the competitive advantage of each region.

WHEATBELT PLANNING AND INFRASTRUCTURE FRAMEWORK

The *Wheatbelt Planning and Infrastructure Framework* (2015) is a regional strategic planning document that provides an overview of regional planning issues and priorities, developing on the key priorities of the SPS. The key objectives for the Wheatbelt established in the framework are: effective infrastructure and service delivery; a diversified and adaptive economy; and management of natural amenity to support social, cultural and economic development.

The LPS builds on opportunities identified in the framework as being particularly relevant to the Shire, such as:

- A focus on employment growth and regional services and facilities, such as for health and education, in the established activity centre of Jurien Bay;
- Potential opportunities to establish additional horticulture sites on the Dandaragan Plateau and areas west of the Brand Highway, given its soil and water resources and location relative to the metropolitan area;
- The prospectivity for unconventional gas production in the inland areas of the Shire;
- The establishment of 'footloose' knowledge-based and home-based businesses in the coastal towns, given the proximity to Perth and the expected availability of good telecommunications infrastructure and services in the future;
- Sufficient groundwater resources in the coastal towns to accommodate population growth;
- The impact of residential and rural residential development on the supply of basic raw materials and agricultural lime resources; and
- Development of the tourism market based on the Shire's landscape and biodiversity values.

DRAFT GUILDERTON TO KALBARRI SUB-REGIONAL PLANNING STRATEGY

The *Draft Guilderton to Kalbarri Sub-regional Planning Strategy* (2017) is an overarching planning document that guides the future planning and development of the coastal lands within the local government areas of the Shires of Gingin, Dandaragan, Coorow, Carnamah, Irwin and Northampton and the City of Greater Geraldton.

The strategy seeks to ensure that growth and development is well planned, reflects the current government positions, state planning policies and best planning practices regarding the environment, landscape, settlement patterns and economic opportunities of the area.

STATE PLANNING POLICIES

A number of State Planning Policies are particularly relevant to the Shire and have been applied in preparation of the draft LPS. These include:

SPP 2.0	Environmental and Natural Resources
SPP 2.4	Basic Raw Materials
SPP 2.5	Rural Planning
SPP 2.6	State Coastal Planning
SPP 2.7	Public Drinking Water Source
SPP 2.9	Water Resources
SPP 3	Urban Growth and Settlement
SPP 3.4	Natural Hazards and Disasters

SPP 3.6	Development Contributions for Infrastructure
SPP 3.7	Planning in Bushfire Prone Areas
SPP 5.2	Telecommunications Infrastructure

2.3 LOCAL PLANNING CONTEXT

LOCAL PLANNING STRATEGY – RURAL LAND USE AND RURAL SETTLEMENT

A local planning strategy for the inland areas of the Shire, *Local Planning Strategy – Rural Land Use and Rural Settlement* was approved by the Shire and endorsed by the WAPC in 2012. When this strategy, commonly termed the 'Inland Strategy', was approved, the WAPC reaffirmed the need to prepare a single consolidated local planning strategy for the whole Shire. The vision and strategies reflected in the Inland Strategy are therefore incorporated into the Part two of the LPS. The Inland Strategy will be superseded once the LPS is endorsed by the WAPC.

LOCAL PLANNING SCHEME NO 7

Statutory planning in the Shire is controlled by the Scheme, which was gazetted on 24th October 2006. Given that the Scheme is more than a decade old, the LPS will provide direction for amendments to the Scheme or for the preparation of a new Scheme, to ensure that Scheme provisions are contemporary and reflect changes to policy and social and economic circumstances.

OTHER STRATEGIC PLANS

In 2012 the Shire adopted a number of planning documents which provide guidance on land use and development in the Shire:

- Jurien Bay Growth Plan (2012) provided an integrated approach to facilitate the development of Jurien Bay as a regional centre.
- Jurien Bay City Centre Plan Strategy Plan (2012) provided a detailed plan for the City Centre area.
- Local Tourism Planning Strategy (2012) provided a strategic direction for tourism planning in the area.
- Cervantes Town Centre Future Land Use Plan (2012) provided a framework for future planning in Cervantes.

These documents are available on the Shire's website. The *Jurien Bay City Centre Strategy Plan* will be retained as a separate document to guide the ongoing development of the city centre in accordance with Amendment 35 of the Scheme. The planning elements of the *Jurien Bay Growth Plan*, the *Local Tourism Planning Strategy*, *Strategic Community Plan 2015* and *Cervantes Town Centre Future Land Use Plan*, have been incorporated into the LPS.

3. VISION AND GOALS

The *Shire of Dandaragan Strategic Community Plan 2016 – 2026* (SCP) is the fundamental community development document for the Shire, detailing the vision for the future and encapsulating the ideas of the community. The vision for the LPS is drawn from this plan.

3.1 VISION

Build on the stunning natural assets of the region, the Shire of Dandaragan offers a diverse and vibrant lifestyle with healthy, strong, socially connected communities.

Similarly, the goals of the LPS align with the directions of the SCP. These goals reflect the economic, community and environmental aspirations for the Shire. Specific objectives for each goal can be viewed within the SCP.

3.2 GOALS

1. Great place for residential and business development

The Shire will maintain, and where possible enhance, the attractiveness of the Shire as a place for residential and business development.

2. Healthy, safe and active community

The Shire will maintain and further foster the healthy, safe and active nature of the Shire community.

3. Strong and connected community

The Shire will support the growth and development of a strong and connected Shire community.

4. Healthy natural and built environment

The Shire will maintain, and where possible enhance the health of, the natural and built environment.

5. Proactive and leading local government

The Shire will be a proactive and leading local government.

4. KEY LAND USE AND PLANNING ISSUES

The key land use and planning issues provide the background and context for the formulation of strategies that will guide land use change and development in the Shire over the next ten to fifteen years. Some of the key issues are highlighted below and a more comprehensive assessment of the key issues can be found in Part Two of this document.

1. SETTLEMENT PATTERN

The current settlement pattern is expected to continue with the growth of Jurien Bay strengthening its role as a regional centre that offers a range of housing, services and facilities. There is a desire to retain the distinct, village feel of Cervantes, while recognising its physical and service links with Jurien Bay. The towns of Badgingarra and Dandaragan will continue to support the agricultural sectors in the inland areas with limited growth

anticipated. Rural living development will be located adjacent to the existing towns with access to their services, facilities and amenities.

2. POPULATION TRENDS

The Shire has a lower than average percentage of people in the 15-24 age group and a higher than average percentage of people 55 and older compared to State averages. Forecasts suggest that this profile will continue. This will have an impact on housing needs and a range of facilities and services including health and aged care, and education and training.

3. RURAL LIVING

There is vacant or undeveloped rural residential zoned and subdivided land, particularly in the Jurien Bay locality. Consideration of any new proposals should be guided by the extent of existing land supply, take-up and population projections. Given that rural living is residential in nature, new areas should be located: adjacent to an existing townsite; have appropriate access to services, facilities and amenities; be outside extreme bushfire areas; and protect environmental and natural landscape values.

New rural living precincts should not compromise high quality agricultural land or conflict with near-by rural land uses. Modest additional demand for rural residential land near the coast is expected and can be accommodated within existing areas. Limited rural residential or rural smallholding development may be needed in areas surrounding the inland towns, to meet demand from local farmers who wish to remain in the district once retired and others seeking a rural lifestyle.

4. RURAL LAND

Agriculture remains the principal activity in the Shire. There is a desire to introduce greater flexibility into the rural zone so that a wide range of land uses associated with primary production, and intensified rural uses such as food production and/or manufacturing, are possible and can assist in improving the viability of rural enterprises.

The availability of groundwater in conjunction with high quality agricultural land may provide opportunities to support food production and manufacturing in localities with existing services and good transport connections to the metropolitan area. In addition, issues including boundary realignments to promote farming efficiencies and the creation of homestead lots to accommodate retiring farmers need to be addressed.

5. AIRPORT

The existing airport within Jurien Bay has capacity constraints and a suitable site for a new regional airport has been identified. The location of the airport will influence land use planning in the locality, given noise impacts on sensitive land uses.

6. TOURISM

Tourism is a major contributor to the economy of the Shire and is expected to grow. The Scheme currently provides limited development provisions and land use definitions for the assessment of tourism. In addition it does not protect tourism sites through zoning and site requirements that limit the length of occupancy and the proportion of the residential

component of tourism developments. There is a need to plan for growth in caravan and camping accommodation along the coast.

7. PROTECTION AND USE OF GROUNDWATER

There are two proclaimed groundwater areas within the Shire; the Jurien and Gingin groundwater areas. The protection and sustainable use of these groundwater areas is critical for supporting the growth of Jurien Bay as a regional centre and for attracting new agri-industry that may be displaced from locations closer to the metropolitan area and require relatively large water allocations. Given the limited and declining rainfall throughout the Shire, groundwater use needs to balance the needs of a range of uses.

8. SURFACE WATER PROTECTION

The Shire has two proclaimed Surface Water Areas; the Hill River and Tributaries, and Moore River and Tributaries. The protection of the Hill River and the associated riverine environment is particularly important and any planning proposals that may impact on the river should reflect this.

9. COASTAL PROCESSES

Offshore reefs run parallel to much of the Shire's coastline, creating a diverse marine environment and providing shelter for the primarily sandy coast. However, several sections of the shoreline are highly vulnerable to climate and sea level change. Parts of the coastline earmarked for future development are highly susceptible to long term change due to geological characteristics and instability of the coastal dunes. Appropriate coastal setbacks are important and engineering solutions to protect coastal infrastructure or residential/tourist development may be required. The Shire is undertaking Coastal Hazard Risk Management and Adaptation Planning (CHRMAP) for the coastline, focusing on areas that have community and infrastructure assets such as the Jurien Bay and Cervantes town sites considered to be at risk from coastal erosion and inundation. The CHRMAP shall over time be modified as more detailed and updated scientific information is made available on the climate change and coastal impacts. Provisions such as a Coastal Hazard Special Control Area will be inserted into the Scheme and reinforced by a coastal development local planning policy based on the CHRMAP's findings.

10. BIODIVERSITY

The portion of the Shire that lies roughly east of Brand Highway and north to Badgingarra, and the east side of Munbinea/Cockleshell Gully Road, is largely cleared. The small remnants of original vegetation have moderate levels of vegetation connectivity, high conservation value or are at risk of becoming threatened. Remnants east of Brand Highway therefore have the highest conservation value. The majority of remnant vegetation in the western portion of the Shire remains uncleared and well-connected, and a biodiversity hotspot has been identified in the Lesueur area, reflecting the diversity and uniqueness of the flora, as well as the threats to its continued existence. The challenge is to manage the important biodiversity assets outside reserves when changes to current land uses and development are proposed.

11. LANDSCAPE PROTECTION

The landscape in the Shire's western portion is significant at a State level for a combination of reasons, including: its open character, with its low dunes carpeted in low-growing heath, providing extensive views across pristine-appearing landscapes; the occasional elevated flat-topped hills; the great diversity of plant species which provides an exceptionally colourful display in spring, bringing visitors from around the world; the large, white, mobile dunes near the coast; and ocean vistas that include surf breaking over reefs. The general lack of development visible from major travel routes is unusual, given the Shire's proximity to the Perth metropolitan region. The key issue in relation to landscapes is to maintain its valued characteristics as the Shire continues to develop.

12. TOWNSITE CONSOLIDATION

Large areas of land, including Crown land, that lie adjacent to Jurien Bay and Cervantes provide opportunities for consolidation or expansion of the towns.

13. BUSHFIRE RISK

Those parts of the Shire that are vegetated are vulnerable to bushfires. The drying climate and settlement expansion into some of these areas increases the risks to life and property associated with bushfires.

14. LOCAL PLANNING SCHEME NO. 7

The Scheme was gazetted in 2006 and has been amended nineteen times. The Scheme is due for review to ensure Scheme provisions are contemporary and reflect changes to policy and social and economic circumstances.

15. CONVENTIONAL OIL AND UNCONVENTIONAL GAS PROSPECTS

The municipal area is considered to be prospective for both conventional oil and unconventional gas resources. A number of oil and gas exploratory and production wells for tight and shale gas have been drilled in the Dandaragan Trough (Perth Basin).

5. PLANNING DIRECTION AND ACTIONS

The long-term planning directions for the Shire, and strategies to achieve the vision and goals, are found in this section. The strategies are based on the findings of an analysis of key issues contained in the Part Two of this document. A reference to the relevant section in the Part Two is provided for each strategy. A particular strategy may relate to more than one issue or locality and may therefore be reflected more than once in this section of the document.

Some strategies provide direction for land use change and future scheme amendments. Other strategies may indicate a change in the Shire's policy position or the need for further information or assessment prior to a change in the Scheme being proposed.

5.1 SETTLEMENT

The settlement hierarchy is illustrated in Figure 1.

STRATEGIC DIRECTION

GENERAL

- Promote and support urban growth and infill in a manner that concentrates settlement and growth in and around the four existing towns.
- Maximise utilisation of existing community facilities and utility infrastructure through urban consolidation.
- Minimise conflict between urban growth and rural land use through the establishment of sufficient buffers.

JURIEN BAY

- Recognise Jurien Bay as the regional centre providing services and facilities to serve the wider regional community.
- Plan for an ultimate population of 20,000+.
- Provide a diversity of housing in response to demographic trends.
- Increase employment opportunities based on the competitive opportunities identified for the Shire, particularly in the tourism sector.
- Plan for aged care in response to demographic trends and recognise the role it plays in employment growth.
- Consolidate urban areas and support mixed use sites.
- Acknowledge that there are sufficient vacant lots and land zoned for residential use to satisfy demand beyond 15 years.

CERVANTES

- Recognise the role of Cervantes as a small coastal town with a distinct character and a focus on tourism.
- Recognise the complementary relationship between Cervantes and the regional centre of Jurien Bay.
- Concentrate on development and intensification of existing zoned land.
- Prevent ad-hoc or fragmented development of land to provide for long term consolidation of Cervantes.

DANDARAGAN

- Retain Dandaragan as a rural community providing for the needs of the rural hinterland.
- Permit development opportunities that meet the needs of the small diverse settlement.

BADGINGARRA

- Retain Badgingarra as a rural community providing for the needs of the rural hinterland.
- Recognise Badgingarra's role as a tourist and highway service centre for Brand Highway.
- Permit development opportunities that meet the needs of the small diverse settlement.

OTHER

- Recognise Cataby and Regans Ford as highway service centres for Brand Highway and surrounding rural based communities.
- Continue to lobby the State Government for the development of Wedge and Grey as tourist sites for low impact, affordable, short-term coastal accommodation.

TABLE 1: ACTIONS – SETTLEMENT

*Actions with ** also appear in Table 8: Schedule of changes to local planning scheme.*

Actions	Part Two references
Jurien Bay	
Support staged development of identified residential expansion areas in accordance with the Turquoise Coast and North Head structure plans, subject to availability of utility infrastructure.	5.1.1
** Increase residential densities in areas that are conducive to redevelopment and have adequate utility services in accordance with Jurien Bay City Centre Plan Strategy Plan.	5.1.1 Table 23
Initiate planning for the Community Uses Precinct (land bounded by Bashford, Bayliss and Hammersley streets adjacent to the Council Administration Office and District High School) to provide a new and expanded community facilities and services to reinforce Jurien Bay's regional role.	5.1.1 Figure 6
** Rezone the land adjacent to Bashford Street between Hasting Street, Seaward Drive and Aquilla Street, for mixed use or more intensive residential development, subject to infrastructure availability.	5.1.1 Table 22
Stage residential rezoning in accordance with market demand and an assessment of the exiting supply of zoned land and undeveloped lots.	5.1.1 Tables 19 and 22
Encourage the development of lots within reasonable periods of time through the developers offering time-based incentives.	5.1.1
** Provide variations to standards for aged or dependent living, allowing for such dwellings to be developed at higher densities than permissible for a specific lot under the Residential Design Codes.	5.1.1 Tables 16 and 17
Pursue the provision of appropriate community infrastructure to facilitate staged growth as set out in the Jurien Bay Growth Plan (2012).	5.1.1 Figures 6 and 7
Pursue the provision of appropriate staged service infrastructure to facilitate growth to ultimate capacity as set out in the Jurien Bay Growth Plan (2012).	5.1.1
Prepare a comprehensive plan to guide the future development of the Health Precinct to include a wide range of complementary uses.	5.1.1 Figure 6
Consider the long term use of the current Jurien Bay Airport land in the context of the regional airport study and identification of a proposed alternative site.	5.4.8
Prepare a strategic plan for land situated between Jurien Road, Indian Ocean Drive, Hill River, Alta Mare and Jurien Heights identified as "Subject to long term strategic planning in Figure 3", that addresses buffers, public purpose, extractive industry, servicing, landscape, flooding and other environmental matters.	Figure 3
Prepare a strategic plan for Crown land north-east of the boat harbour and west of Indian Ocean Drive identified as "Subject to long term strategic planning in Figure 3", that addresses coastal setbacks, flooding, mineral	Figure 3

Actions	Part Two references
leases, servicing, recreation and tourism, landscape and environmental matters.	
Cervantes	
Support proposals that are consistent with the endorsed Cervantes Town Centre Future Land Use Plan.	5.1.2 Figure 8
Prepare a strategic plan for land north of the Cervantes townsite identified as "Subject to long term strategic planning in Figure 3" that addresses coastal setbacks, ground and surface water, servicing and infrastructure, conservation, fire management and linkages to the rural residential land (Marine Fields) to the north.	Figure 3
Pursue the finalisation of land exchanges between the Shire and DBCA around Cervantes and Hill River (including Reserve 19206), to support potential expansion of Cervantes to the north.	5.1.2 Figure 3
** Increase residential densities in areas that are conducive to redevelopment and have adequate utility services, to provide opportunities for greater housing choice.	5.1.1
Dandaragan	
Support development opportunities within or immediately adjacent to the townsite of Dandaragan, to encourage a more compact settlement form and utilise existing infrastructure.	5.1.3 Figure 4
Progress the development of land zoned Residential in Dandaragan, with the State Government and land developers.	5.1.3
** Support rezoning and subdivision for residential and rural living uses, composite mixed business or industry with residential uses, within or adjacent to the townsite; subject to land suitability assessment.	5.1.3 5.6.2
Badgingarra	
Support development opportunities within or immediately adjacent to the townsite of Badgingarra, to encourage a more compact settlement form and utilise existing infrastructure.	5.1.4 Figure 5
Progress the development of land zoned Residential in Badgingarra, with the State Government and land developers.	5.1.4
** Support rezoning and subdivision for residential and rural living uses, highway-related services and industry, composite mixed business or industry with residential uses, within or adjacent to the townsite; subject to land suitability assessment; logical extension of existing development; landscape protection adjacent to Brand Highway; and minimising access points from Brand Highway.	5.1.4 5.6.2 Figure 5
Other	
Retain Regans Ford and Cataby as service centres with limited additional residential and rural living uses to be supported.	5.1.5 5.1.6 Figure 2
Lobby the State Government to develop Wedge and Grey as low impact, affordable short-term coastal accommodation tourist nodes.	5.6.3

5.2 RURAL LIVING

STRATEGIC DIRECTION

- Provide for rural living opportunities in areas adjacent to existing settlements that can be appropriately serviced, are compatible with near-by land use activity and which protect important biodiversity and landscape values.
- Recognise rural residential development as a residential land use that is generally provided with scheme water and power supply. Where an alternative to a reticulated water supply be proposed, it must be demonstrated that a reticulated water supply is not available.
- Provide for rural residential and special residential opportunities in the corridor between Jurien Bay and Cervantes and west of Indian Ocean Drive.
- Cater for limited rural living expansion in the vicinity of inland towns, subject to further investigation and demonstrated demand.
- Provide greater flexibility for rural enterprise in rural living areas close to inland towns.

TABLE 2: ACTIONS – RURAL LIVING

Actions	Part Two references
** Amend the Scheme to include provisions that outline matters to be considered in assessing any planning application for rural living, and ensure consistency with SPP 2.5.	5.2 Annexure 4
When assessing a proposal for rezoning to create a Rural Residential or Rural Smallholding zone, Council to take account of matters set out in Section 5.2.	5.2 Annexures 4 and 5
When considering a Rural Living rezoning, subdivision or development proposal in a Priority 2 Public Drinking Water Source Area, Council to impose conditions to address matters referred to in Section 5.7.4.	5.4.1 Annexure 2
Investigate the long-term potential for limited rural living development in the area between Jurien Road, Indian Ocean Drive, and Hill River, Alta Mare and Jurien Heights subject to further strategic planning.	5.2 Figure 3
Provide a graduation of lot sizes from 1-40 ha in the vicinity of the townsites of Dandaragan and Badgingarra, to progressively develop away from the town centers while having due regard to the provisions of SPP 2.5.	5.1.3 Figures 4 and 5
** Identify precincts in Dandaragan and Badgingarra where rural enterprise would not conflict with surrounding land uses and would have limited impact on remnant vegetation and other environmental and landscape attributes.	5.1.3 5.1.4 5.2 Figures 4 and 5
All rural residential lots to be connected to a reticulated potable water supply or a sustainable alternative.	5.4.1
Assess the supply of land zoned and subdivided for rural living and the extent of undeveloped lots to assist in staging rezoning and subdivision applications.	5.2 Table 26
Commercial and manufacturing activities will not be supported on land zoned for rural living purposes unless specifically permitted in the Scheme.	5.2
Prevent use of sheds in rural residential areas for unauthorised residential purposes.	5.2

5.3 RURAL LAND

STRATEGIC DIRECTION

- Retain rural land for agricultural production and the protection of biodiversity.
- Support subdivision only where it provides for improved agricultural outcomes and land management, such as boundary realignments, homestead lots, environmental and landscape enhancement.
- Facilitate more intensive and diverse use of rural land for higher value agricultural products which are compatible with land capability attributes and surrounding farming practises, subject to availability of adequate water supply.
- Support non-rural uses that are compatible with and complement the primary use of the land.

TABLE 3: ACTIONS – RURAL LAND

Actions	Part Two references
DPRID to identify 'high quality agricultural land'; land with suitable soils, climate and water that is most productive for agriculture. DPRID currently identifying this land.	5.3
** Develop a local planning policy to ensure that land identified by DPIRD as high quality or priority agricultural land is protected from uses other than agriculture. Subject to DPIRD preparing such mapping.	5.3
Council to support applications for the subdivision of rural land that are consistent with State policies for rural land (SPP2.5 and DC3.4) and where the minimum lot size would be 300 ha or greater.	5.3
Council to support the realignment and relocation of boundaries for land parcels that are consistent with State policies for rural land (SPP2.5 and DC3.4) and where the criteria set out in Section 5.3 are met.	5.3
When assessing a proposal for intensive agriculture, agroforestry, intensive animal husbandry or aquaculture on Rural zoned land, Council to take into account matters set out in Section 5.3.4.	5.3 Annexure 3
Facilitate the establishment of additional horticulture sites on the Dandaragan Plateau and areas west of the Brand Highway, where water is available and soils are suitable.	5.3.3
** Council to investigate the inclusion of a Priority Agriculture zone in the Scheme. Subject to DPIRD preparing such mapping.	5.3
** Council to investigate the inclusion of a Conservation zone in the Scheme.	5.3
Minimise land use conflicts between rural industries, (including intense agricultural use and rural living), and residential areas through the establishment of adequate separation distances and improved management practices.	5.3
When assessing a proposal for the approval of dwellings in the Rural zone, Council to take into account matters set out in Section 5.3.	5.3
The existence of more than one dwelling on a rural property that may comprise a number of separate lots cannot be used as justification for future subdivision. Applications for additional dwellings will be considered on their individual merits.	5.3.8
** Develop a local planning policy that sets out the locational and servicing requirements for multiple dwellings on rural properties comprising multiple lots.	5.3.8
Assess applications for workers' accommodation on Rural zoned land on	5.3

Actions	Part Two references
their individual merits, taking into account matters set out in Section 5.3.	
Commercial and manufacturing activities will not be supported on Rural zoned land unless specifically permitted in the Scheme.	5.3
Develop information for and circulate the information to landowners seeking to develop tree plantations, to explain the requirement for planning approval under the Scheme.	5.3.11
** Amend the Scheme to introduce an appropriate clause to more effectively manage the potential impacts that intensification of rural land use may have on surface water.	5.3.3

5.4 SERVICE INFRASTRUCTURE

STRATEGIC DIRECTION

- Provide sufficient potable water to facilitate growth of residential areas, including rural living areas, in and around Jurien Bay and Cervantes.
- Provide reticulated sewer or suitable alternative technologies to facilitate the growth of settlements within the Shire.
- Upgrade telecommunication networks and services to support the role of Jurien Bay as a regional centre and the development of other settlements and the rural hinterland.
- Encourage alternative energy generation to support the growth of energy intensive agricultural activities where compatible with other rural uses and character.
- Establish a regional airport facility to serve Jurien Bay, as a regional centre, and the surrounding hinterland.
- Utilise stormwater systems that are technologically sound and environmentally sustainable.
- Establish a new landfill for Jurien Bay that is located to service a wider area.

TABLE 4: ACTIONS – SERVICE INFRASTRUCTURE

Actions	Part Two references
General	
Pursue the provision of appropriate service infrastructure to facilitate growth based on the Jurien Bay Growth Plan 2012.	5.4.1 5.4.10 Figure 7
Water	
The provision of a water supply to service subdivision for rural living must be consistent with the provisions of SPP 2.5.	5.4.1 5.4.10
Council to only support the commercial use of groundwater (other than in the Rural zone) when the application or proposal includes a groundwater use allocation and licensing strategy acceptable to the State agency(ies) responsible for water and the environment.	5.7.4 Figure 13 Table 30
Council to consider means to minimise potable water use, when assessing structure plans, development applications and building permits.	5.7.4 Table 28
Energy	
Encourage the provision of improved power supply to facilitate the growth of Jurien Bay and Cervantes as set out in the Jurien Bay Growth Plan 2012.	5.4.3 5.4.10

Actions	Part Two references
Assess applications for wind farms and other alternative energy infrastructure, having regard to visual landscape issues and other relevant matters set out in Position Statement On Renewable Energy Facilities (WAPC, 2018).	5.4.3 5.7.3
Wastewater	
Facilitate the provision of infill sewerage to the Jurien Bay City Centre and unsewered parts of Cervantes.	5.4.2 5.4.10
Seek innovative and sustainable alternatives to deep sewerage to support development in the unsewered areas of Jurien Bay, Cervantes, Dandaragan and Badgingarra in accordance with the Draft Government Sewerage Policy.	5.4.2
** Insert a Special Control Area into the Scheme for the existing waste water treatment plant in Jurien Bay, and for the proposed site south of the town for a new waste water treatment plant (once confirmed through structure planning).	5.1.2 5.4.2 Figure 7
Stormwater	
Council to consider the use of vegetated swale drains and other environmentally sensitive stormwater management systems when assessing applications.	5.4.4 5.4.10
Telecommunications	
Seek improvement to the quality of telecommunications and technology infrastructure throughout the Shire, in consultation with network providers.	5.4.6 5.4.10
Waste	
** Identify a site for a new landfill for Jurien Bay that can accommodate waste from Cervantes in the longer-term and has the potential to accept regional waste.	5.4.5
Transport	
Provide infrastructure in Jurien Bay and Cervantes to encourage walking and cycling and ensure that structure planning incorporates an integrated and safe network of paths.	5.4.7 5.4.10
** Protect noise buffers to the proposed site for a regional airport from encroachment by sensitive land uses.	5.4.8 5.4.10

5.5 MINING, OIL AND GAS AND BASIC RAW MATERIALS

STRATEGIC DIRECTION

- Recognise the contribution that mining and basic raw materials make to the local economy and the potential for oil and gas to make a contribution to growth.
- Protect regionally and locally important basic raw materials from incompatible uses.

TABLE 5: ACTIONS – MINING, OIL AND GAS AND BASIC RAW MATERIALS

Actions	Part Two references
Mining	
** To provide for the use and management of extractive mineral resources while ensuring the protection of public amenity, health and the environment.	5.5.1
Oil and gas	
Support shale and tight gas exploration and development, subject to	5.5.2

Actions	Part Two references
detailed analysis of potential impacts (including impacts on high quality or priority agricultural land and groundwater resources) that demonstrate an acceptable outcome.	
Basic raw materials	
** Protect regionally and locally important basic raw materials sites (as identified in Figure 13) from encroachment by incompatible land uses and insert criteria into the Scheme to guide the assessment of BRM proposals.	5.5.3 Figure 9
Council to take account of matters set out in the Section 5.5.3 in conjunction with SPP 2.4 and associated guideline documents when considering a planning application for the extraction of basic raw materials	5.5.3

5.6 COMMERCE, INDUSTRY AND TOURISM

STRATEGIC DIRECTION

- Provide for the growth of industry based on the Shire's key economic drivers: agriculture, mining, fishing and tourism.
- Support growth of commercial and industrial activity in Jurien Bay based on the town's regional function.
- Support growth of the tourism sector by identifying and retaining sites for the future development of a range of tourist accommodation.
- Increase the number of caravan and camping sites within the Shire.

TABLE 6: ACTIONS – COMMERCE, INDUSTRY AND TOURISM

Actions	Part Two references
Commerce and industry	
Facilitate the growth of the Jurien Bay City Centre based on the Jurien Bay City Centre Strategy Plan.	5.6.1 Figure 6
Support retail development in Jurien Bay based on the City Centre having no retail floor space limit, the Booka Valley being a district centre to be developed at a population threshold of about 10,000, and all other centres being smaller scale local centres.	5.6.1 Figure 7 Table 29
** Provide for industry growth through the expansion of the Coalseam Road Industrial Area in Jurien Bay.	5.6.2 Figure 7
In conjunction with the Department of Transport develop a strategic plan for the Jurien Bay Boat Harbour Precinct to capitalise on increased opportunities for tourism in the region.	5.6.2 5.6.3 Figure 7
** Investigate potential sites for a food processing cluster in the Shire if studies demonstrate market and site opportunities for this activity.	5.6.1 5.6.2
Support commercial development provided for in the <i>Cervantes Town Centre Future Land Use Plan</i> .	5.1.2 Figure 8
Consolidate industrial land uses within the existing Cervantes Industrial Area.	5.6.2
Permit small-scale commercial operations, composite mixed business, or industry with associated residential development, within Dandaragan and Badgingarra, subject to adequate servicing and maintenance of the amenity of the surrounding area.	5.1.3 5.1.4 Figures 4 and 5

Actions	Part Two references
Permit mixed use development in Badgingarra adjacent to Brand Highway, combining residential and small scale commercial enterprises, particularly those associated with servicing travellers, and transport operations, subject to adequate servicing and suitable access to Brand Highway being established.	5.1.4 Figure 5
Tourism	
** Include provisions in the Scheme in accordance with State policy and the recommendations of the <i>Local Tourism Planning Strategy</i> , to provide occupancy and residential unit restrictions within the Tourist zone.	5.2.1
** Include provisions, or amend the Scheme, in accordance with the recommendations of the <i>Local Tourism Planning Strategy</i> for a height restriction in the Tourist and Commercial zones.	
** Include provisions in, or amend the Scheme, in accordance with the recommendation of the <i>Local Tourism Planning Strategy</i> to rezone Lot 861 Seville Street, Cervantes from Tourist to Special Use, including additional site and development requirements. The predominant use should however remain for tourist uses.	5.6.3 Figure 3
Prepare a long-term caravan park and camping site strategy, identifying key existing and new sites, to address increasing demand in Jurien Bay, Cervantes and for nature-based locations such as Sandy Cape.	5.6.3
Investigate the need for additional nature-based camping areas with specific focus on the possible expansion of the Sandy Cape camping area and potential establishment of new camping areas elsewhere.	5.6.3 Figure 3
In conjunction with the Department of Transport prepare a strategic plan for the Jurien Bay Boat Harbour Precinct to capitalise on increased opportunities for tourism in the region.	5.6.3 Figure 3
Only support those plans by DBCA for tourist nodes at Wedge and Grey which include the removal of squatter shacks.	5.6.3
Council will not support permanent residential uses at the Wedge and Grey tourist nodes.	5.6.3

5.7 ENVIRONMENT AND NATURAL RESOURCES

STRATEGIC DIRECTION

- Maintain the quantity and quality of surface water and groundwater, as assets for biodiversity, agriculture and drinking water.
- Protect public drinking water source areas from contamination.
- Protect the coast and adjoining marine areas as assets for biodiversity, and recreational, tourism, residential and commercial uses.
- New development and coastal facilities to be within areas that can be protected from coastal processes and hazards as per SPP 2.6 and associated guideline documents.
- Protect the Shire's high land and marine biodiversity values, as assets for their own sake and for their role in underpinning a range of economic-based activities, including tourism.

- Protect the valued landscape characteristics of the Shire’s natural and rural landscapes, as assets to be appreciated by residents and tourists.
- Ensure that settlements have well-designed streetscapes and open spaces that reflect the Shire’s natural and cultural heritage characteristics.
- Preclude placing people and property in areas of extreme bushfire risk.
- Reduce vulnerability to bushfire through management of risks.
- Achieve balance between bushfire risk mitigation and biodiversity conservation objectives.

TABLE 7: ACTIONS – ENVIRONMENT AND NATURAL RESOURCES

Actions	Part Two references
Water	
** Amend the Scheme to include Public Drinking Water Source Areas (PDWSA) within the Shire in a SCA in accordance with SPPs 2.7 & 2.9.	5.7.4 Figure 13
Show all PDWSAs and borefield reserve areas on a map in the LPS.	Figure 13
In new rural living estates where private unlicensed bores are proposed, their cumulative impacts on the groundwater resource should be determined and, if appropriate, on-going monitoring should be required.	5.2.1 Table 30
When assessing a proposal for the approval of land use change, subdivision or development within areas proclaimed under the <i>Rights in Water and Irrigation Act</i> , Council to consider matters set out in Section 5.7.4.	5.7.4 Table 30
Coastal	
** Amend the Scheme to include land seaward of the forecasted 2110 coastal hazard line within a SCA as per the <i>Shire of Dandaragan Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) (2018)</i> .	5.7.2
** Prepare and adopt a local planning policy which outlines appropriate, safe and responsive development and land use within the Coastal Hazard SCA.	5.7.2
Undertake coastal inundation planning to identify assets, including infrastructure that may be at risk from coastal processes over the planning timeframe, and develop strategies to mitigate or manage risks where appropriate in accordance with SPP 2.6 and associated guideline documents.	5.7.2
Biodiversity	
Develop a local biodiversity strategy for the Shire to assist in increasing the degree of protection for the Shire’s valued natural areas.	5.7.1 Figures 10 and 11
** Introduce mechanisms into the Scheme to improve the protection of natural areas, including a local conservation reservation and possibly a Rural Conservation zone.	5.2.1 Annexure 6
** Strengthen provisions in the Scheme to ensure that adequate information on vegetation, flora and fauna is provided to support proposals for rezoning, subdivision and development of land that have the potential to impact on biodiversity.	5.7.1
Landscape resource	
The location, siting and design of land use or development proposals along Indian Ocean Drive to be guided by the Indian Ocean Drive Planning Guideline (WAPC, 2014).	5.7.3 Figure 3

Actions	Part Two references
** Amend the Scheme to insert a provision to require development approval for development within the Indian Ocean Drive Planning Guideline' area of application where development approval would normally not be required.	5.7.3
** Prepare and adopt an Indian Ocean Drive local planning policy consistent with the policies the four other local government with frontage to the road have in place.	5.7.3
Create further opportunities for the public to experience the landscape, through additional lookouts, trails, roadside pullover locations and other means.	5.7.3
Develop plans to improve the quality of public spaces within settlements, highlighting each settlement's individual identity.	5.7.3
Bushfire risk	
Council to be guided by SPP 3.7 and associated guideline documents when assessing an application for rezoning, subdivision or development in a Bushfire Prone Area.	5.7.5 Figure 11

6. IMPLEMENTATION AND REVIEW

6.1 Implementation

The LPS is to be used as a guide to assist Council and the WAPC in planning decision making. The LPS will be used in regard to the amendment of the Scheme or preparation of a new Scheme, structure plans, subdivision applications and development proposals.

TABLE 8: PROPOSED AMENDMENTS TO THE LOCAL PLANNING SCHEME

*These actions are indicated with ** where they appear in Tables 1-7*

<u>New zone category</u>
<ul style="list-style-type: none"> • Council to consider the inclusion of a Priority Agriculture zone in the Scheme when mapping is provided by DPIRD. • Introduce mechanisms in the Scheme to improve the protection of natural areas such as a Local Conservation reservation and possibly a Rural Conservation zone.
<u>New or amended provisions</u>
<ul style="list-style-type: none"> • Include provisions that outline matters to be considered in assessing any planning application for rural living, and ensure consistency with SPP 2.5. • Include provisions in accordance with State policy and the recommendations of the <i>Local Tourism Planning Strategy</i>, to provide occupancy and residential unit restrictions within the Tourist zone. • Include provisions in accordance with the recommendations of the <i>Local Tourism Planning Strategy</i> for a height restriction for the Tourist and Commercial zones. • Insert a provision to require development approval for development within the Indian Ocean Drive Planning Guideline' area of application where development approval

would normally not be required.

- Amend the Scheme to introduce appropriate provisions to more effectively manage the potential impacts that intensification of rural land use may have on surface water.
- Strengthen Scheme provisions to ensure that adequate information on vegetation, flora and fauna is provided to support proposals for rezoning, subdivision and development of land that have the potential to impact on biodiversity.
- Insert provisions into the Scheme to guide the assessment of Basic Raw Material proposals.

Re-zoning of specified lots

- Rezone the land adjacent to Bashford Street between Hasting Street, Seaward Drive and Aquilla Street, Jurien Bay, for mixed use or more intensive residential development, subject to infrastructure availability.
- Rezone Lot 861 Seville Street, Cervantes from Tourist to Special Use, including additional site and development requirements. The Scheme should specify a predominant tourism use be retained.

Further rezoning opportunities

- Support rezoning and subdivision for residential and rural living uses, highway-related services and industry, composite mixed business or industry with residential uses, within or adjacent to the townsite; subject to land suitability assessment; logical extension of existing development; landscape protection adjacent to Brand Highway; and minimising access points from Brand Highway.
- Identify precincts in Dandaragan and Badgingarra where rural enterprise would not conflict with surrounding land uses and would have limited impact on remnant vegetation and other environmental and landscape attributes.
- Identify a site for a new landfill for Jurien Bay that can accommodate waste from Cervantes in the longer-term and has the potential to accept regional waste.
- Provide for industry growth through the expansion of the Coalseam Road Industrial Area in Jurien Bay.
- Investigate potential sites for a food processing cluster in the Shire if studies demonstrate market and site opportunities for this activity.

Changes to Residential Densities

- Increase residential densities in Jurien Bay, in areas that are conducive to redevelopment and have adequate utility services in accordance with Jurien Bay City Centre Plan Strategy Plan.
- Provide variations to standards for aged or dependent living at Jurien Bay, allowing for such dwellings to be developed at higher densities than permissible for a specific

lot under the Residential Design Codes.

- Increase residential densities in Cervantes, in areas that are conducive to redevelopment and have adequate utility services, to provide opportunities for greater housing choice.

Changes to Special Control Areas

- Create a Special Control Area in the Scheme for the existing waste water treatment plant in Jurien Bay, and for the proposed site south of the town for a new waste water treatment plant (once confirmed through structure planning).
- Modify the provisions for the Bassendean Precinct Special Control Area to remove the presumption against rezoning, subdivision and intensifying development within the area; subject to proponent(s) demonstrating that such intensification(s) will not have a detrimental impact on the Bassendean sands and environmental values of the area.
- Include Public Drinking Water Source Areas within the Shire in a Special Control Area in accordance with SPPs 2.7 & 2.9.
- Include land seaward of the forecasted 2110 coastal hazard line within a Special Control as per the Shire of Dandaragan Coastal Hazard Risk Management and Adaptation Plan.

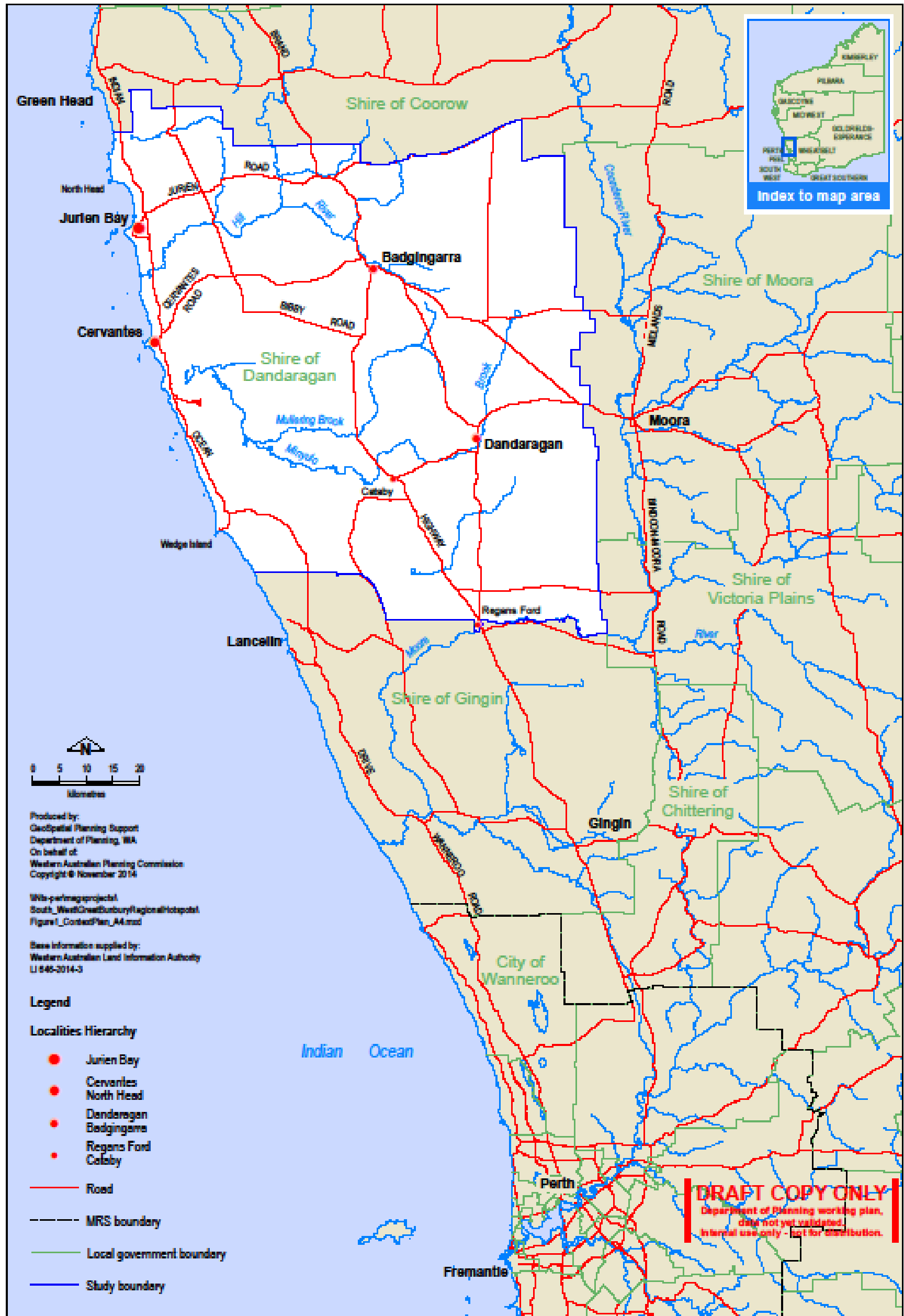
New or revised local planning policy

- Develop a local planning policy to ensure that land identified by DPIRD as high quality or priority agricultural land is protected from uses other than agriculture once DPIRD identify and provide mapping of these areas.
- Develop a local planning policy that sets out the locational and servicing requirements for multiple dwellings on rural properties comprising multiple lots.
- Prepare and adopt a local planning policy which outlines appropriate, safe and responsive development and land use within the Coastal Hazard Special Control Area.
- Prepare and adopt an Indian Ocean Drive local planning policy consistent with the policies the four other local government with frontage to the road have in place.

6.2 REVIEW AND AMENDMENT

The LPS is designed to provide a vision for anticipated land use and development in the Shire over the next 10 to 15 years. However, new information is likely to come to hand, or land use issues and pressures affecting the Shire will change over time, in which case the LPS can be reviewed or amended.

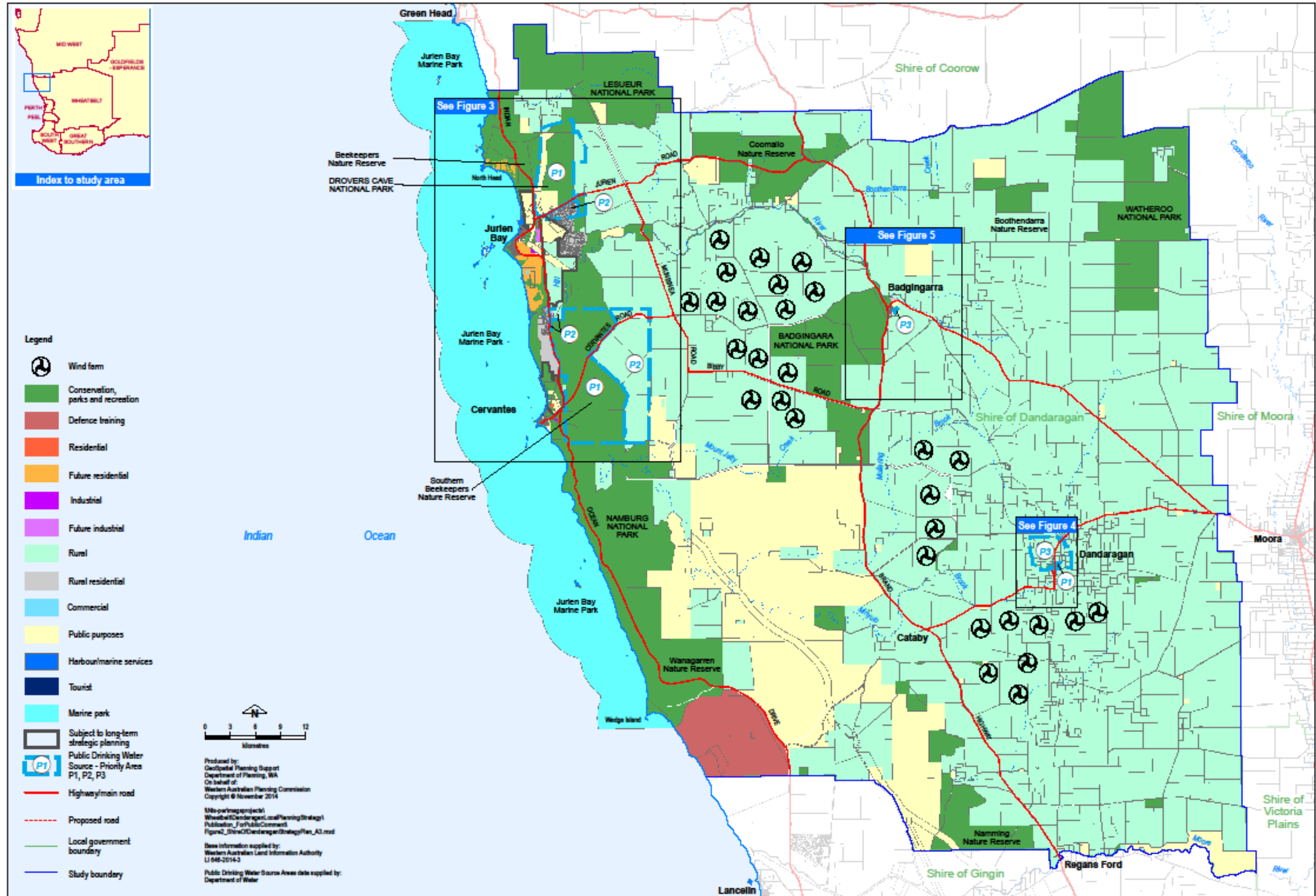
Shire of Dandaragan - Local Planning Strategy



Shire of Dandaragan Context Plan

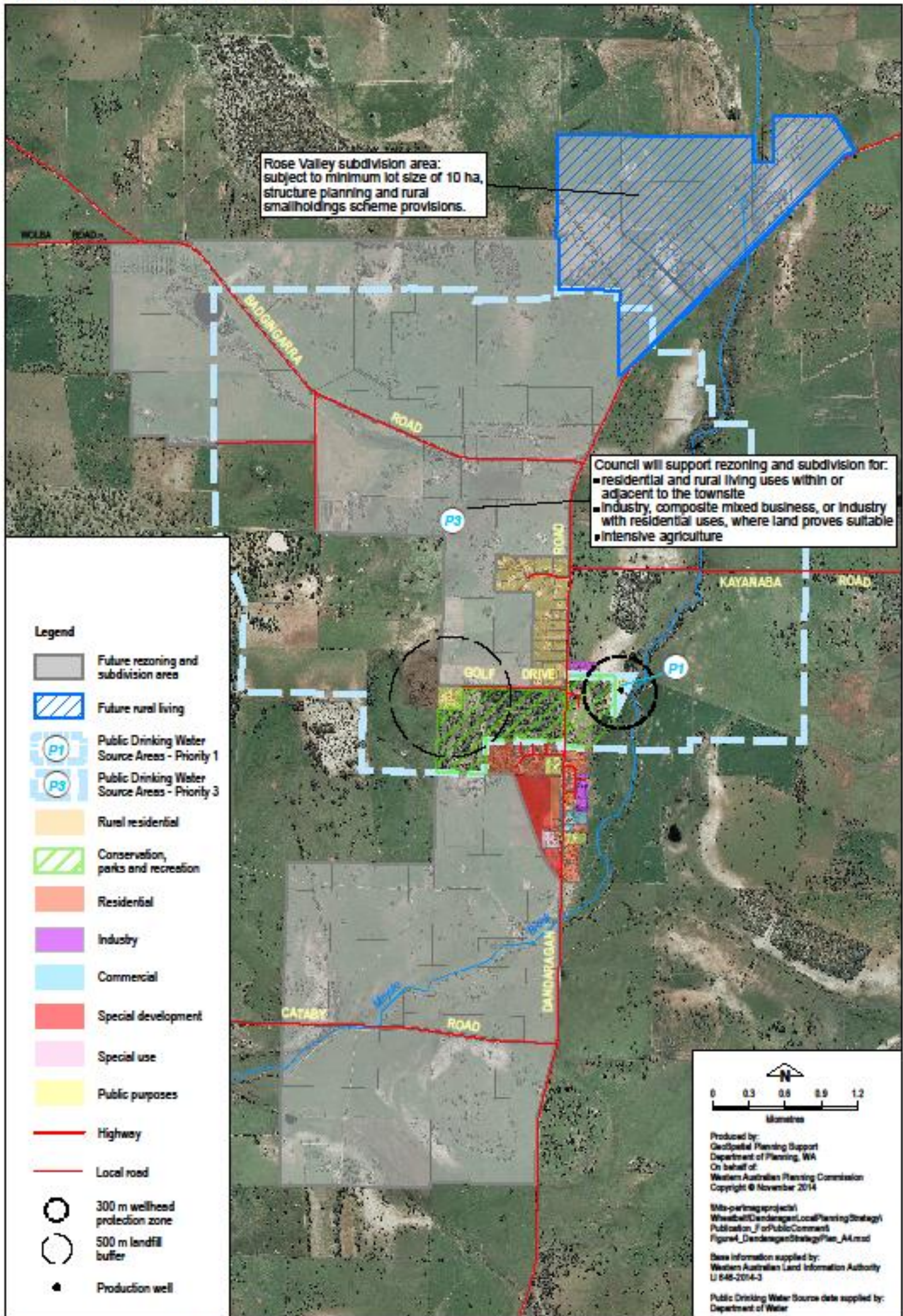
Figure 1

Shire of Dandaragan - Local Planning Strategy



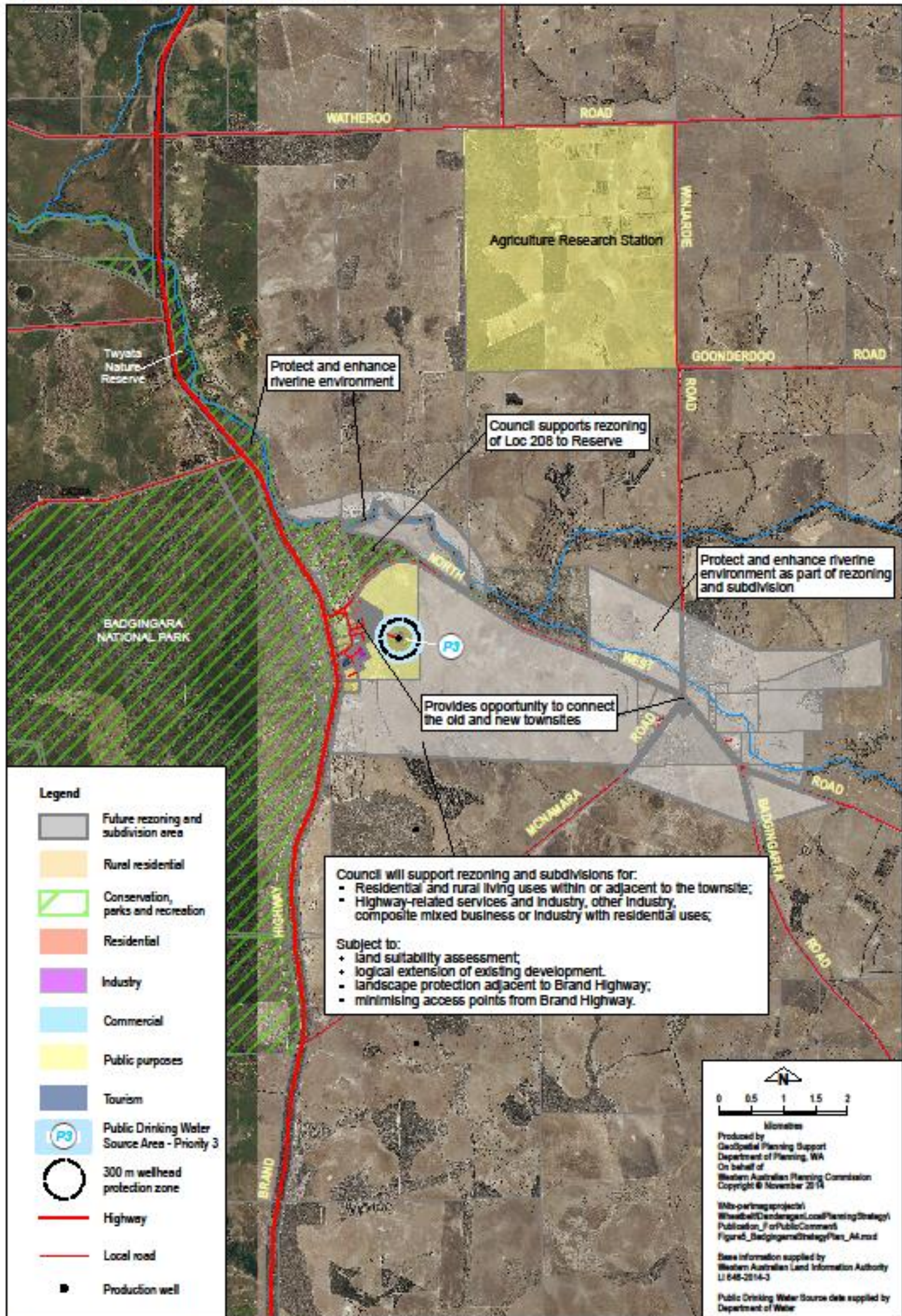
Shire of Dandaragan Strategy Plan

Figure 2



Dandaragan Strategy Plan

Figure 4



Badgingarra Strategy Plan

Figure 5



LOCAL PLANNING STRATEGY

2019

PART 2 – BACKGROUND INFORMATION & ANALYSIS

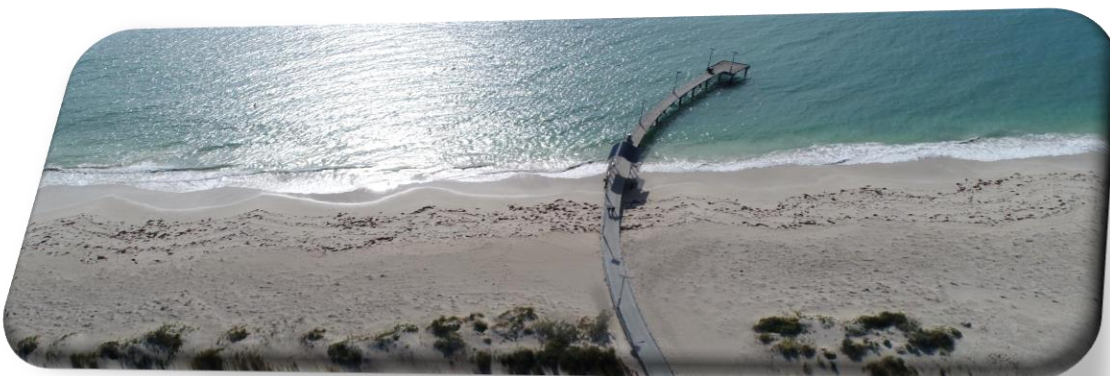


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1. INTRODUCTION

The Local Planning Strategy (LPS) comprises two parts. Part One summarises the key planning and development issues that are relevant to the Shire of Dandaragan and sets out a vision and strategic direction for the Shire, as well as land use planning actions required to achieve this vision over the next 10-15 years.

Part Two of the LPS (this document) includes background information, analysis and the detail required to support the high-level strategies and actions in Part One. In Part One, section references are provided to the relevant background information, analysis and detail in Part Two to assist with interpretation and implementation.

2. STATE & REGIONAL PLANNING CONTEXT

The LPS has been prepared within the context of State and regional planning provisions and is required to have regard to those provisions which are appropriate to the local government area. The provisions range from broad principles contained within the State Planning Strategy to specific policies guiding land use and development and other non-statutory strategies and plans.

The relevance of these documents to the LPS is set out in the following table.

TABLE 9: STATE AND REGIONAL PLANNING PROVISIONS

	Relevance to the Local Planning Strategy
State Planning Context	
State Planning Strategy (2014)	The Strategy plans for a doubling of the State's population by 2056 and supports interconnected, vibrant and resilient communities with strong recognition of the importance of regional development.
Statements of Planning Policy	
SPP 1 State Planning Framework	The Framework provides a basis for decision making across the State and general principles for land use planning.
SPP 2 Environment and Natural Resources	The Shires' unique and valued natural environment, much of which is protected by national parks and nature reserves, has an important role in the tourism industry.
SPP 2.4 Basic Raw Materials	Although there is limited extraction of basic raw materials in the Shire, other than mineral sands, future demand and extraction issues need to be considered in land use planning.
SPP 2.5 Rural Planning	The Shire's valuable agricultural land is important to its

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	economy and that of the State. Careful consideration is required in relation to planning for rural living areas.
SPP 2.6 State Coastal Planning	Much of the Shire's extensive coastline is contained in a marine park which requires careful planning in relation to settlement, tourism and recreation.
SPP 2.7 Public Drinking Water Source	The water source protection areas for the Shire's four existing settlements require appropriate land use planning, to protect and manage the water supply and quality.
SPP 2.9 Water Resources	The Shire's water resources play a vital role in supporting the natural environment, agriculture and other industries, and in accommodating the needs of settlement. Sustainable management of the water resource is required.
SPP 3 Urban Growth and Settlement	The Shire's four towns and two small communities should largely accommodate its future growth.
SPP 3.1 Residential Design Codes	Residential Design Codes need to be applied to residential development within the Shire, recognising the need for local planning policies where particular outcomes are desired.
SPP 3.4 Natural Hazards and Disasters	The Shire's vulnerability to natural disasters, particularly bushfires, needs to be considered in land use planning and design.
SPP 3.5 Historic Heritage Conservation	The agricultural settlement and maritime activities that provide much of the historic context for the Shire need to be recognised and protected.
SPP 4.1 Industrial Interface	Existing and future industrial areas need to be adequately buffered, particularly from valued natural features and adjacent residential land use.
SPP 5.2 Telecommunications Infrastructure	Consideration of the location and design of telecommunication infrastructure in the Shire is important, particularly where visual amenity is a priority, such as adjacent to the coast and tourist routes.
WA Planning Commission Manuals, Guidelines and Bulletins	

	Relevance to the Local Planning Strategy
Liveable Neighbourhoods	Structure planning and subdivision of new urban areas should take account of these guidelines.
Better Urban Water Management	The total water cycle needs to be considered at each stage of the planning system, and water sensitive techniques should be considered in structure planning and subdivision of new urban areas within the Shire.
Visual Landscape Planning Manual	The protection of valued landscape character and views needs to influence land use planning and development. The Shire has significant areas of valued landscape character adjacent to the coast and within its rural hinterland. The manual provides guidance on reducing the visual landscape impacts of a number of land uses that occur in the Shire, such as rural living, and on maintaining the character of valued landscapes such as the coast.
Draft Country Sewerage Policy	This policy provides exemption from the requirements for reticulated sewerage, which is particularly relevant to the towns of Dandaragan and Badgingarra which have little prospect of being provided with reticulated sewerage schemes.
Acid Sulfate Soils Planning Guidelines	Provides advice and guidance in relation to land use, rezoning or development, for land containing acid sulfate soils.
Renewable Energy Facilities Position Statement	Key issues for development of renewable energy projects include land use and planning controls, visual impact on landscapes and other amenity issues, together with a number of environmental considerations including noise. The Shire's rural hinterland provides opportunities for additional wind and solar farm developments which will be subject to this position statement.
Poultry Farms and Piggeries Fact Sheets	Intensive and alternative agriculture business ventures are growing within the Shire. Both these fact sheets outline a range of land use planning considerations relevant to the establishment, expansion or modification of such rural developments.
Planning Bulletin 83 Planning for Tourism	The policy position of this bulletin provided the basis for the Shire's local tourism planning strategy.

	Relevance to the Local Planning Strategy
Planning Bulletin 99 Holiday Homes Guidelines	The guidelines address local planning scheme and policy provisions in respect to holiday homes. Jurien Bay and Cervantes are both popular holiday destinations with significant numbers of holiday homes, which need to be guided by appropriate scheme or policy provisions.
WA Planning Commission Development Control Policies	
DC Policy 2.2 Residential Subdivision	The creation of new residential lots needs to ensure lots have a suitable level of amenity, services and access. New residential lots shall be in regular shapes and size ranges that reflect the statutory provisions of the Scheme including the R-Codes, the availability of reticulated sewerage, electricity and water and the need for frontage to public streets for access.
DC Policy 2.3 Public Open Space in Residential Areas	The provision of public open space needs to accommodate the recreational and amenity needs of local residents and, where relevant, protect and conserve water systems.
DC Policy 2.5 Special Residential zones	Creation of Special Residential zones may be acceptable in certain locations, subject to appropriate standards and if undertaken in a manner that protects the character and amenity of adjacent rural areas.
DC Policy 3.4 Subdivision of Rural Land	Rural land requires protection from incompatible rural uses, in order to optimise economic opportunities for development of rural land, promote sustainable settlement and protect natural assets. The identification of land for rural living in the shire should meet these criteria.
DC Policy 4.1 Industrial Subdivision	Industrial areas serving the full range of general and special industrial land uses need to be well developed to provide safe and efficient movement of traffic to and from each site and protect the amenity of adjacent land uses from the effects of industrial development.
Regional Strategies and Studies	
Wheatbelt Planning and Infrastructure Framework (2015)	The Framework addresses the region's planning, economic, social and infrastructure needs. The initiatives and committed infrastructure projects include

	Relevance to the Local Planning Strategy
	a number that apply directly to the Shire.
Draft Guilderton to Kalbarri Sub-regional Planning Strategy (2017)	<p>The Strategy is an overarching planning document that guides the future planning and development of the coastal lands within the local government areas of the Shires of Gingin, Dandaragan, Coorow, Carnamah, Irwin and Northampton and the City of Greater Geraldton.</p> <p>The Strategy seeks to ensure that growth and development is well planned, reflects the current government positions, state planning policies and best planning practices with regard to the environment, landscape, settlement patterns and economic opportunities of the area.</p>
Central Coast Regional Profile (1994) and Central Coast Regional Strategy (1996)	<p>This strategy recognised Jurien Bay as the only district centre within the Central Coast Region, supported by major local centres including Cervantes. It also recognised both Grey and Wedge Island as nodes for recreation and tourism.</p> <p>The region was defined by the five major surface water catchments. Each catchment was divided into planning units based on planning information particularly from the then Agriculture WA. Analysis of the planning units resulted in recommendations for land use and planning and management and there has been significant implementation of the recommendations relevant to the Shire.</p>
Central Coast Strategic Tourism Planning Study (2007)	This study guides the preparation of local tourism planning strategies for central coast Shires, to ensure that they reflect tourism opportunities identified.
Central Coast Basic Raw Materials Strategy (1997)	The distribution and availability of the Shire's basic raw materials were identified. The economic benefits of extraction and potential issues associated with land use conflict and amenity issues were both highlighted as needing to be considered.
The Coast of the Shires of Gingin and Dandaragan, Western Australia: Geomorphology & Vulnerability (2011) Damara and Geological Survey WA	The vulnerability of the Shire's coast was assessed. The highest risk category in the shire is "moderate to high", which applies to the coastline from Island Point, Jurien Bay, extending southwards across the mouth of the Hiil River, to South Hill River. The other area is from North Wedge southwards to Magic Reef, incorporating Wedge

	Relevance to the Local Planning Strategy
	Island. Each level of vulnerability has different implications for land use, subdivision and development.

3. LOCAL PLANNING CONTEXT

Several historical planning documents endorsed by the Shire provide the context for preparation of the LPS. The relevant topics raised in these documents are listed below. The full versions of this documents can be accessed from the Shire of Dandaragan.

TABLE 10: LOCAL PLANNING DOCUMENTS

Document	Relevance to the Local Planning Strategy
Strategic Community Plan, Vision and Mission (2016)	The Shire's adopted Strategic Community Plan 2016-2026 details the vision, mission and goals which provides the basis for the LPS vision.
District Planning Strategy (1998)	The strategy provided a basis for subsequent planning documents, including the LPS, by recognising the need to protect broadacre agriculture and permit closer subdivision adjacent to the Shire's four towns, to reinforce their viability.
Local Planning Strategy (2001)	The report set out a strategic direction comprising the extension of Jurien Bay to the south, the possible development of North Head, infill development within Cervantes and provision for some expansion of both Dandaragan and Badgingarra. Potential Rural Residential zones were identified close to three of the four towns.
Local Planning Strategy - Rural Land use and Rural Settlement (2012)	The Strategy provides for the expansion of the rural towns of Dandaragan and Badgingarra and opportunities for rural housing and accommodation, responding to the diversification and intensification of agriculture and other activities in the rural area. It also identifies the potential for additional land for rural residential development near Jurien Bay and Cervantes, subject to further investigation.
Local Tourism Planning Strategy (2012)	The Strategy includes recommendations to protect tourism-related uses within the Shire's local planning framework, as tourism is an important aspect of the Shire's economy. The recommendations include specific zoning to protect tourism sites, and requirements to facilitate higher quality tourism development and to regulate commercial holiday homes.
Jurien Bay Growth Plan (2012)	The plan is based on a vision of Jurien Bay as a regional city with a population of 20,000+. It includes a spatial plan which outlines

Document	Relevance to the Local Planning Strategy
	the range and scale of land uses, a movement network, and infrastructure requirements for ongoing growth.
Jurien Bay City Centre Strategy Plan (2012)	The Strategy Plan will form part of the LPS framework and will accommodate long term population growth contemplated in the Jurien Bay Growth Plan. It proposes changes in land use and infrastructure elements required to develop the city centre.
Shire of Dandaragan Coastal Plan (1999)	The Plan guides future development and management of the coastal zone from Cervantes to the Shire's northern boundary. It identifies viable coastal development nodes and land exchanges, to ensure that areas of high conservation value are transferred into the conservation estate.
Jurien Bay Boat Harbour Precinct (2012)	The Master Planning report for the southern precinct of the Boat Harbour considers development of a 6ha area vested with the Department of Transport. It recommends staged development of the site with the key elements being a chalet park, a water front mixed use complex and an iconic attraction. This report has not been subject to public consultation. The Harbour is a strategic infrastructure asset that is underutilised and there is significant potential to create a vibrant commercial, tourist and recreation precinct.
Local Planning Policies	A range of relevant local planning policies adopted under the Scheme relate to specific issues, including residential accommodation, outbuildings, car parking and signage.
Cervantes	There are various documents that relate to planning for different areas of Cervantes. These include coastal management plans, a plan for the town centre and an informal concept plan identifying opportunity to intensify development of the existing urban area.

4. SHIRE PROFILE

4.1 LOCALITY

The southern boundary of the Shire of Dandaragan is approximately 120 km north of the Perth Central Business District, directly north of the Shire of Gingin.

The Shire has an area of 6,934 square kilometres and a population of 3,185 (ABS, 2011 Census). It has four towns: Badgingarra, Cervantes, Dandaragan and Jurien Bay; and one undeveloped, proclaimed town, Regan's Ford.

The area covered by the Dandaragan Local Planning Scheme No 7 (the Scheme) includes the entire land area of the Shire and is illustrated in Figure 1.

4.2 DEMOGRAPHIC TRENDS

The population changes for the census periods from 2006 to 2011 for the Shires of Dandaragan, Gingin (the neighbouring shire to the south) and the whole State are shown in Table 11 below.

TABLE 11: POPULATION GROWTH COMPARISONS

		Total Population		Population Change 2011 to 2016	
		2011	2016	Number	% change in 5 years
SLA (Statistical Local Area)	Dandaragan	3,185	3,213	28	0.1%
	Gingin	4,685	5,217	532	11.4%
State	WA	2,239,170	2,474,410	235,240	10.5%

Source: ABS 2006, 2011 and 2016 *Census: Dandaragan, Gingin, Western Australia - Age by Sex*

The Shire of Dandaragan's population is growing at about 0.1% per annum or by 6 people per year. This equals (based on 2.6 people per household State average) about 2 new households per annum throughout the Shire.

Table 12 below indicates the relative growth of the Shire's four settlement areas. Jurien Bay has shown the biggest increase in numbers with an additional 50 people or 19 households settling in the town per year. Badgingarra has shown an 8.4% annual population decline which is significantly concerning. In real terms this growth rates equates to losing 10 households locating in the town each year.

TABLE 12: TOWNSITE POPULATION GROWTH (2011 – 2016)

Locality	Total population Number of people		Population change Number of people	
	2011	2016	Number of people	% change over 5 years
Jurien Bay	1,507	1761	254	16.8
Cervantes	461	527	66	14.3
Dandaragan	401	340	-61	-15.2
Badgingarra	333	193	-140	-42
Totals	2,702	2,821	119	4.4

*Figure derived from census data from other settlements and the whole Shire. Source: ABS 2011 and 2016 *Census: SSC (State Suburbs) within Dandaragan*

Compared to the State averages, the Shire is characterised by a lower than average percentage of people in the age group 15-24 (7.3%) and a 12% higher than average percentage of people in the combined aged groups 55-64 and 65 and over. (Refer to Table 13 below)

TABLE 13: AGE PROFILE – SHIRE AND THE STATE (2016)

AGE	DANDARAGAN	DANDARAGAN %	STATE %
0-4 years	181	5.6	6.3
5-14 years	312	9.7	12.4
15-24 years	234	7.3	12.6
25-54 years	1,193	36.6	41.2
55-64 years	552	17.2	11.8
65 years and over	741	23	15.8
Total Population	3,185	100.00	100.00

Source: ABS 2016 Census: Dandaragan (S) and Western Australia - Age by Sex

4.2.1 POPULATION FORECASTS

Shire population forecasts by the WAPC (WA Tomorrow, 2015) for 2011 to 2026 are shown in Table 14 below and those of ZKC Consulting in Table 15. The WAPC forecasts include five bands or scenarios based on a range of low to high growth forecasts. The lower forecast (Band A) is consistent with the population at the 2011 census and the population forecast undertaken by ZKC Consulting. The most probable scenario is for the Shire's population to reach 3,800 by 2026, while the most optimistic figure would be 4,250.

TABLE 14: WA PLANNING COMMISSION'S POPULATION FORECAST (2006 – 2026) FOR THE SHIRE

Year	Band				
	A	B	C	D	E
2011	3,290	3,290	3,290	3,290	3,290
2016	3440	3500	3540	3580	3640
2021	3660	3740	3810	3870	3960
2026	3860	3980	4060	4130	4250

Source: WAPC, 2015 WA Tomorrow Population Report

TABLE 15: CONSULTANT'S POPULATION FORECAST (2010 – 2026) FOR THE SHIRE

Year	Forecast Population (Total)
2010	3,253

Year	Forecast Population (Total)
2015	3,455
2020	3,646
2025	3,822

Source: ZKC Consulting (2011). *Shire of Dandaragan: Aged Care Strategy*.

Significant growth is only likely as a result of growth in Jurien Bay associated with successful interventions set out in the Jurien Bay Growth Plan (2012). Jurien Bay was identified as a growth town in the Regional Centres Development Plan (SuperTowns). The population target of 20,000+ set out in the vision is a long term target, and the SuperTowns program offers an opportunity to implement strategically targeted interventions to reach growth targets. The targets relate to both population growth and infrastructure capacity to ensure that there will no impediments to achieving growth.

4.2.2 AGE PROFILE

The WAPC age projections for the Shire from 2011 to 2026 indicate a more pronounced aging profile than the State as a whole. The percentage of people in the age bracket above 55 is set to increase and to fall in the 25-54 year age group. This is shown in Table 16 below.

TABLE 16: WA PLANNING COMMISSION'S AGE PROFILE FORECAST (2011- 2026) FOR THE SHIRE

Age	2011 census	% - 2011	2026	% - 2026
0-4 years	204	6.41	260	6.94
5-14 years	410	12.87	510	13.62
15-24 years	218	6.84	240	6.41
25-54 years	1,268	39.81	1,260	33.64
55-64 years	525	16.48	580	15.49
65 years and over	560	17.58	895	23.90
Total Population	3,185	100.00	3,745	100.00

Source: WAPC, 2012 *WA Tomorrow Population Report*

This anticipated trend of aging of the population is also supported by the Department of Health and Ageing Statistical Local Area projections as shown in the *Shire of Dandaragan: Aged Care Strategy* and in Table 17 below. In 2025 seniors (aged 50 and over) are expected to account for 34.9% of WA's entire population and seniors aged 70 and over, 12%. Comparatively, the Shire of Dandaragan's seniors (aged 50 and over) are expected to increase represent 47% of the Shire's population and over 70, 16.9%.

TABLE 17: CONSULTANT’S AGE PROFILE FORECAST (2010 – 2026) FOR THE SHIRE

		Seniors (aged 50 and over)		Seniors (aged 70 and over)	
Year	Forecast Population (Total)	Total Seniors (aged 50 and over)	Proportion of Shire Population (%)	Seniors (aged 70 and over)	Proportion of Shire Population (%)
2010	3,253	1,276	39.2%	335	10.2%
2015	3,455	1,477	42.7%	408	11.8%
2020	3,646	1,646	45.1%	522	14.3%
2025	3,822	1,824	47.7%	647	16.9%

Source: ZKC Consulting (2011) *Shire of Dandaragan : Aged Care Strategy*.

The Shire’s *Aged Care Strategy* contained a detailed analysis of the shifting local demographics, particularly in relation to its aging population. As attractive retirement communities, Jurien Bay and Cervantes already have a higher proportion of aged residents in comparison to the State and this trend is expected to continue. The RSL has undertaken a development of 98 Independent Living Units within Jurien Bay to meet some of the demand for seniors’ accommodation in the area. In addition to housing, the development also includes a community centre, providing for a range of facilities.

In order to address the demand for frail and special care facilities, the *Aged Care Strategy* projects that the Shire of Dandaragan will require approximately 36 (18 low and 18 high care) nursing beds and 10 community care packages, totalling 46 aged care packages by 2015. The number of places is expected to further increase to 56 beds and 16 community care packages by 2025 (totalling 72 aged care packages).

The changes in the age composition of the Shire’s population will have an impact on its housing and service delivery needs, generating a need for a diversification in the housing stock to provide specific aged accommodation facilities, as well as suitable housing in general. These accommodation facilities must be supported by social services catering for the aged, such as age-specific leisure and health care facilities.

The Shire recognises the population trends and that this represents an opportunity to provide an attractive environment for retirees and for the provision of aged care accommodation and facilities. This is addressed in the *Aged Care Strategy* that makes several recommendations. Three related recommendations are outlined below.

Recommendation 1: With the increased demand on Aged Care Services within the Shire of Dandaragan and Jurien Bay, the Shire of Dandaragan, State and Federal Governments need to work together to provide suitable facilities and services to address those needs.

Recommendation 2: The Shire of Dandaragan needs to progress access to suitable land for the purposes of establishing a facility to cater for residential aged care, which includes

provision of low and high care beds, day respite and residential respite, dementia care and other supporting aged services. Suitable land also needs to be identified to expand the Health Centre.

Recommendation 3: The Shire of Dandaragan needs to advocate and direct resources where possible, to promote planning, service delivery and infrastructure provision to support its communities, particularly the coastal towns, to become best practice aged-friendly communities that are able to effectively compete with other retirement communities in the coastal areas north and south of the metropolitan.

The Jurien Bay Growth Plan (2012) recognises the need for actions that address the disproportionately low percentage of the population in the 15-24 year age group. Limited education and training opportunities will continue to result in the movement of this sector of the population to Perth or larger regional centres, without improved facilities and services. It was also recognised that relevant courses and vocational training are critical to meet future local industry and labour force needs.

It is recommended that the Shire actively encourages and facilitates provision of aged care facilities, through identifying suitable land and including provisions in Scheme that will allow for increased density beyond that provided for in the Residential Design Codes for aged and dependant person accommodation.

4.2.3 KEY FINDINGS

- 0.1% per annum population growth occurred in the Shire between 2011 and 2016 - an additional 28 people (10 households) per year.
- Jurien Bay had the highest population growth rate – an increase of 254 people over 5 years.
- Badgingarra had a severe population decline - losing 140 people over 5 years.
- The most probable projection is for a population of 3,800 by 2026 (an additional 615 people or 237 households) and the most optimistic projection is a population of 4,250.
- Jurien Bay is identified as a regional centre with a target population of 20,000+.
- A continuation of the current age composition (greater representation of older people) impacts on the housing and services delivery needs.
- To retain a greater percentage of the 15-24 year age group, targeted education and training facilities and services are required.

4.3 HOUSING

4.3.1 HOUSING SUPPLY

It is recognised that currently the diversity of residential dwellings is limited. Table 18 below shows that 92% of occupied dwellings in the Shire are separate houses. Town houses and units comprise less than 3% of the total.

TABLE 18: DWELLING TYPES FOR THE SHIRE (2011)

Dwelling Structure (Occupied)	Number	Percentage
Separate house	1,143	92.8

Dwelling Structure (Occupied)	Number	Percentage
Semi-detached	30	2.4
Flat, unit or apartment	3	0.2
Other - Caravan, cabin, houseboat	55	4.5
Not Stated	5	0.4
Total	1,232	100
Note: 1,486 Unoccupied Dwellings		

Source: ABS 2016 *Census: Dandaragan (S) – Dwelling Structure*

Occupancy of dwellings in Jurien Bay and Cervantes is characterised by large fluctuations in population associated with holiday periods, and a significant proportion of dwellings are used as commercial holiday homes and are unoccupied for the majority of the year. Only 48% of the dwellings in Jurien Bay and 40% of the dwellings in Cervantes were occupied at the date of the 2011 census (ABS 2011), indicating a high absenteeism that could be partly related to the tourism function of the towns.

4.3.2 HOUSING DEMAND

The projected demand for type of housing structure, based on population, was assessed as part of the Jurien Bay Growth Plan and is outlined in Table 19 below. This highlights the need for more housing diversity, particularly in the context of the ageing population.

TABLE 19: PROJECTED DEMAND FOR HOUSING TYPE IN JURIEN BAY

Population	1,173	2,500	5,000	10,000	20,000
Separate house	1,047	2,139	4,277	8,554	17,108
Semi-detached	32	132	263	527	1,053
Flat, unit or apartment	0	59	119	237	474
Caravan, cabin, houseboat	69	57	114	229	457

Source: Shire of Dandaragan (2012) *Jurien Bay Growth Plan*

Existing residential densities within the Jurien Bay and Cervantes towns do not facilitate a change in housing diversity and this is compounded in part by the absence of sewer in certain areas.

4.3.3 KEY FINDINGS FOR HOUSING

- The diversity of residential dwellings is currently very limited.
- Occupancy in Jurien Bay and Cervantes is characterised by large fluctuations in population associated with holiday periods.
- There is a need for greater housing diversity in response to projected population trends in Jurien Bay.

4.4 EMPLOYMENT

The total number of people employed in the Shire was 1,453 in 2016. Employment by industry sector in 2016, shown in Table 20 below, illustrates the predominance of primary industries as an employer. Government services are a major employer as the combination of public administration and safety, education and training, and health care and social assistance account for about 17% of the total workforce.

Tourism is significant based on employment in accommodation and food services and would account for a significant proportion of the retail trade. Construction is also an important employer.

TABLE 20: SHIRE'S EMPLOYMENT BY INDUSTRY (2016)

Industry	Number	Percentage
Agriculture, forestry and fishing	393	27.1
Mining	82	5.6
Manufacturing	34	2.3
Electricity, gas, water and waste services	23	1.6
Construction	126	8.7
Wholesale trade	28	1.9
Retail trade	102	7
Accommodation and food services	114	7.9
Transport, postal and warehousing	46	3.2
Information media and telecommunications	0	0
Financial and insurance services	38	2.6
Rental, hiring and real estate services	16	1.1
Professional, scientific and technical services	30	2
Administrative and support services	32	2.2
Public administration and safety	74	5.1
Education and training	109	7.5
Health care and social assistance	59	4.1
Arts and recreation services	35	2.4
Other services	44	3
Inadequately described/Not stated	61	4.2
Total	1,453	100.00

Source: ABS 2016 *Census: Dandaragan (S) – Industry of Employment by Age by Sex*

Employment by occupation in 2016 is shown in Table 21 below. The occupations of technical and trades workers, labourers and machinery operators and drivers combined account for about 42% of total employees reflecting the strength of the primary industries and construction sectors in the Shire.

TABLE 21: SHIRE'S EMPLOYMENT BY OCCUPATION (2016)

Occupation	Number	Percentage
Managers	363	25
Professionals	126	8.7
Technicians and trades workers	211	14.5
Community and personal services workers	96	6.6
Clerical and administrative workers	155	10.7
Sales workers	75	5.2
Machinery operators and drivers	135	9.3
Labourers	269	18.5
Inadequately described/ Not stated	23	1.6
Total	1,453	100.00

Source: ABS 2016 *Census: Dandaragan (S) - Occupation by Age by Sex*

4.4.1 KEY FINDINGS FOR EMPLOYMENT

Primary industries, government services, tourism and construction are the predominant employers in the Shire.

4.5 ECONOMIC ACTIVITY

The current key economic drivers for the Shire include agriculture, horticulture and fishing together with mining and tourism. The Shire has opportunities in respect to these key industries and some scope to expand and value adds to some of these industries.

Jurien Bay has a regional role within the Shire, as a service hub for surrounding communities and industries, including health services and local government administration. There is also a strong focus on the provision of education and training services to surrounding communities.

The *Central Coast Sub-Regional Economic Strategy* (RPS, 2012) identifies that the Central Coast (Shires of Dandaragan, Coorow, Moora, Gingin and Chittering) has distinct opportunities in the following areas:

- Aquaculture, Horticulture & Food Processing;
- Renewable Energy;
- Retirement & Lifestyle;
- Mining, Construction & Light Industry; and
- Tourism

4.5.1 AGRICULTURE, HORTICULTURE & FISHING

The continued use of the rural land for agricultural purposes is of importance to the economic future of the area. Traditionally the agricultural activity in the Shire has been grazing (sheep and cattle) and grain, particularly wheat with oats, lupins, hay and standing feed.

Grazing and cropping involves the production of coarse grains and wool on a broad acre basis. Wheat is the predominant cereal grown in the area, though oats is grown for grain, hay and feed, with canola and white lupins having an excellent potential in the area. Sheep and cattle are considered equally important in terms of production.

A number of more intensive and alternate forms of agriculture are being introduced to the area. As Perth's urban area expands northward and encroaches on traditional horticultural areas, the potential is developing for alternative agriculture in the Shire.

Agroforestry is being undertaken on a small scale currently in the Shire. Agroforestry has a number of advantages for the farmer, namely; shelter and shade for livestock, stock fodder, reducing soil erosion, reducing salt scald, utilising soil nutrients and creating habitats for birds and insects. Agroforestry for carbon sequestration and timber production appears to have a significant future judging from interest and initial projects where trees are being planted for both purposes.

Aquaculture has also commenced, viticulture is in its experimental stage, and some horticulture is being undertaken in the south of the Shire. Wildflowers from the region are a major contributor to the export market, grown on freehold and Crown land. Planting of nuts, fruits, flowers, fodder and oils can further diversify farming practices.

Fishing in the Shire is a major contributor to the income of the local and State economies. More than fifty species are fished in the area, including the Western Rock Lobster. Commercial fishing occurs throughout the year, though activity is greater during the rock lobster season.

While changes are occurring in the lobster and fishing industries with smaller operators leaving the industry and more restrictions on the catch, it will continue to be important economic activity for the Shire.

At a regional level the Shire is well-placed to provide for the horticultural needs of the Perth region, where agricultural/ horticultural land supply is diminishing. The Shire has a high potential for non-traditional agricultural activities including agroforestry, viticulture, aquaculture, floriculture and horticulture (Shire of Dandaragan, 2012 *Local Planning Strategy - Rural Land Use and Rural Settlement*).

Over the last ten years it is estimated that there has been more than 1,000 ha of horticulture development in the eastern part of the Shire. Estimates of water capacity allocation suggest that there is sufficient to support an additional 3-4000 ha of intensive agricultural development. (Shire of Dandaragan, 2012 *Strategic Community Plan*).

The Central Coast has the key advantage of a comparatively strong water supply security for both increased agricultural production and value adding through water-intensive processing activities (RPS, 2012).

The prospect of a major post-farmgate food production centre in the Shire has been identified to leverage the large amount of food production in the land and sea within the immediate catchment and the wider Wheatbelt region. This opportunity has been identified jointly by the Department of Primary Industries and Regional Development, the Wheatbelt

Development Commission and the Shire (Shire of Dandaragan, 2012 *Jurien Bay Growth Plan*).

An intense food processing cluster would ideally require proximity to major transport infrastructure, reliable 3-phase power and reliable water supply. The Shire can satisfy these basic requirements given location of the Brand Highway, proximity to a growing horticulture and intensive agriculture activities, the Mid West Energy Project, wind farm power generation options and significant groundwater supply. An industry development plan would need to be undertaken to include a detailed investigation of the market and site opportunities, but it could be expected that a 300 ha net lettable productive area could potentially yield \$81.3 - \$122 m. of gross value added output for the region and 1,000–1,500 directly created jobs (Shire of Dandaragan, 2012 *Jurien Bay Growth Plan*).

The success of the Emu Downs Wind Farm in the Shire has led to plans for three additional wind farms within the area; the nearby Badgingarra project is currently under construction (Shire of Dandaragan, 2012, *Local Planning Strategy - Rural Land Use and Rural Settlement*). Emu Downs has recently completed the construction of their solar farm to substitute the wind farm's power generation. The Badgingarra project is also constructing a substituting solar farm as part of their renewable energy development. Recent research has identified a number of other sites with suitable characteristics along the coastline for solar power generation (Hatch and Tonts, 2011).

4.5.2 MINING

The Shire has deposits of gravel, limestone, marl, shell and sand in Crown reserves. Currently basic raw materials including sand, clay, limestone and gravel, are being extracted by the local authority and the Main Roads WA for constructing roads and building foundations. There are additional supplies of these raw materials on privately owned land. However, extraction levels, location, method of extraction, accessibility and transportation will require further investigation to ascertain their commercial feasibility.

Coal was discovered in the Hill River area in 1961. This coal has a similar energy level to Collie coal, but higher sulphur and ash count. Deposits in the Mount Lesueur region are within reserved land and there are no current plans for mining. Oil and gas resources are known both on and off shore and have potential for future use.

Heavy mineral sands resources (titanium-zircon) are located at Cooljarloo on the Coastal Plain. There is further potential for the discovery of additional titanium-zircon resources within the Shire.

Extensive areas of limestone, gravel, sand for fill and concrete, and hard rock resources are present in the Shire. These deposits are significant in quantity and are suitable for road sub-base, building and other construction. The lime sand resources suitable for agricultural use are also present within the Shire's coastal region.

Phosphate and potash mineralisation, essential for agriculture, occurs in several parts of the Shire, such as at Emu Hill and Summer Hill. However, the known deposits are of low grade and are not currently economical to mine, although there is potential for high grade mineralisation. Other industrial minerals found in the area include gypsum, diatomite, bentonite and glauconite (Shire of Dandaragan, 2012, *Local Planning Strategy - Rural Land*

Use and Rural Settlement).

4.5.3 LIFESTYLE & RETIREMENT

The Shire has a high proportion of residents aged 65 and over. The attractive natural environment of its coastal region has been the historic basis for settlement of the coast. The trend of retiring baby boomers to high amenity affordable sea change locations for their retirement in locations such as Jurien Bay is likely to continue. This lifestyle and retirement community will increase the requirement for population-driven jobs.

Opportunities related to retirement, lifestyle and tourism will all leverage off the unique natural features of the Shire, recognised nationally and internationally for their biodiversity and heritage values. The Jurien Bay Growth Plan recognises the need for improved health care and education services to respond to the existing and projected demographic profile.

4.5.4 TOURISM

Tourism's value to the Shire is significant. The tourism profile, developed by the Tourism Research Australia based on a 3-4 year average to June 2007, indicated an annual visitors' expenditure of \$2 million and domestic overnight visitors' expenditure of \$31 million (Shire of Dandaragan, 2012, *Local Tourism Planning Strategy*). The Strategy indicates a strong correlation between the State's population growth and the growth in the number of visitors to a destination.

The marine and coastal environment has a unique combination of offshore reefs, islands and sheltered lagoons part of which is protected by the 82,000ha Jurien Bay Marine Park. The hinterland includes Lesueur National Park, Coomallo Nature Reserve and Nambung National Park, which encompass diverse flora, unique geology and cultural heritage which have acted as recreation and tourism attractors for visitors.

The coast has traditionally been a popular holiday and recreation location for Wheatbelt farmers. Tourist and recreation activity has increased over time, with the area providing opportunities for fishing, windsurfing, boating, surfing, diving, wildflower tours, off-road vehicle use, and ecotours to Nambung National Park, the Pinnacles and Jurien Bay Marine Park (Shire of Dandaragan, 2012, *Local Planning Strategy - Rural Land Use and Rural Settlement*).

Recreational fishing contributes to the local economy through provision of accommodation, charter operations and fishing supplies. The area hosts a large population of recreational fishers during the summer months, peaking at the school holiday breaks of Christmas/New Year and Easter.

There is increased potential for tourism to build on the iconic attractions and promote the 'Turquoise Coast' brand by developing a multiple-day value proposition rather than reliance on day-trippers. This proposition would need to be investigated through an industry development plan which would need to include a detailed consideration of existing and potential user groups, the relationships and connections between existing tourism operators within the area and other relevant locations, leverage points for interventions and actions for public and private investment in these interventions (Shire of Dandaragan, 2012, *Jurien Bay Growth Plan*)

4.5.5 KEY FINDINGS FOR ECONOMIC ACTIVITY

- The Shire’s economy has historically been based on agriculture, mining, fishing and tourism.
- Agricultural diversification is occurring with significant opportunity for horticultural development where water resources are available.
- The attractive natural environment and climate provides retirement, lifestyle and tourism opportunities.

5. LAND USE

5.1 SETTLEMENT

The two coastal townsites of Jurien Bay and Cervantes and the inland towns of Badgingarra and Dandaragan are the Shire’s key settlements.

The Shire’s population is forecast to increase from 3,213 (2016) to between 3,860 and 4,250 in 2026 (WA Tomorrow, 2015). Most of this population growth is expected to occur in and around Jurien Bay, with some modest growth occurring in the inland towns. There are in excess of 600 vacant residential lots in Jurien Bay and sufficient zoned land capable of yielding in excess of 9,000 additional residential lots. Given that WA Tomorrow’s highest growth scenario forecasts an additional 1600 households by 2026, these households can be easily accommodated by the existing supply of vacant lots and zoned land.

5.1.1 JURIEN BAY

Jurien Bay has a population of approximately 1,500. The town was established as a centre for the lobster fishing industry and a holiday and retirement settlement, particularly for people from the Wheatbelt. More recently it became the administrative centre for the Shire, and a number of State Government agencies established offices to serve a sub-regional and regional catchment.

With Jurien Bay’s identification as a SuperTown under the State’s Regional Centres Development Plan, it is set to play an important role in supporting regional growth. It has the capacity to ultimately accommodate a population of 20,000+.

Jurien Bay has a high rate of undeveloped vacant residential lots. In addition the current diversity of housing is limited and future demands will require much more housing diversity to accommodate both an ageing population and younger people. There is also potential for more intensive residential development in some locations, including those listed in Table 22 below which illustrates existing residential land supply within the town.

TABLE 22: EXISTING RESIDENTIAL LAND SUPPLY IN JURIEN BAY

Location	Number of existing lots	Current zoning	Vacant lots*	Additional development potential
North of Hasting Street	223	Predominantly R12.5 with some R30	107	Yes. Strategically located land which should be investigated further to consider increased development

Location	Number of existing lots	Current zoning	Vacant lots*	Additional development potential
				potential of some vacant lots.
City Centre area - Hasting to Lindsay Streets	368	Dual coded R12.5 - R25 and Regional Centre	5	Yes. Scheme Amendment 35 based on the City Centre Strategy Plan successfully implemented dual coding with the higher coding reached if lots are connected to deep sewerage. In addition, the introduced 'Regional Centre' zone can accommodate mixed use development to a maximum residential coding of R80.
South of Lindsay Street	465	R12.5	40	No.
Beachridge Estate (Turquoise Coast Development)	623	R15, R20 & R40	449	No.
* Estimates based on preliminary data from Department of Planning dated September 2011.				
* Information updated with data received from Shire of Dandaragan: May 2014				

Shire of Dandaragan, 2012, *Jurien Bay Growth Plan*.

Ardross Estates has provided development incentives to purchasers of residential lots within the Beachridge Estate (Turquoise Coast development), to encourage the development of lots within two years of purchase, to address the issue of land being purchased then held for speculation purposes.

In addition to the existing supply, Jurien Bay has two large residential land development projects. Ardross Estates commenced large scale residential subdivision in 2004 to the south of the town and subsequently obtained approval for the Turquoise Coast Structure Plan for an area that will eventually provide 9,000 residential lots. In 2012 the WAPC approved the rezoning of land at North Head for residential and tourist uses creating the potential for about 2,200 residential lots north of the town.

The planning undertaken to date for these two areas will ensure an adequate staged land supply identified for residential development in the long term. The staging of land releases is illustrated in Table 23 below.

TABLE 23: SHIRE'S PLANNED RESIDENTIAL PROJECTS

Residential project	Development plan stage	Number of residential lots
Turquoise Coast Structure Plan – 2,000 ha	1	1,300 (partly complete)
	2	1,050
	3	75
Staged developed based on Structure Plan	4	2,000
	5	Not defined
	6	1,600
	7	1,800

	8	1,300
Total		7,825*
North Head Structure Plan - 650 ha	South Head The Valley North Head	390 155 225
Staged developed based on Structure Plan	Pumpkin Hollow Beekeepers	620 835
Total		2,215
Overall Total		10,040 lots
* The lot estimate does not account for medium density residential lots and development which includes a significant medium density residential component in the Turquoise Coast Development Plan Area 5.		

Shire of Dandaragan, 2012, *Jurien Bay Growth Plan*.

Given the availability of privately-owned land for residential development, planning for and development of unallocated Crown land in Jurien Bay has been limited. Crown land does, in some locations, provide an opportunity for the consolidation of urban form for example:

- Land adjacent to Bashford Street between Hasting Street, Seaward Drive and Aquilla Street.
- Land east of the Jurien Bay Boat Harbour.

There is also a large area that lies east of Indian Ocean Drive and west of the Alta Mare and Jurien Heights rural residential areas, extending from Jurien Road in the north to the Hill River in the south, that comprises a number of Crown reserves set aside for various purposes including Waste Disposal, Quarry, Abattoir and Holding Paddocks, Cemetery and Pistol Club. With the exception of the cemetery reserve and waste disposal site, the other areas are not currently utilised.

This area also includes the private land described as the Ardross East Precinct and Ardross North Precinct, separated by the stock route reserve. Buffers associated with the existing and future Waste Water Treatment Plants encroach into an area of Crown land, formerly a portion of the stock route, which crosses Ardross's landholdings and contains the now redundant VOR Aircraft Navigation facility.

COMMUNITY FACILITIES

Jurien Bay District High School caters for students from Jurien Bay, Leeman, Green Head, Cervantes, Badgingarra and surrounding farming areas and had an estimated enrolment of 287 students for the 2012 school year. The school provides pre-primary, primary and secondary schooling with the Year 11 and 12 program being undertaken in collaboration with the Durack Institute of Isolated and Distant Education. Secondary students are able to complete Certificate I and II courses in a range of industry areas, with Year 10 students having access to complete Certificate I courses (Shire of Dandaragan, 2012, *Jurien Bay Growth Plan*).

Local health and aged care services are delivered by the Jurien Bay Health Service and include:

- Jurien Bay Community Health Service;

- Jurien Bay General Practice;
- Jurien Bay Home and Community Care (HACC);
- Child Health Clinic;
- Jurien Bay Physiotherapy Clinic;
- Jurien Bay Dental Clinic; and
- Accident and Emergency.

For higher level services, people within the Shire are reliant on services outside of Jurien Bay which include the Moora Multi-Purpose Service - 121 km (1hr 34 mins), Joondalup Health Campus – 199 km. (2hrs 18 mins) and Geraldton Hospital – 195 km. (2hrs 15 mins) (Shire of Dandaragan, 2012 *Jurien Bay Growth Plan*).

Jurien Bay has the following law, safety and emergency facilities:

- Jurien Bay District Police Station
- St. John's Ambulance
- Volunteer Fire and Rescue Station
- Volunteer Fire Brigade
- Volunteer Sea Rescue Group

There are two State Government agencies providing services from Jurien Bay - the Department of Biodiversity, Conservation and Attractions and the Department of Primary Industries and Regional Development. Other agencies service Jurien Bay on a visiting basis and include agencies such as the Wheatbelt Development Commission and the Small Business Development Commission which are accommodated via office space in the Shire of Dandaragan Civic Building.

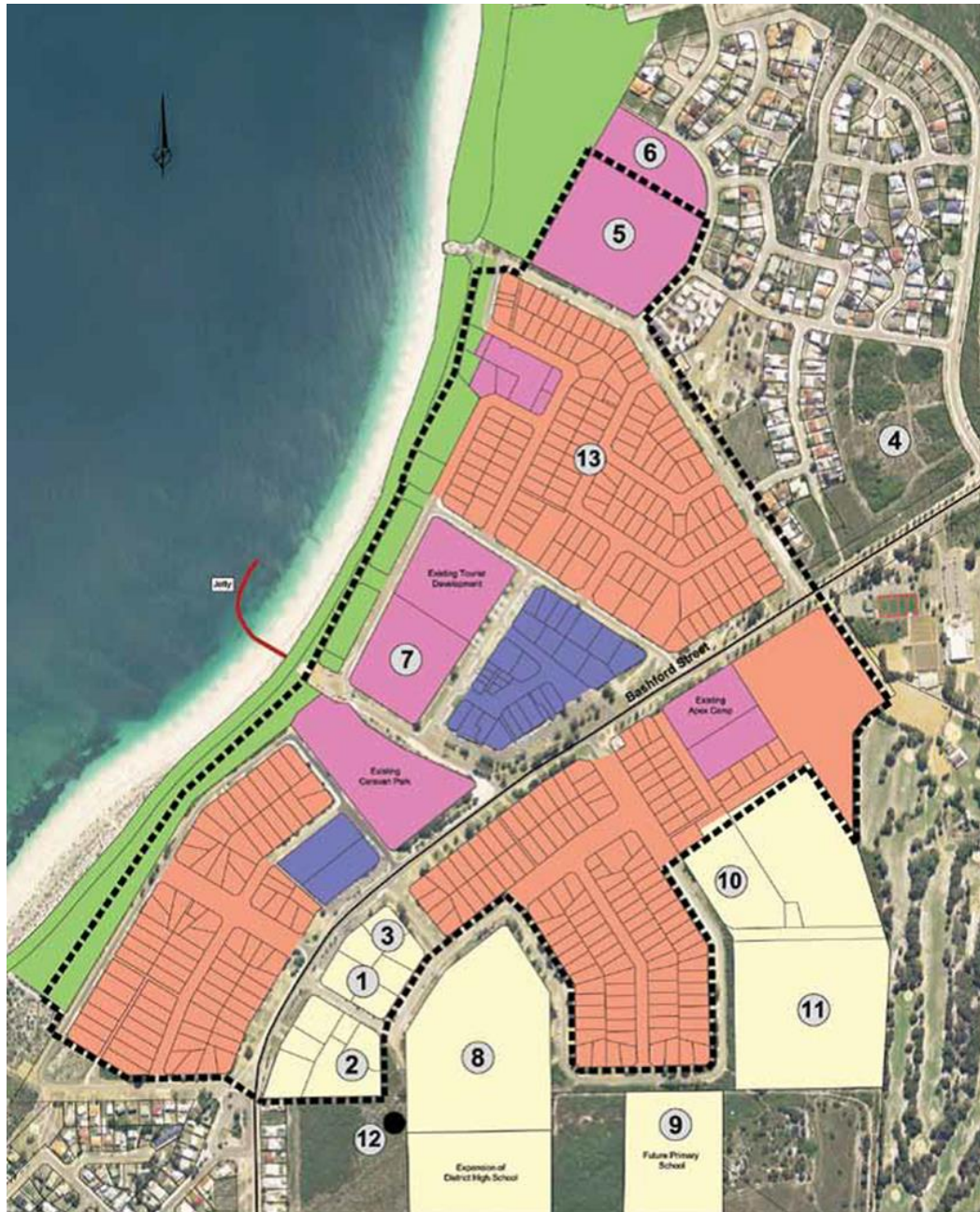
The Shire of Dandaragan Administration Centre provides the Shire's administration, health, building, planning and ranger services. The Shire of Dandaragan Civic Building provides integration of education and community resources, tourist information, art and culture and technology spaces. The Civic Building includes the Community Resource Centre, library, Visitor Centre and office space for Government Departments and visiting agencies and organisations. The Jurien Bay Community Resource Centre is a not-for-profit community organisation providing the community with access to computers, video conferencing, education and training as well as Government information and referral services.

In addition the Shire has a Family Resource Centre which has two offices a multi-purpose meeting facility and kitchen that can be hired. The Centre is used by a not for profit organisation offering limited child care and after school care. A Community Recreation Centre provides a range of sporting and cultural activities and is adjacent to bowling greens, sporting oval, netball courts golf course and tennis courts.

JURIEN BAY GROWTH PLAN

The Jurien Bay Growth Plan analyses the growth potential of Jurien Bay and the regional hinterland by examining constraints and identifying strategies for growth. The spatial elements of the growth plan are shown in Figures 6 and 7. Figure 6 shows detailed proposals for the City Centre, including opportunities for the location of residential, commercial, industrial and mixed uses, as well as additional community facilities and infrastructure.

The plan for the City Centre includes the identification of two community purpose areas. One is the Health Precinct on Whitfield Road based around the existing Health Centre. This area presents a significant opportunity for development of an integrated mix of uses related to health, aged care and community wellness. A concept plan is required to guide development of this area to ensure that the value for community uses is maximised. The second area is the Community Uses Precinct on the corner of Bashford Street and Bayliss Street adjacent to the Council Administration office. This area comprises Crown land and reserves with the potential to accommodate a range of community uses and needs to be subject of a concept plan to maximise its value for community uses.



Numbers 1 – 13 refer to Table 24

FIGURE 6 JURIEN BAY GROWTH PLAN – CITY CENTRE
 Source: Jurien Bay Growth Plan, Volume 2 (2012)

TABLE 24: JURIEN BAY GROWTH PLAN - CITY CENTRE

<p>1. Civic Precinct (~1.7ha)</p> <p>The area has capacity for additional accommodation for state and local government services.</p> <p>2. Community Uses Precinct (~2.2ha)</p> <p>This area comprises a number of crown reserves and Unallocated Crown land which has the potential to accommodate range of community uses. A concept plan is required to ensure that the value of this land for community uses is maximised.</p> <p>3. Civic Precinct - Police Station (~5,200 m2)</p> <p>Planning is required to determine future police services for the region.</p> <p>4. Unallocated Crown Land – Seaward Drive (~5.8ha)</p> <p>This area is strategically located near the City Centre and opposite the Community Recreation Centre and should be assessed to determine appropriate land uses.</p> <p>5. Tourism Site – Casuarina Crescent (~4.4ha)</p> <p>This vacant site provides opportunity for a major tourism development adjacent to the foreshore.</p> <p>6. Tourism Site – Casuarina Crescent (~1.6ha)</p> <p>This area of unallocated Crown land provides opportunity for a major tourism development adjacent to the foreshore.</p> <p>7. Tourism Site – Roberts Street (~2.2 ha)</p> <p>This vacant site provides opportunity for a major tourism development adjacent to the foreshore.</p>	<p>8. District High School – Hamersley Street</p> <p>The expansion of the site is provided for as part of the Turquoise Coast structure plan.</p> <p>9. Future Primary School – York Street</p> <p>A new primary school site is provided for as part of the Turquoise Coast structure plan.</p> <p>10. Health Precinct – Whitfield Road (~1.8ha)</p> <p>The site has capacity for expansion of the existing Health Centre as part of the Health Precinct.</p> <p>11. Health Precinct – Whitfield Road (~9.5 ha)</p> <p>This area presents a significant opportunity to develop for an integrated mix of uses related to health, aged care and community wellness. A concept plan is required to ensure that the value of this land for community uses is maximised.</p> <p>12. Proposed Sewer Pump Station</p> <p>A site is required generally in this location to service the unsewered areas within the City Centre.</p> <p>13. City Centre</p> <p>The City Centre will provide facilities and services to the city and the region building on its existing role. Uses will include: government services, retail, commercial uses, community facilities and services, tourism, recreation, mixed use and residential development.</p>
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TABLE 25: JURIE BAY GROWTH PLAN CONT.

14. Other Residential Areas

There are two established residential areas outside of the boundaries of the City Centre and the boundaries of the Turquoise Coast and North Head Structure Plans, namely the areas north of Hastings Road and south of Lindsay Road with a total of 688 lots.

15. Unallocated Crown Land north east of Boat Harbour

This land provides the opportunity to consolidate the urban area in the north of the townsite. It should be developed with an appropriate land use mix to support the City Centre and increased use and development of the Boat Harbour. Detailed assessment is required in relation to native title, environmental values and infrastructure issues as part of consideration of land use and development options.

16. Boat Harbour

The Boat Harbour is an underutilised infrastructure asset with significant potential to accommodate a range of uses including recreation, tourism and marine based industry.

17. Light Industrial Area, Carmella Street

This area is substantially developed and expansion is not proposed as there are other areas identified for future industry

18. Industrial Area, Coalseam Road (~110ha)

There are 27 lots most of which are developed and 2 stages planned for expansion to provide an additional 45 lots. Assessment regarding native title, environmental assessment and infrastructure is required for future stages.

19. Airport

The airport is used for general aviation, recreation and emergency services. The capacity for additional traffic and potential land use planning constraints requires investigation. Action has been initiated to evaluate alternative sites for an airport to serve the region.

20. Future Waste Water Treatment Plant

This site has been selected for an additional WWTP to service future urban development.

21. Future Substation Site

This substation site has been identified as part of the infrastructure required to upgrade power supply for future urban development.

22. Future District Centre

The Booka Valley Centre will be developed as a mixed use area including retail and

23. Pedestrian Cycleway Network

The flat terrain and centralised community uses and facilities provide the basis for the network including recreational links through open space with connections to the foreshore.

24. Future Indian Ocean Drive link

An alignment has been established to enable the construction of the link based on the vehicle capacity limits of Bashford Street through the City Centre. It is estimated that this would be required when the population reaches about 10,000.

25. Community Recreation and Sports Area

The area has capacity for expansion to accommodate a range of community and recreational facilities and services.

26. Foreshore

The future management and development of the foreshore reserves needs to ensure that opportunities for tourism and recreational use are optimised.

27. Turquoise Coast Industrial Area

This industrial area provides for industrial uses in addition to composite lots (mixed residential and industrial)

28. Future Public Transport System

The primary and district distributor road network will provide the basis for a future public transport system. This road network would generally provide access within 400metres or a 5 minute walk from most urban areas with the exception of North Head.

29. Wastewater Treatment Plant (WWTP)

The WWTP has some capacity to accommodate further urban development.

30. Turquoise Coast

An approved structure plan guides the development of this area and provides for significant areas to be set aside for conservation and recreation purposes.

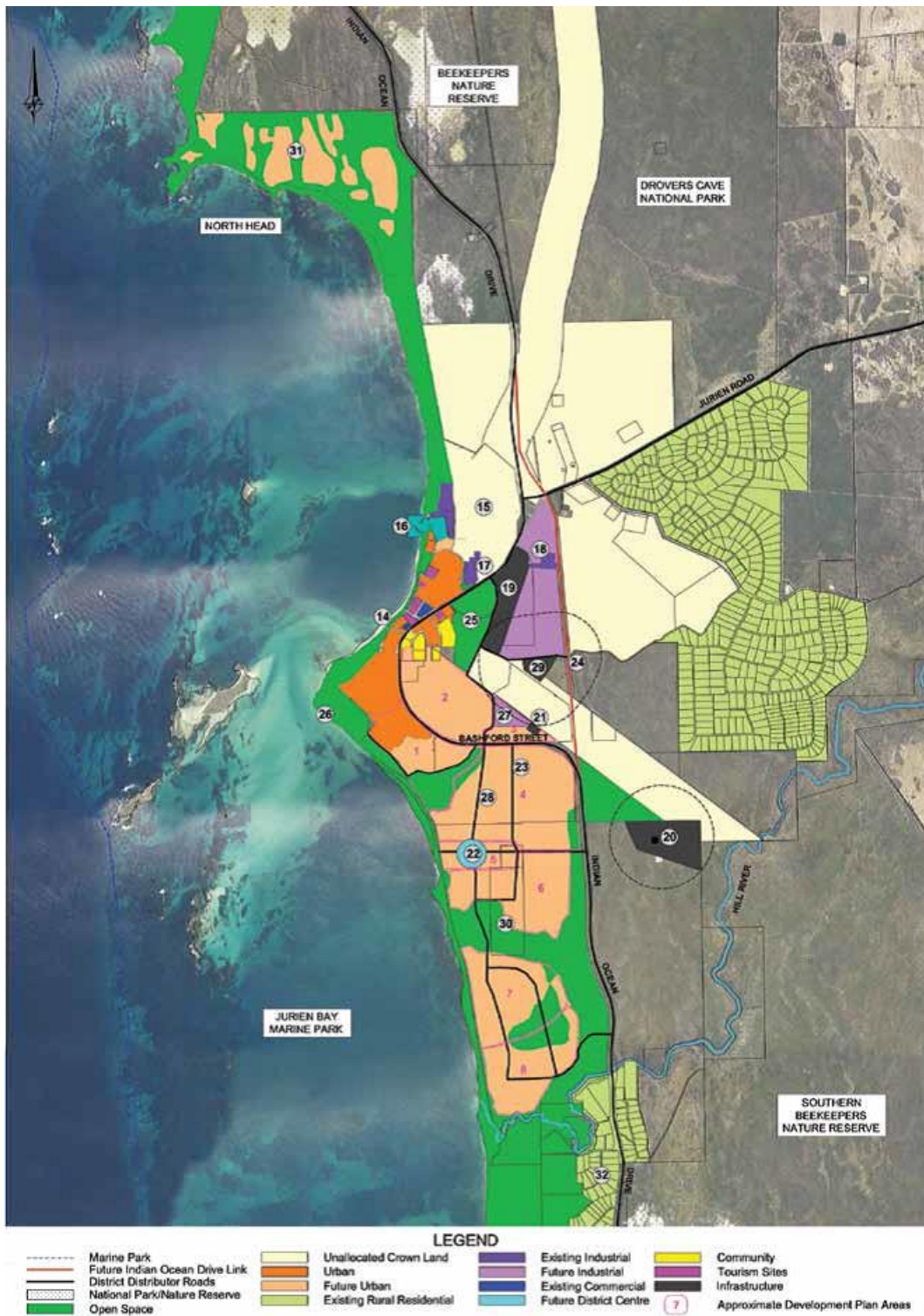
31. North Head

An approved structure plan, providing for 2215 residential lots and 550 tourists rooms, guides the development of this area and demarcates two thirds of the site to the protection of dune ridges and natural vegetation. It is expected that the stages will be developed in 3 year intervals.

32. Rural Residential

Existing and future rural residential areas support and utilise services and facilities provided in Jurien Bay.

<i>commercial development, tourism accommodation and residential uses.</i>	
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Numbers 14 to 32 refer to Table 25

FIGURE 7 JURIÉN BAY GROWTH PLAN

Source: *Jurién Bay Growth Plan, Volume 2 (2012)*

5.1.2 CERVANTES

Cervantes was established as a fishing village primarily for the rock lobster industry. It has also attracted a holiday and retirement population and has a population of 527 (ABS 2016). Crown Reserves and the Priority 1 Drinking Water Source Protection Area to the east limit expansion of the town to its south and east. There are limited opportunities for infill and intensification within the town. However, there is a 23 ha area of Crown land, immediately north of the golf course, which is zoned Residential but has not been subdivided. This provides the opportunity for further development, subject to environmental and native title requirements.

The rationalisation of landholdings between the Cervantes townsite and Hill River (associated with the preparation of the management plan for Reserve 19206) may provide an opportunity for the expansion of Cervantes to the north subject to detailed investigation of environmental and other issues. The area is bounded to the north by Ardross Estates landholdings zoned rural residential and to the south by land, similarly owned by Ardross Estates, that is being considered for Special Residential development with lot sizes of about 2 000m². Issues to be considered in planning for this area include road connections, buffers to essential infrastructure, servicing and the protection of biodiversity.

COMMUNITY FACILITIES

Cervantes has a primary school and medical facilities are provided in the Cervantes Community Health Centre. Safety and emergency facilities consist of volunteer based fire and rescue and sea rescue and there is also a St John's Ambulance service.

A public library is open for two half days per week. There is a community centre that provides for sporting and cultural activities. Recreational facilities are provided for lawn bowling, golf, tennis, basketball, netball and football.

CERVANTES TOWN CENTRE FUTURE LAND USE PLAN

Limited opportunities for infill and intensification have been identified in the Cervantes Town Centre Future Land Use Plan, adopted by the Council on 28 June 2012 (see Figure 8). The key element is to provide a road network in the town centre superblock to form a traditional shopping street on Cadiz Street that clearly connects to surrounding areas and facilitates pedestrian and vehicle access.

The plan shows the Cervantes town centre, which can be described as the area bound by Seville, Weston, Iberia and Aragon Streets. The area is largely undeveloped with a mix of commercial and public purpose zonings. The Future Land Use Plan aims to provide a guide for the utilisation of existing commercial and undeveloped land to provide for an integrated mix of uses serving the needs of local residents and visitors. It creates opportunities for mixed short stay accommodation integrated with higher density residential uses, aged care and associated community facilities, and an amended road layout to facilitate access to parking.

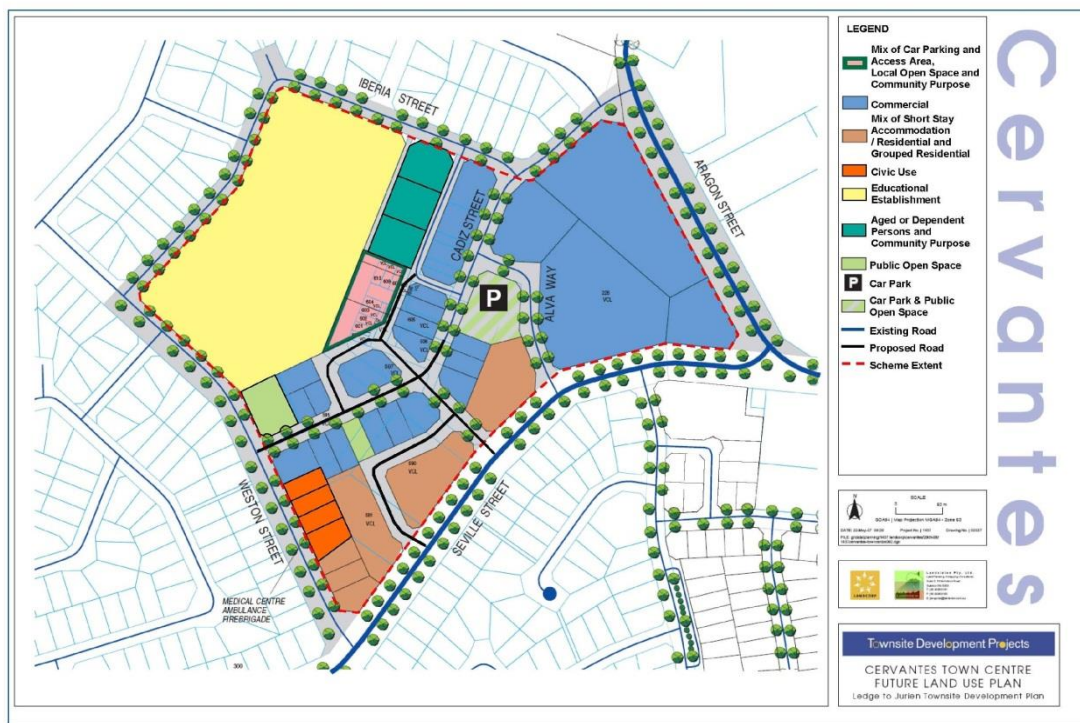


FIGURE 8 CERVANTES TOWN CENTRE FUTURE LAND USE PLAN

Source: Landvision (2012)

5.1.3 DANDARAGAN

Dandaragan is located about 100km south east of Jurien Bay and 20km inland from Brand Highway. The town is typical of many small centres throughout the broad scale agricultural area and is the centre of a rural community where agriculture is diversifying and becoming more innovative. The town has a population of 340 (ABS 2016).

The townsite's development is illustrated in Figure 4 and comprises the following:

- 54 Residential R12.5 lots - all with dwellings;
- four large un-subdivided areas of Residential R12.5 - 50% already cleared and developed with dwellings;
- four lots Residential R0.5 - all developed with dwellings;
- eighteen Rural Residential lots in the Koorngal development directly north of the town – fifteen developed.
- twelve industry lots - all developed;
- Cleared farm land zoned Special Development - partially developed;
- A primary school and sport and recreation facilities including a golf course;

- A Community Resource Centre (CRC) located in the previous Shire Administration Centre, providing basic administration and library services for the eastern part of the Shire;
- Workers and backpackers accommodation and facilities.

Dandaragan has a limited amount of zoned land that has not been subdivided. The subdivision of Lot 57 Camm Road has recently been approved and provides for an additional 26 residential lots to be created in the western part of the town. Council supports growth of the town as a rural service centre and seeks to adopt a flexible approach to where future development may occur to meet the needs of the small and diverse settlement.

The expansion of the town is restricted by a lack of deep sewerage and there are no current plans to provide this infrastructure to the town. In accordance with the provisions of the *Draft Country and Sewerage Policy (September 2003)*, the expansion of the town should be reviewed once the total number of lots (since the introduction of the policy) has increased to 100. It is estimated that the town has reached some 80% of this capacity, necessitating the need for a sewerage system. The provision of a reticulated sewerage system or suitable alternative should be pursued to ensure the growth of the town.

There is remnant vegetation scattered throughout the town which requires further assessment prior to rezoning, subdivision or development.

Water supply is obtained from the Water Corporation bore field located to the east of the town and the town is serviced with electricity infrastructure. There is an existing landfill site to the north-west of the town adjoining the existing golf course.

Planning for the growth of Dandaragan should support the role of the town in its rural setting, and provide growth opportunities that meet the needs of the small and diverse settlement. There is potential to develop lots in the 4 ha to 40ha range where there are good growing conditions and access to commercial quantities of groundwater for boutique crops and horticulture, tree farming, orchards and innovative, small-scale, intensive agricultural activities.

The strategic direction for the growth of the Dandaragan townsite is depicted in Figure 4.

Broad objectives for the town are as follows:

- Provide land for residential uses within or immediately adjacent to the townsite noting the lack of sewerage for lots smaller than 1000m².
- Support economic opportunities for rural enterprise, small scale commercial operations, composite mixed business or industry with associated residential development within the townsite provided these areas are adequately serviced and will not adversely affect the amenity of the area.
- Support proposals for limited rural living encouraging a variety of lot sizes and lifestyle opportunity and where appropriately located within or adjacent to the townsite. This should be based on a graduation of lot sizes from 1 ha to 40 ha hectares progressively developed away from the town centre having due regard to the provisions of State policy.
- Proposals for subdivision to adequately address important environmental issues including protection of remnant vegetation, bushfire and water supply and quality.
- Support development which can be serviced adequately by on-site effluent disposal, while continuing to pursue options for the provision of an effluent system to the town.

5.1.4 BADGINGARRA

Badgingarra is a small rural service centre for agricultural activity and mining and also provides for the tourist, business, commercial and other traffic passing the town on the Brand Highway. The town is adjacent to the Badgingarra National Park, well known for wildflowers, and has a population of 193 (ABS 2016).

The town is substantially developed on the existing available land (see Figure 5) and comprises the following:

- Residential zone R12.5, 28 lots with dwellings;
- Residential R2.5, three lots with dwellings;
- Industry zone twelve lots, five developed and the balance have not been cleared of vegetation;
- Roadhouse and caravan and camping ground;
- Sporting oval and recreational facilities and community centre;
- A golf course.

The 'old' Badgingarra townsite, which is located 6km to the east, contains community infrastructure including the primary school and principal's residence.

The town contains large areas of uncleared unallocated Crown land on the highway and east of the existing zoned and developed town land. The Hill River borders the town immediately to the north. The majority of the land adjacent to the town, east of Brand Highway, is cleared farming land containing pockets of remnant vegetation and vegetation along the banks of the Hill River.

The Scheme shows an area of Crown land zoned Residential R12.5 and Residential R2.5 where potentially up to 100 lots could be created. The land is currently unserviced and contains good quality remnant vegetation. It is unlikely that this land will be developed by State Government in the short term. The balance of the town is not connected to sewer and the requirement to sewer any future lot is a significant constraint to the release of lots.

A zoned industrial site adjacent to the existing industrial area could accommodate a future demand for industrial lots in the town. As only five of the existing twelve industrial lots have been developed there is no immediate pressure for the subdivision.

There is an existing area of Unallocated Crown land already zoned for Rural-Residential but not subdivided to the north of North West Road adjacent to the golf course (Lot 208).

Land immediately adjoining the town to its south, along Brand Highway, and between the Brand Highway portion of town and the 'old' townsite to its east, is considered to be suitably located on the Highway between Cataby and Eneabba to provide services for all vehicles and road users on Brand Highway, and other rural enterprises. Uses such as truck and car repairs, tyre change, and similar light to general industrial activities may be considered appropriate, but still assessed on their merits. These types of businesses would complement the services provided in towns elsewhere and would be composite industrial land uses combining a residence and business on one lot (see Figure 5).

Detailed planning would be required to ensure acceptable and safe vehicle access points onto Brand Highway or suitable alternatives, visual impact, mix of uses, servicing, environmental impact and other planning matters are addressed.

Planning for the growth of Badgingarra should support the role of the town to service the needs of its rural setting and passing traffic on Brand Highway. The strategic growth direction is depicted in Figure 5.

Broad objectives for the town include:

- Provide land for residential, including rural living, and industrial uses within or immediately adjacent to the townsite, noting the significant tenure constraints on townsite land and the lack of sewerage for lots smaller than 1,000m.
- Support opportunities for tourism enterprises to service the Badgingarra National Park, particularly during the wild flower season.
- Support proposals for limited rural living encouraging a variety of lot sizes and lifestyle opportunity and where appropriately located within or adjacent to the townsite. This should be based on a graduation of lot sizes from 1 ha to 40 ha progressively developed away from the town centre having due regard to the provisions of State policy.
- Ensure that proposals for rezoning, subdivision or development adequately address environmental issues such as protection of remnant vegetation, bushfire and water supply and quality.
- Support development which can be serviced adequately by on site effluent disposal while continuing to pursue options for the provision of an effluent system to the town.
- Pursue development of zoned industrial and residential land with the Government land developer.
- Any development along the river must support and enhance the riverine environment.
- Support economic opportunities for small scale commercial operations, composite mixed business or industry with associated residential development provided these areas are adequately serviced and will not adversely affect the amenity of the area.
- Support innovative mixed use development combining residential and small scale commercial operations on land adjacent to the Brand Highway immediately adjoining the townsite, and between the 'old' and 'new' townsites, particularly uses associated with servicing the travelling public and transport operations on the Brand Highway, subject to being adequately serviced.
- Work with Main Roads WA to investigate the most appropriate access points onto Brand Highway or alternatively to agree to restrictions and any improvements necessary to existing access from/to Brand Highway in view of increasing traffic.
- Minimise the visual impact of any development adjacent to the Brand Highway.
- Progress the re-classification of Lot 208 North West Road from Rural Residential to Reserve for Conservation.

5.1.5 REGANS FORD

Regans Ford is a gazetted town located on the Brand Highway at its crossing with the Moore River. There have never been any proposals to encourage or initiate urban development in the town and there is no future plan to develop housing in this location. Regans Ford is zoned Rural and is surrounded by Rural zoned farmland.

The location is strategically situated to serve the travelling public and local needs. It is north of Orange Springs Road which provides an alternative route to Perth, Lancelin and the coast. It is south of Dandaragan Road, one of the main links for the Brand Highway to Dandaragan.

Moore River provides a very attractive rest spot on the riverbanks adjacent to the town and is very popular, particularly with campers. Windmill Roadhouse provides fuel, foods, papers

and other similar goods. A separate caravan park adjacent to the roadhouse provides camping facilities.

Any proposals to upgrade or expand the roadhouse and the caravan park will be considered on merit. Residential or rural living uses at this site will not be supported and the town is to be retained as a service centre to provide short stay accommodation to the travelling public, tourists and local residents without compromising public safety on the Brand Highway.

Council will support the sustainable development of the townsite to service and provide short-stay accommodation for the needs of the travelling public and tourists where it does not compromise rural land uses or public safety on the Brand Highway.

5.1.6 CATABY HIGHWAY SERVICE CENTRE

The Cataby Service Centre is located on the Brand Highway some 35km north of Regans Ford (see Figure 2). In addition to fuel sales, it also provides basic goods and services to passing traffic and the surrounding rural and mining communities. Limited short stay accommodation caters for the needs of tourists and visitors to the area.

Any proposals for upgrading and expansion would be considered on merit, and in the context of the needs of the surrounding mining and agricultural use, while giving regard to environmental constraints and services capacities.

5.1.7 KEY FINDINGS

JURIEN BAY

- Jurien Bay is a regional centre with an ultimate population of 20,000+.
- Jurien Bay has a high rate of vacant residential lots.
- The Turquoise Coast and North Head developments provide an adequate staged land supply for residential development over the long-term.
- Crown land provides an opportunity for the consolidation of urban form.
- Land east of the Indian Ocean Drive road and west of the Alta Mare and Jurien Heights may be suitable for potential expansion of Jurien Bay in the longer term.

CERVANTES

- Cervantes was established as a fishing village. It has also attracted a holiday and retirement population and has a population of 527 (2016).
- Crown Reserves and Drinking Water Source Protection Area to the east limit expansion of the town to its south and east.
- There is a 23 ha area of Crown land, immediately north of the golf course, which is zoned Residential but has not been subdivided and provides the opportunity for further development, subject to environmental and native title requirements.
- The rationalisation of landholdings between the Cervantes townsite and Hill River may provide an opportunity for the expansion of Cervantes to the north subject to detailed investigation of environmental and other issues.
- Limited opportunities for infill and intensification have been identified in the Cervantes Town Centre Future Land Use Plan.

INLAND TOWNS

- The towns of Dandaragan and Badgingarra continue to support the agricultural sector with limited residential growth expected.

- Dandaragan has been substantially developed and has a limited amount of zoned land that is not already subdivided.
- Zoned but undeveloped industrial and residential land in Badgingarra has development potential.
- Lot 208 North West Road in Badgingarra (Crown land) zoned for rural residential purposes with limited development potential and should be reclassified for conservation purposes.
- The locality of Badgingarra provides opportunities to service the needs of passing traffic.
- Regans Ford and Cataby Highway Service Centre should be retained as service centres.

5.2 RURAL LIVING

The Shire has a historical pattern of smaller rural lots being developed in the vicinity of Jurien Bay, particularly to the east of the town and along Indian Ocean Drive in the corridor between Jurien Bay and Cervantes. A small pocket of rural residential lots known as Koorungal Vale Estate also exists north of the Dandaragan townsite.

Figure 3 shows Alta Mare and Jurien Bay Heights to the east of town and Hill River Heights and Marine Fields to south, indicating the number of existing and estimated potential lots in each of these areas.

To date 522 lots have been created in the five rural residential areas in the Shire. As indicated in Table 26 below, 47% or 257 lots of the 522 lots were developed by December 2012.

TABLE 26: EXISTING RURAL RESIDENTIAL DEVELOPMENTS

Projects	Location	Number of lots	Developed by December 2012 plus Dwelling Building Permits issued up to 30 June 2016
Alta Mare	Lot 1 and Lot 2, Portion of Victoria Location 10602 Jurien Road, Jurien Bay	203	134+8 (142)
Jurien Bay Heights	Victorian Location 10751	220	85+11 (96)
Hill River Heights	Melbourne Locations Pt 3112, 757, 2520, 716, 618, 744, Pt 2528 and Pt Crown Reserves 19206, 1222, 36053	20	1
Marine Fields	Melbourne Locations Pt 3112, 757, 2520, 716, 618, 744, Pt 2528 and Pt Crown Reserves 19206, 1222, 36053	61	22+3 (25)
Koorungal Vale	Melbourne Location 984 Dandaragan Road	18	15
Totals		522	257 (279)
Notes: 1) Developed sites were calculated based on aerial photography obtained from the Planview website of the DOP dated December 2012. Plus Dwelling Building permits issued up until 30 June 2016. 2) 'Developed' indicates that there is a structure located on the site. No distinction is made			

between a dwelling and a shed.

In addition to the created lots, land zoned Rural Residential provides opportunities for further subdivision, particularly in the Marine Fields area. The recent approval of Amendment 20 to the Scheme allows for the development of some 55 sites in the northern portion of Marine Fields with the southern portion having a potential for a further approximately 130 sites.

Development of the 257 'developed' lots has taken place over the 25 year period between the first release of lots in 1992 and 2016 i.e. at an average rate of 11 lots per year. The establishment of new rural residential estates in this locality cannot be justified at present, as about 54% of undeveloped lots in the vicinity of Jurien Bay and Cervantes are undeveloped, and State Planning Policy 2.5 indicates that the expansion of rural living estates should be guided by existing land supply, take-up and population projections.

Cantabilling Springs Farm, 16 km east of Jurien Bay, is zoned Rural Residential. There has been no development on the site since its rezoning in the early 1970s and there have been no proposals for the subdivision of the site. It is doubtful that any future proposal to subdivide Cantabilling Springs Farm would be able to demonstrate consistency with the policy measures for rural living proposals in State Planning Policy 2.5. The establishment of a rural living estate at this location is therefore unlikely.

The Inland Local Planning Strategy (2012, Section 5.2.2, page 66) identified the Cockleshell Gully Precinct as a possible location for rural residential development, subject to the outcome of proposed Amendment 11 to the Scheme. However, in 2013 the amendment was determined to be inconsistent with State planning policy and was refused. A new application to rezone the subject property at a lower mixed density with rural smallholdings and conservation lots, Amendment 32 is currently subject to further environmental investigations to satisfy the Environmental Protection Authority (EPA). If cleared by the EPA the Amendment documentation will be forwarded to the WAPC for final determination. Proposals for standard density rural residential development north of Jurien East Road are not contemplated in this strategy, as it is not possible to achieve consistency with State planning policy related to rural land, water, urban growth and settlement and basic raw materials. For similar reasons, a proposal relating to Location 3924 Cervantes Road is not included in this Strategy. An application to rezone the subject property at a lower mixed density including Rural Smallholdings and conservation lots was received by the Shire and found to be inconsistent with State planning policy and is pending revision or cancellation by the proponent.

Limited rural living development has taken place near the inland towns. The Koorungal Vale estate just north of Dandaragan comprised the Shire's first rural residential lots. Fifteen of the 18 lots in the estate have been developed. Rural living lots in the inland towns are expected to continue to appeal to retired farmers who wish to remain in the area, contractors, mine and energy workers and people seeking a change in lifestyle.

An area to the north of Dandaragan, known as Rose Valley, has previously been identified for closer subdivision with minimum lot sizes of 10 ha. The provision of appropriate access is a constraint that requires careful consideration and structure planning is required prior to subdivision. In considering any future application for subdivision at Rose Valley, Council will take into account the objectives for Rural Smallholdings as set out in this report (Section 5.2) and the matters to guide the Council's decision making contained in Annexure 5.

Crown land north-east of Badgingarra is zoned Rural Residential but remains undeveloped. Lot 208 North West Road is fully vegetated and unlikely to be cleared for development, creating an unreasonable expectation for development in this locality. A recommendation to rezone the lot to Reserve is included under the discussion on the future of Badgingarra.

The only additional area to be considered for limited rural living uses is rural land located between Jurien Bay and Cervantes.

An extension of the existing linear development pattern along the coast, joining the regional centre of Jurien Bay with the tourist town of Cervantes, may not allow for the protection of landscape and environmental values and retention of a 'sense of place'. A nodal form of development, where the location, siting and design of development is consistent with retention of these values, may be preferable.

5.2.1 PROPOSED RURAL LIVING ZONES

Rural living is considered to be a residential land use. Rural living developments require the management of land use conflict (with agricultural and urban areas); the provision of adequate and appropriate services, facilities and amenities; the protection of remnant vegetation; bushfire risk management; and promotion of good environmental and landscape outcomes.

Rural living as defined in SPP 2.5 is a residential use that provides for Rural Residential (1 ha to 4 ha lots) and Rural Smallholdings (4 ha to 40 ha lots). This classification is not consistent with the Scheme. The objectives of the Rural Residential zone in the Scheme are to provide for rural lots for residential purposes generally between 2 ha and 20 ha.

Council intend to modify the Scheme to ensure consistency with SPP 2.5. The intention is to amend the objectives for the Rural Residential zone and to insert a Rural Smallholdings zone into the Scheme as follows:

Rural Residential zone objectives:

- To provide for lot sizes in the range of 1 ha to 4 ha.
- To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.
- To set aside areas for the retention of vegetation and landform or other features which distinguish the land.

Annexure 4 sets out information that should be provided and matters to guide the Council's decision making when submitting and considering application to rezone land to Rural Residential and when subdivision and development is proposed in the Rural Residential zone.

Rural Smallholdings zone objectives:

- To provide for lot sizes in the range of 4 ha to 40 ha.
- To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.

- To set aside areas for the retention of vegetation and landform or other features which distinguish the land.

Annexure 5 sets out information that should be provided and matters to guide the Council's decision making when submitting and considering application to rezone land to Rural Smallholdings and when subdivision and development is proposed in the Rural Smallholdings zone.

Council intends inserting a Rural Conservation zone into the Scheme in order to provide large lots for bush retreat living; to protect natural features, topography, flora and fauna; to provide a transition between rural-residential or similar development and National Parks and Conservation reserves; to minimise visual impacts; and to minimise environmental impacts.

The Rural Conservation zone would be to specifically provide for rural living proposals with a conservation theme that would secure biodiversity, landscape and cultural assets.

Rural Conservation zone objectives:

- To maximise the long-term protection and management of significant environmental and/or landscape values.
- To minimise the fragmentation of and promote ecological linkages between areas of significant environmental and/or landscape values.
- To ensure that development is compatible, sympathetic and integrated with the significant environmental and/or landscape values.
- To create lot/s that are of sufficient size to sustain the long-term protection and management of the significant environmental and/or landscape values.
- To encourage innovative subdivision design that maximises the long-term protection and management of the significant environmental and/or landscape values.

Annexure 6 sets out the planning consideration for proposals to rezone land to Rural Conservation or for proposals within this zone.

Anecdotal evidence suggests that restrictions on small-scale commercial enterprise and light industrial activities in rural living areas have been a deterrent to some prospective buyers looking to settle in proximity to the inland towns and to establish small-scale businesses.

The Scheme provides limited opportunities for tourist enterprises, cottage industry, rural pursuit and home occupation as discretionary uses in the Rural Residential zone. Council recognises that greater flexibility may be required to attract and retain residents in the inland towns.

Council will therefore support proposals for the establishment of rural enterprise/home business precincts that combine small scale commercial or light industry type activities and ancillary housing provided that they are carefully planned within general proximity to Dandaragan or Badgingarra, are serviced, have design features that address buffers and amenity and generally meet the requirements for rural living precincts set out in SPP2.5 Section 5.6(b). In particular, Council will support the establishment of a rural enterprise precinct on land adjacent to the Brand Highway, close to Badgingarra where the proposed enterprises would service the travelling public and transport operations on the highway.

An option is to insert a 'Rural Enterprise' zone into the Scheme, with the objectives of the zone being to:

- provide for a range of light industrial land and small-scale commercial uses on lots where people can work and live on the same property;
- provide for lot sizes in the range of 1 ha to 4 ha;
- require careful design and lot layout within the zone so as to maximise both residential amenity, operation of light industry or the commercial enterprise and high quality built form.

5.2.2 CONSIDERATION OF RURAL LIVING PROPOSALS

Where rural living proposals are submitted to the Shire, the Shire would consider these proposals as part of its settlement hierarchy and would require that:

- the site represents a logical extension to the settlement pattern;
- the proposed land uses do not detract from the existing settlement;
- areas of significant agriculture and/or priority agricultural areas are avoided;
- a sustainable water supply can be demonstrated;
- constructed road access can be provided;
- access to town services is available;
- waste and effluent disposal can be sustainably dealt with;
- environmental assessment and land management proposals are undertaken to confirm the suitability of the site;
- special development controls considered necessary or desirable are identified and included in the Scheme;
- bushfire risk be identified and addressed;
- the proposed land uses are not inconsistent with the extraction of basic raw materials, protection of groundwater and surrounding land uses; and
- demand is demonstrated by the proponent.

The Council may refuse planning consent for a rural living application where, in its opinion, the proposed development will:

- adversely affect the rural landscape;
- adversely impact upon the agricultural use of the land and adjoining/nearby areas;
- cause detrimental environmental impacts;
- result in unacceptable fire management risk;
- place unacceptable servicing requirements which have not been appropriately addressed by the applicant;
- the impacts of the proposed use/development cannot be adequately contained on the application site; and
- in the opinion of the Council will result in an undesirable planning outcome and will be contrary to the orderly and proper planning of the locality.

Specific strategies for rural living land are addressed below.

5.2.3 USE OF SHEDS FOR RESIDENTIAL PURPOSES

A number of the sheds on lots within Alta Mare and Jurien Bay Heights are being used for permanent or part-time/weekend occupation, which is not currently permitted under the Scheme. Most Councils allow temporary occupation of sheds in rural living areas while the residence is being constructed but do not allow ongoing occupation as these sheds may not satisfy the minimum requirements for a dwelling under the Building Code of Australia. It could also lead to unsightly development detracting from the amenity of the area and result in the devaluation of surrounding properties.

As the Shire does not support the use of sheds for temporary accommodation purposes, but considers the use of an onsite caravan or conversion of a portion of a shed to a habitable room(s) with appropriate ablution facilities for the period of up to 12 months during construction of a dwelling appropriate, subject to a formal development application being submitted. To give effect to the Shire's position, Local Planning Policy 8.4 was amended in 2012 to include provisions for the use of an onsite caravan or conversion of a portion of shed to a habitable room(s) with appropriate ablution facilities for the period of up to 12 months during construction of an Shire approved dwelling.

5.2.4 RELOCATED DWELLINGS

The Shire receives a growing number of applications to allow dwellings to be relocated from other locations and taken to Alta Mare, Jurien Bay Heights amongst other locations. This allows people to live on these lots, benefitting the local economy and the community in general.

The demand for the relocation of dwellings relates to the high cost and difficulty in getting houses built, the rising price of land, the potential to relocate existing dwellings from Cervantes, Jurien Bay and other coastal towns where large new houses are being constructed and the benefits of recycling housing stock.

Two main concerns are the standard and appearance of the dwellings, and whether asbestos forms part of the construction material; concerns which are addressed in existing *Local Planning Policy 8.1: Relocated Dwellings*. The policy sets out the requirements for applications to relocate transportable dwellings and criteria for the evaluation of the aesthetical and other values of the dwellings. It also provides for the relocation of dwellings with asbestos from townsites to a rural area subject to conditions to manage the relocation process. The relocation of conventional houses based on the specific merit of an application can also be considered.

The existing policy should be reviewed to ensure that no unsuitable relocated and second hand transportable dwellings will be permitted in Jurien Bay and Cervantes.

5.2.5 KEY FINDINGS

- There are a large number of vacant or undeveloped rural living lots particularly in the Jurien Bay locality.
- Opportunities for new rural residential development should be focussed on the corridor west of Indian Ocean Drive and between Jurien Bay and Cervantes.
- Limited rural living development may be needed in the vicinity of inland towns.
- Rezoning and subdivision of land for rural living should be staged in accordance with the current supply of zoned land and undeveloped lots, take up rates and population projections.

5.3 RURAL LAND

The Shire is characterised by extensive areas of rural land surrounding the towns and rural living developments. These areas include broad area agriculture as well as more intensive horticulture areas, conservation reserves, national parks, vacant Crown land, several basic raw material and exploration sites and other primary production uses.

Agricultural lots, comprising a broad range of rural lot sizes are spread throughout the productive agricultural areas. While large lots up to 1,500 ha and overall land holdings of several thousand hectares are common, smaller lots are scattered throughout the rural area

ranging from 40 ha to 200 ha, commonly along creeks and rivers, around the towns and closer to the coast and along transport routes. People use lots in the rural area for a wide range of agricultural activities. While traditionally broad scale cropping and grazing are the main activities, uses are diversifying in terms of the range of stock and crops. New activities are also developing such as olives, tree farms, horticulture and orchards.

The importance of agriculture to the economy of the Shire and to protect agricultural land as a valuable resource is recognised. To support growth of this sector, Priority Agricultural land should be identified in consultation with DPIRD and protected from competing land uses. It is proposed that a policy be developed for priority agriculture land that identifies the land and deals with the objectives for these areas, land uses that may be considered, minimum lot sizes and other provisions that may be relevant. It may further be required that the Scheme be amended to provide for a Priority Agriculture zone to protect the resource and ensure that it is retained for this purpose.

Well-vegetated land in private ownership is common throughout the Shire and the introduction of a Conservation zone should be considered. The objectives would be: to provide larger lots for bush retreat living opportunities; to protect the environment and minimise visual and environmental impacts; and to create opportunities for a transitional use between residential developments and national and Conservation reserves.

The ad hoc fragmentation of land is generally discouraged, and SPP 2.5 and DCP 3.4 establish the general circumstances in which rural subdivision may be supported. The fragmentation of the land undermines its ability to sustain changing agricultural and other rural land uses and inhibits the potential for future growth and development. However, the Shire acknowledges that some agricultural land's productivity is decreasing, and it supports measures to supplement farm income as well as land management best practice to prevent further decline.

5.3.1 OBJECTIVES FOR THE RURAL ZONE

The purpose of the 'Rural' zone is to provide for the sustainable use of rural land which primarily accommodates a range of rural pursuits compatible with the capability of the land and which retains the rural character and amenity of the locality within the Shire for future generations.

The Council's objectives and strategies in managing and guiding land use, subdivision and development within the 'Rural' zone are to:

- encourage the protection of the land resource and rural infrastructure;
- encourage the use of cleared rural land for commercial agricultural production including for grazing, cropping, tree farming and intensive agriculture where appropriate;
- support the Rural zone as a flexible zone to cater for a wide range of rural land uses that support primary production and value adding, small-scale tourism, environmental protection and biodiversity conservation;
- support other land uses on rural land where it adequately demonstrated that the proposed land use will not constrain existing or potential rural land uses;
- only support the subdivision of rural land for agricultural purposes where it is consistent with State policy or where substantive evidence is provided that that subdivision will not detrimental to viable and sustainable agricultural production and land management on the subject land and on adjoining lands;
- only support the subdivision of rural land for rural living purposes where the land is identified in the Local Planning Strategy for rural living and has been zoned for this purpose; and

- the existence of a second house on a rural lot is insufficient justification for the subdivision of rural land.

5.3.2 GENERAL PLANNING CONSIDERATIONS FOR DEVELOPMENT IN THE RURAL ZONE

When assessing applications for development in the 'Rural' zone, the Council will consider the following:

- the availability of services required to support the proposed development and the cost of the provision of, extension or upgrading of the services that are required;
- the impact proposals for non-rural uses (such as wind and solar farms) may have on the rural uses in the zone and on adjoining landowners;
- the adequacy of the roads, existing and proposed that may be used to support the amount of road traffic expected to be generated by the proposed development;
- the need to apply conditions in order to minimise potential adverse impacts the proposed development may have on the area.

Specific strategies for rural land are addressed below.

5.3.3 MINIMUM LOT SIZES

The Shire comprises a broad range of rural lot sizes spread throughout the productive agricultural areas. While large lots up to 1,500 ha and overall land holdings of several thousand hectares are common, smaller lots (40 ha to 200 ha) are scattered throughout the rural area, commonly along creeks and rivers, around the townsites, closer to the coast and along transport routes.

Lots may be held individually or as a group comprising a farming operation or property. There are also individual titles which are made up of a number of the original Crown Grants which can be created as separate titles by the Registrar of Titles. These titles may also be land-locked like many existing lots are however that is a separate issue regarding access.

People use lots in the rural area for a wide range of agricultural activities. While broadscale cropping and grazing are the traditional main activities, the range of stock and crops is diversifying. Other activities such as olives, tree farms, horticulture and orchards are developing.

The traditional model where the farm was passed onto the sons is also changing and new residents are investing in and practising farming. At the same time, larger companies are also investing in and practising agriculture building up large operations comprising many titles or very large lots or alternatively developing diversified intensive agricultural activities.

The outlook for agriculture will continue to be dynamic, with the use of land and products being produced adapting to changing circumstances such as fuel prices, overseas competition, economic subsidiaries to overseas producers, markets, climatic forecasts, environmental management responsibilities, and consumer tastes and demand.

Council believes that because of these factors, greater flexibility is required in being able to subdivide larger rural lots to improve opportunities for:

- long-time farmers, ageing farmers and farming families to stay on the land;
- diversification of assets such as houses, land and farming infrastructure within family farming units;
- investment by farmers into property improvements through the sale or mortgaging of only portions of the farm;

- people to move to the country for many reasons - lifestyle, change of occupation, early retirement, part-time income etc; and
- separation of intensive activities where investment per hectare is significant relative to the balance of the farm.

Subdivision of rural zoned land is guided by State government planning policies and associated guideline documents. Overarching SPP 2.5 seeks to:

- to protect rural land from incompatible uses by:
 - i. requiring comprehensive planning for rural areas;
 - ii. making land-use decisions for rural land that support existing and future primary production and protection of priority agricultural land, particularly for the production of food;
 - iii. providing investment security for the existing and future primary production sector;
- to promote regional development through provision of ongoing economic opportunities on rural land;
- to promote sustainable settlement in, and adjacent to, existing urban areas;
- to protect and improve environmental, landscape and cultural assets; and
- to minimise land use conflicts.

SPP 2.5 does not provide a minimum lot size and requires this matter to be addressed in local planning strategies. The Shire does not encourage subdivision of broadscale agricultural land other than in specific circumstances.

In accordance with DCP 3.4 subdivision may be permitted:

- to realign lot boundaries with no increase in the number of lots, where the resultant lots will not adversely affect rural land uses;
- to protect and actively conserve places of cultural and natural heritage;
- to allow for the efficient provision of utilities and infrastructure and/or for access to natural resources;
- to allow for the continued occupation of existing houses when they are no longer used as part of a farming operation; and
- for other unusual or unanticipated purposes which, in the opinion of the WAPC, do not conflict with this and other relevant policies and are necessary in the public interest.

The WAPC will also consider the merits of subdivision of rural and agricultural land:

- where there is a significant physical division;
- for public utilities and ancillary uses;
- for property rationalisation to improve land management;
- for conservation of heritage buildings and places;
- for conservation of biodiversity and natural heritage; and
- for homestead lots.

Any variation to these two policies must be justified in the Local Planning Strategy. This Strategy acknowledges that in simplified terms the WAPC/State Government/DPIRD aim to maintain rural lots in their present size and encourage larger rather than smaller lots in the broadacre rural area. As detailed earlier Council also accepts that D.C 3.4 does provide a number of opportunities for subdivision however Council also considers the farming community and economy would benefit from having additional opportunities for subdivision.

Subdivision of Rural zoned land would be determined by the WAPC and would be refused unless it was consistent with WAPC's policies. However, Council would generally support an application down to a minimum lot size of 300 ha, subject to satisfying all other relevant State/WAPC policies. Any proposed smaller lots would only be supported when they are consistent with other relevant State policies and the approved LPS.

Council feels that an acceptable balance can be achieved by allowing a 300ha minimum lot area which is large enough to:

- not to attract rural lifestylers who would normally purchase rural-residential and rural smallholdings;
- not greatly influence land values so rural land values are maintained;
- not lead to a demand for additional services and infrastructure; and
- retain lots large enough to continue to be used for broadscale agriculture.

Traditionally agricultural activity in the Shire has been grazing and grain production. Increasingly a number of more intensive forms of agriculture are developing in the area such as horticulture, olives, orchards and feed lots. As Perth continues to spread northwards and traditional horticultural areas are absorbed into the metropolitan area, the Shire will be well- placed to accommodate additional horticultural and other non-traditional agricultural activities such as floriculture, viticulture, aquaculture and agroforestry.

Horticultural activities and intensive animal industries such as feedlots and piggeries have the potential for detrimental impacts such as water pollution, noise, dust, odour and possible soil erosion. The location of these uses therefore requires careful consideration to avoid environmental degradation and land use conflict. Separation distances provided for in the EPA guidelines should be considered in assessing applications for intensive agricultural use.

The Shire has a general presumption against subdivision of land creating lots less than 300 ha, to protect the productive capacity of agricultural land. However, the Shire will consider subdivision for intensive agricultural use where it can be clearly demonstrated that subdivision will be beneficial to viable and sustainable agricultural production and land management on the subject land and the subdivision will not be prejudicial to similar production and management of adjoining lands.

The Shire may support development of a smaller lot where the lot is a minimum of 40 ha in size and all the following criteria are met:

- An agronomist's report or similar demonstrates that each new lot will contain a minimum of 30 ha of land with a high capacity rating (class 1 or 2) for annual or perennial horticultural production;
- A hydrologist's report or similar demonstrates that each new lot has long term, secure access to a supply of water of a sufficient quantity and quality as applicable to the potential agricultural production of that land and the DWER is prepared to agree that the capture of the water is within the limits of an endorsed water allocation management plan or is within the sustainable yield for that sub catchment; and
- The total lot area incorporates the minimum area of 30 ha of high capability land. Additional provision should be made for the water capture and/or storage area (as necessary) plus an area for farm infrastructure and buildings with sufficient setback from adjoining properties so as not to restrict potential agricultural productivity on those properties, setbacks from watercourse and wetlands, plus the retention of any remnant vegetation that should be protected from clearing.

The Council may refuse an application for planning consent where in its opinion the

proposed development will:

- adversely affect the rural landscape;
- adversely impact upon the agricultural use of the land and adjoining/nearby areas;
- cause detrimental environmental impacts;
- result in unacceptable fire management risk;
- place unacceptable servicing requirements which have not been appropriately addressed by the applicant;
- the impacts of the proposed use/development cannot be adequately contained on the application site; and
- in the opinion of the Council will result in an undesirable planning outcome and will be contrary to the orderly and proper planning of the locality.

When Council is considering an application for Intensive Agriculture, Agroforestry, Animal Husbandry Intensive and Aquaculture the matters reflected in Annexure 3 will be considered.

5.3.4 AVOIDING LAND USE CONFLICT

Land use conflict generally results from the location of sensitive land uses such as Residential, Rural Residential and Tourism development in the vicinity of uses that have off-site impacts such as odour, noise, spray-drift, and light-spill. Buffers or separation distances may be necessary between rural land use and sensitive land uses.

Guidance for separation distances between Industrial land and sensitive land uses is provided by the EPA's *Guidance for the Assessment of Environmental Factors No. 3* (June 2005). These generic separation distances and buffer areas have been developed to complement and assist the implementation of the *SPP 4.1 Industrial Interface*. It is intended to provide an approach to minimise the land use conflict between industry, including rural industries and surrounding sensitive land uses. These buffer distances are not a substitute for taking all necessary measures to contain impacts on-site.

In rural areas where agriculture is diversifying, there is a need for landholders to be aware of their responsibilities and 'duty of care'. Greater awareness of, and adherence to, relevant codes of practice can help to manage potential impacts on-site and to residual off-site environmental impacts.

Registering of notifications on land titles alerting surrounding landowners to amenity impacts may also be needed to limit potential future land use conflicts. Those purchasing land will be made aware that living in or close to an agricultural area may impinge on their quality of lifestyle.

5.3.5 PROPERTY RATIONALISATION TO IMPROVE LAND MANAGEMENT

Many rural properties comprise multiple titles and landowners may wish to regularise boundaries in line with DCP 3.4 to achieve better land management. In the case of farm restructuring or boundary adjustment, where no additional lots are created, the principal issue of consideration in assessment will be improving the sustainability and viability of the farming operation and observing the primary principle of protecting and enhancing the productive capacity of agricultural land.

Where a farm consists of multiple titles and the proposal is to consolidate the main operation into a single title, consideration will be given to the creation of lots smaller than the outlined criteria, provided that:

- the total number of resulting lots is not greater than the original number of lots;

- the new boundaries achieve improved environmental and land management practices and minimise adverse impacts on rural land use;
- the lots have frontage to a legal road reserve from which practical access can be obtained or, the Council being satisfied with the proposed method of access to the lots;
- in the instance of creating rural living sized lots (1 ha to 40 ha) appropriate buffers from adjoining farm uses should be created and a notification placed on the title advising that the lot is in a rural area and may be impacted by primary production;
- the smaller lots have sufficient size to allow for the construction of a house and other farm infrastructure and buildings with sufficient setback from adjoining properties so as not to restrict potential agricultural productivity on those properties; and
- the smaller lots are located so as to have minimal adverse impact on the viability and sustainability of the main farming property.

Variations to this theme may be considered on their individual merits in line with these basic principles.

5.3.6 MULTIPLE CONTIGUOUS TITLES AND ACCESS

Many farms in the Shire are comprised of several separate, but contiguous titles. Where a title has frontage to a gazetted road reserve, the land owner may automatically sell it to another person. This has often been necessary for farmers when grain or stock prices fall or other economic hardships, such as drought or high interest rates, are experienced. Farmers also have the option of amalgamating their multiple titles, but this is rarely done. Landowners see a benefit in holding the separate titles to retain future options to sell them off if necessary.

The concern for the Council arises when landowners are permitted to reconfigure their titles so that a land-locked title has frontage to an unconstructed road reserve or if the landowner creates easements to provide access. In such circumstances access may be difficult and expensive to construct and Council often comes under pressure to assist. The creation of small lots may also attract rural lifestyle residents and result in inflated land values.

Genuine reasons to relocate boundaries to free up a title, for example to borrow against one title without encumbering the whole farm might be experienced by owners. The challenge is to provide for genuine applications, based upon ensuring agricultural production is ongoing while seeking to discourage and not support a subdivision application where the lot would not have frontage to a constructed road.

Council supports the realignment and relocation of boundaries for land parcels subject to some or all the following:

- each lot has, or will have, frontage to a legal and constructed road;
- the road(s) condition is to Council's satisfaction;
- the balance of the titles to be amalgamated with adjacent lots so that no additional lots are created;
- no new lot to be smaller than 40 ha; and
- no existing land-locked title which is already less than 40 ha will be supported by Council for realignment and relocation however, the Shire may support the creation of one new lot comprising the amalgamation of a number of small lots which have a total area of 20 ha or more.

Notwithstanding the above Council may support the relocation of boundaries creating a lot(s) less than 20 ha where the overall number of lots in the application is reduced by an

agreed percentage or number. All scheme provisions, including the requirement for building approval for development of land adjacent to an unconstructed road would remain applicable to applications for the regularisation of multiple titles and the Shire may impose any further conditions deemed necessary.

5.3.7 HOMESTEAD LOTS

Retired farmers might choose to remain on their farms after they have ceased to be actively involved in the farming activities. The creation of Homestead lots is intended to allow primary producers to continue to occupy their dwellings and to live in areas where land fragmentation is limited and unlikely to increase. These lots may be created through boundary rationalisation or the creation of a new lot and in a manner that is consistent with the rural character and landscape of the locality.

Homestead lots may be created to enable an approved existing house on a rural lot to be continued to be occupied provided that the application is consistent with Section 6.6 Homestead lots of DCP 3.4 e.g. generally a lot size of one to four hectares or up to 20 hectares to respond to the landform and include features such as existing outbuildings, services or water sources. Provided such lots: have an adequate water supply for domestic, land management and fire management purposes; be connected to a reticulated electricity supply or an acceptable alternative; have access to a constructed road; achieve appropriate buffers from adjoining rural land uses; have not had a homestead excised from the farm in the past; have a balance lot which is suitable for the continuation of the existing rural use; and the dwelling is habitable.

Where there are a number of existing approved dwellings on a rural lot, more than one homestead lot may be considered as a one-off application.

5.3.8 APPROVAL OF DWELLINGS IN THE 'RURAL' ZONE

Under the Scheme a dwelling is a P (Permitted) use in the Rural zone. However, multiple or grouped dwellings are not permitted on a single lot in the Rural zone; there is no provision in the Scheme to limit the number of dwellings permitted on a property that comprises multiple contiguous titles. Some of these lots may be landlocked and provision of access may prove difficult.

Council introduced Clause 4.9 "Development on Lots Abutting Unconstructed Roads or with no Gazetted Road Access" into the Scheme. This clause requires planning approval for any development, which could include a dwelling and all other farm buildings. Clause 4.9 was intended to address the problem of people building houses on rural properties which were landlocked with no legal road access. When problems arise in respect to the access through private property to the dwelling, the Shire comes under pressure to resolve the situation which is usually problematic and may result in legal action.

Similarly, houses may be built where there is legal access but it is unconstructed and may be difficult and expensive to build an all-weather road. The Shire is often expected to construct the road, which may be an unreasonable expectation. Access could also be gained to landlocked lots by placing an Easement over an adjoining lot which does have frontage to a road through an agreement between neighbours. This can be done independently of Council and can be removed from the title if all parties agree.

When introducing Clause 4.9 into the Scheme, it was not Council's intension to require all development to be captured. For example Council does not want farmers to have to seek development approval for a dwelling when on a land-locked title where it is part of an

overall operational farm comprising a number of contiguous titles. However there is the possibility that if Clause 4.9 is amended the flexibility created could be exploited by land speculators or people seeking a cheap rural lifestyle block in areas not planned for closer settlement.

Currently there are two ways for Council to determine the standard of access and the responsibility for the cost of construction for landlocked lots:

- at subdivision – Development Control Policy 1.1 Subdivision of land Section 1.1 requires all new lots to have direct access to a constructed road; and
- at development – Clause 4.9 of LPS7 that requires development approval and constructed road access for all dwellings where the subject land has no direct access to a constructed road.

If the requirement to seek a development approval for development under Clause 4.9 is removed, Council would only be able to determine the road standard and responsibility when a subdivision occurs.

Development approval is not required for a dwelling in the Rural zone where:

- the lot has frontage to a gazetted road reserve which contains a constructed road connected to the municipality road network (Note: a constructed road is one which has been constructed to at least a gravel standard (4m min width) and is maintained by the local government); and
- the dwelling will be sited more than 200 m from Brand Highway or Indian Ocean Drive, such measurement being from the side of the reservation of the road adjacent to the lot on which the building is proposed; and

Development approval is not required for other farm buildings, including sheds, grain storage, stock yards, shearing and machinery sheds, that are sited to comply with the above requirements for a dwelling. However, development approval is required for:

- buildings associated with manufacturing, processing and similar rural industries;
- buildings to be used for tourist purposes; and
- additional dwellings such as managers premises, staff accommodation, short term worker accommodation.

Where an application for development approval is received for a dwelling in the Rural zone on a location which does not have frontage to a road reserve as required in the Scheme, the local government may grant approval where the following criteria are satisfied:

- the location is part of a multi-titled farming operation owned by one family, business entity or trust;
- it adjoins titles which in turn have frontage to a road reserve;
- the owners of the location placing a Notification on Title (Section 70) stating that if the lot is sold separately the local government is not responsible for providing legal road access to the property and its improvements; and
- legal access will generally be considered to include a road reserve, right of way or battleaxe leg and does include a registered easement over a separate property in separate ownership.

5.3.9 ACCOMMODATION FOR FARM WORKERS

As the agricultural activities diversify, costs increase for travel and local circumstances change, there is a growing interest in providing on-site accommodation for managers and full time, part time and seasonal workers working on the property.

In principle, the Shire supports the use of workers' accommodation on or near the properties on which they work subject to each application being assessed on its the individual merits. When considering application for farm workers accommodation on rural land Council will take the following matters into consideration:

- suitable access to the property being provided;
- the availability of services and infrastructures;
- the management of potential adverse impacts and land use conflict;
- a preference to cluster similar uses on the property, and
- the inclusion of conditions in the approval to prevent workers accommodation being used as justification for a future subdivision.

5.3.10 ACCOMMODATION FOR MINING & CONSTRUCTION WORKERS

Mining and construction operators from time to time need to establish accommodation for their workers. These accommodation requirements can be temporary, in the case of the construction of infrastructure workers, or more permanent for instance for mining operators that would require the accommodation for the life of the mine.

Workers accommodation camps are not listed as a land use under the Scheme. Nonetheless, the Shire encourages operators to locate non-key permanent staff in established townsites. Where this is not possible due to the remote nature of the site, Council will consider the on-site provision of temporary and permanent workers accommodation on the merits of each application. Council will take the following matters into consideration:

- suitable access to the property being provided;
- the availability of services and infrastructures;
- the management of potential adverse impacts and land use conflict;
- consideration of fire risks and management;
- adequate landscaping and screening;
- the need for security and lighting and associated impacts; and
- rehabilitation of the site after the cessation of operations.

5.3.11 TREE PLANTATIONS

Tree farming is a generic term used to describe the planting of trees as an agricultural crop and/or for environmental benefit.

Tree farming is being undertaken on a small scale currently in the Shire. Tree farming has several advantages for the farmer, namely; shelter and shade for livestock, stock fodder, reducing soil erosion, reducing salt scald, utilising soil nutrients and creating habitats for birds and insects.

Tree farming for carbon sequestration and timber production appears to have a significant future judging from interest and initial projects where trees are being planted for both purposes.

The Shire supports tree farms being established in rural areas although very few applications have been received to date. The Zoning Table in TPS7 reflects Agroforestry as a discretionary in the Rural zone. Development approval is therefore needed to establish a tree plantation.

To provide the necessary guidance to landowners, Council will develop information and/or a local planning policy and circulate it to landowners and tree farming enterprises to explain the development approvals required under the Scheme.

5.3.12 KEY FINDINGS

- High quality agricultural land should be identified and retained for agricultural use.
- The fragmentation of rural land is to be discouraged.
- More intensive agricultural uses are supported where water is available, the off-site impacts can be managed and they are compatible with surrounding land uses.
- Local planning policies or amendments to local planning policies may be required to provide guidance on matters such as the approval of dwellings, workforce accommodation and tree farms.

5.4 SERVICE INFRASTRUCTURE

The Jurien Bay Growth Plan 2012 outlines the requirements for staged service infrastructure for Jurien Bay as it grows to an ultimate population of 20,000+. Some of the infrastructure planning such as for water have been the subject of detailed studies and have been resolved with agreed plans in place. However, commitments have not been secured for services such as power and infill sewer in Jurien Bay and Cervantes.

5.4.1 WATER SUPPLY

Water supply for the towns is sourced from groundwater and outside of the towns from rainwater and groundwater.

JURIEN BAY

The Water Corporation provides potable water to the Jurien Bay townsite under license via the Jurien Bay town water supply scheme. It is currently licensed to draw 420,000 kL/annum from the Jurien wellfield for public water supply purposes. The Jurien wellfield consists of shallow production bores that rely on groundwater extraction from an unconfined aquifer in the Tamala Limestone, which is vulnerable to contamination.

The wellfield is located approximately 4 km north-east of the town site, within the Jurien Groundwater Area, which is then gravity fed via a reticulated pipeline network to the townsite. The quality of the water is protected by the Jurien Water Resources Protection review.

A projected increase to the population of Jurien Bay would require a substantial increase in water supply and the Water Corporation has estimated 7ML for the ultimate reserve storage requirement for the Jurien Bay town site for a population of 15,000+ people. To cater for this increased demand the Department of Water and Environmental Regulation have increased the size of the existing Jurien wellfield (and as a consequence the existing water reserve) and identified future potential borefield locations, north of existing borefield (northern borefield) and area between Hill River and Cervantes (southern borefield) as extensions (Shire of Dandaragan (2012) *Jurien Bay Growth Plan.*).

CERVANTES

The town water supply scheme consists of production bores approximately 4km east of the town. The wellfield operates on a duty/standby basis that permits the aquifer to recover and spreads the draw over the entire wellfield. The production bores transfer water to the Seville Street tank site where it is then distributed.

The Water Corporation has programs in place for the progressive augmentation and expansion of the water supply as demand increases (Shire Dandaragan, (2012) *Jurien Bay Growth Plan*).

DANDARAGAN

The town water supply is obtained from a Water Corporation wellfield located to the east of the town. There is capacity to satisfy increased demand.

BADGINGARRA

The town water supply is obtained from a Water Corporation Production bores located to the south east of the town. Water from the bores is pumped to a storage tank and gravity fed to the town reticulation. There is capacity to satisfy increased demand.

RURAL LIVING AREAS

Lots within existing rural living estates are not serviced by reticulated water, but are reliant on rainfall captured in water tanks. In some instances water supply is supplemented by ground water. Due to the declining rainfall in the Shire, carting of water has occurred in summer and over particularly dry periods.

SPP2.5 requires lots in rural residential estates (less than 4 ha) to be connected to a reticulated water supply provided by a licensed provider. Where it has been demonstrated that a reticulated water supply is not available, or if individual lots are greater than 4 ha in size, consideration may be given to an alternative fit-for-purpose domestic water supply, meeting the requirements of sustainability, consistency and appropriate quality.

The following information illustrates the minimum requirements for the provision of a sustainable water supply via roof catchment and rain water tank.

The average household size in the Shire of Dandaragan is 2.4 people. Using a conservative water consumption target of 100kL per person per annum (the aspirational consumption target from the State Water Plan 2007), plus 10kL for firefighting purposes, 250kL per annum of water is required to provide a sustainable water supply to a household within the Shire where reticulated water is not available.

The State Water Strategy (2003) and the Perth Residential Water Use Study 2008/09 both estimate that the spilt of water consumed in households is 50% for internal consumption and 50% for external consumption. The average size of a four bedroom, two bathroom dwelling is 200m².

The following table provides average annual rainfall details for two key locations within the Shire over the past 51 years.

TABLE 27: AVERAGE ANNUAL RAINFALL JURIEN BAY AND BADGINGARRA

Town	Average Rainfall (per annum)		
	1962 - 2014	1994 - 2013	2006 – 2013
Jurien Bay	534.9 mm	522.1 mm	489.2 mm
Badgingarra	541.0 mm	478.2 mm	474.1 mm

The table illustrates that there has been a decline in the average rainfall over the past 20 years. In Jurien Bay, the total rainfall in 8 of the 20 years from 1994 – 2013 was below the average rainfall of 522 mm. In Badgingarra, total rainfall was under the 1994 – 2013 average of 478 mm in 12 of the 20 years.

Based on these average rainfalls, the following roof catchments would be required to provide a sustainable and adequate water supply (minimum supply of 250 kL, 120 kL tank) for an average household size in the Shire of Dandaragan, based on 100% supply from roof catchment, and the provision of water for inside use only (plus firefighting supply) from roof catchment.

TABLE 28: REQUIRED ROOF CATCHMENT JURIEN BAY AND BADGINGARRA

	Average Rainfall (per annum) mm	Roof Catchment 100% supply m²	Roof Catchment (50% + firefighting) m²
Jurien Bay	534.9	576	299
	522.1	590	307
	489.2	632	329
Badgingarra	541.0	569	296
	478.2	648	337
	474.1	653	340

In the case where roof catchment only provides for water for internal use (plus firefighting purposes) an additional water source to provide water for outside the dwelling will need to be demonstrated. The availability of this water source, and its sustainability will need to be demonstrated prior to any proposal (including amendment, structure plan or subdivision) being considered. This secondary source could include groundwater, collection in a dam, greywater recycling or other water collection options.

Given the limited rainfall in the Shire and the average size of a 4 x 2 dwelling, a sustainable and consistent water supply to rural residential lots cannot be provided solely via roof catchment. It is not reasonable or practical to require a landowner to construct buildings with a roof area of more than at least 550m² solely for the purpose of catching sufficient rainwater to be able to provide a sustainable water supply.

In addition, none of these calculations make provision for a drying climate that is predicated for WA’s south-west as a result of climate change. Under a medium change scenario, CSIRO predicts that rainfall in the South West of WA will decline between 0 and 15% by 2030. This would indicate that use of tanks as the sole method of water supply for dwellings will become less sustainable over time, even if conservative use estimates are used.

Rural Residential areas throughout the Shire will need to connect to a reticulated supply provided by a licensed water service provider or be able to demonstrate that alternate

supplementary supplies are available for outside use to supplement water collected by roof catchments for internal use and firefighting purposes.

Additional information regarding groundwater allocation for public drinking water and the protection of public drinking water source areas can be found in Section 5.7.4.

5.4.2 WASTE WATER

The provision of reticulated sewerage in the towns is limited. Currently some 50% of Jurien Bay and 30% of Cervantes is deep-sewered. There is no reticulated sewerage in the other settlements.

JURIEN BAY

The Water Corporation is the Licensed Service Provider for the treatment and disposal of wastewater in Jurien Bay. There has been a significant increase in sewer infrastructure provision in recent years principally by the private sector installing deep sewer as part of new residential developments. However, extending deep sewer in the Jurien Bay town is currently fragmented and difficult to manage due to the limited State funding and the capacity of any single landowner to offset the costs of installation (*Jurien Bay Growth Plan, 2012*).

The lack of reticulated sewerage throughout the town has significant impacts for the development of Jurien Bay as a regional centre and implementing a staged plan for reticulated sewer development is important for growth. The State Government has recently allocated funding for preliminary design work for provision of sewer for the City Centre area as part of the SuperTowns Royalties for Regions program.

Wastewater from sewer connections in Jurien Bay is facilitated by a gravity sewer network connecting wastewater pumping stations across the town which then discharges to the Jurien Wastewater Treatment Plant (WWTP), located in the eastern part of the town. Expansions to the WWTP by the Water Corporation means that population growth can be accommodated.

Currently there are no wastewater recycling schemes in Jurien Bay. In recent years, the Water Corporation has pro-actively pursued opportunities to make better use of treated wastewater and reuse has been a preferred management option. Opportunities to use treated waste are being pursued.

CERVANTES

Approximately 30% of Cervantes is connected to the Water Corporations sewer infrastructure, principally as a result of the new LandCorp residential developments. The major sewer infrastructure consists of a pumping station that discharges to a wastewater treatment plant about 5 km north of the town.

DANDARAGAN & BADGINGARRA

Both Dandaragan and Badgingarra do not have deep sewerage and there are no commitments from Government to provide this infrastructure to these towns.

Provision 5.4 of the Draft Country Sewerage Policy (2003) provides for subdivision or residential development in towns without deep sewerage subject to:

- the proposals not resulting in creation of lots less than 1,000m²;

- proposals not exceeding a maximum development density of R10;
- no individual proposal exceeding 25 lots or dwellings; and
- a total town expansion of no more than 100 lots or dwelling units, occurring within the town after the introduction of this policy.

Dandaragan and Badgingarra have 54 and 28 residential lots respectively. Development in excess of 100 residential lots in each town would be subject to the demonstration of acceptable waste water disposal capacity.

5.4.3 POWER

The South West Interconnected System (SWIS) is the primary electricity grid supplying the Shire of Dandaragan. Energy production within the SWIS derives predominantly from black coal, natural gas and oil. The Shire of Dandaragan falls within the Coastal district area of Western Power's Country North Region. The networks supplying the Country North Region are radial, overhead power lines with the majority of networks supplied at 33kV. A large proportion of users are relatively small and dispersed. In order to overcome a number of capacity shortfalls, the Mid-West Energy Project (MWEPP), a major State energy infrastructure project, will provide additional capacity needed to meet increasing demand for electricity and strengthen the reliability of the network on which the shire depends.

JURIEN BAY

Western Power is the operator of the power supply within Jurien Bay. Supply is through a 33kV power distribution line via the Eneabba Zone Substation, located approximately 60kms to the north east of Jurien Bay. The substation has the capacity to provide an additional 33kV circuit to Jurien Bay.

Due to long network distances and the rural location, there is limited alternative power interconnection from another zone substation or 33kV network in the event of a power outage. Improvements in 2009 by Western Power provided an increase in capacity for Jurien Bay, representing 2MVA spare capacity on the existing 33kV network. This spare capacity is capable of supplying about 400 additional residential properties, but commercial developments will erode this capacity relatively quickly (Shire Dandaragan, 2012 *Jurien Bay Growth Plan*).

The current 33kV distribution network would need to be upgraded to a 132kV transmission solution to service a population of 20,000+. Land for this Zone substation has already been identified. There are possible opportunities to increase the capacity into Jurien Bay before the load triggers a transmission solution. One option is to extend a new 33kV power line from the Eneabba Zone Substation and another could be to extend a new 33kV power line from Green Head along Indian Ocean Drive.

CERVANTES

Cervantes is also supplied from the same 33kV network that supplies Jurien Bay and is approximately 70km from the Eneabba Zone Substation. As with Jurien Bay, the high voltage power line has limited alternative supply interconnection in an event of a network outage. The only interconnection point is from the Moora Zone Substation on the Dandaragan 33kV high voltage feeder near the Brand Highway, north of Badgingarra.

Western Power undertook works in 2009 which improved quality of supply and provided additional capacity of 800kVA or the equivalent of 160 new residential properties, but any commercial developments will erode this capacity relatively quickly.

A 132 kV transmission solution for Jurien Bay would also provide some benefits for Cervantes, however the power line to Cervantes will still be in the end of a spur line with limited interconnection.

ALTERNATIVE ENERGY

There is significant potential for the Jurien Bay region to become an important area for renewable energy production projects. Wind power generation is already proving to be popular within the Jurien Bay hinterland with several projects in operation or planned. The first WA utility scale solar photovoltaic farm is also been developed north of Jurien Bay confirming the potential for solar power in the region.

There is adequate power generation within the region but the key issue for the Shire is the transmission and distribution of power. The investment by energy producers in the Shire may encourage energy intensive agricultural or other industries that use significant amounts of energy to locate in the area.

5.4.4 STORMWATER DRAINAGE

Stormwater in Jurien Bay has historically been provided by a combination of pipes, culverts and drainage sumps. The winter climate sometimes results in heavy showers and localised flooding as the drainage infrastructure cannot accommodate these events (Shire Dandaragan, 2012 *Jurien Bay Growth Plan*).

The Turquoise Coast development which forms the southern extension of the town has included principles of stormwater disposal at source, minimisation of piped drainage and reduction of nutrient inputs. These principles have been applied through a curved open drain (swale) located down the centre of the roads which collect the water runoff from both sides of the road, allowing the water to leach directly into the soil. The swales incorporate native and indigenous planting which utilise the water runoff and enhance the streetscape, creating a viable and environmentally sensitive alternative to the more traditional stormwater management systems. These practises should be further investigated and developed in future town expansions.

5.4.5 WASTE MANAGEMENT

Waste management in the Shire involves the collection, transfer, recycling, and land filling of wastes generated in its area. Four manned waste management facilities (located in Jurien Bay, Dandaragan, Badgingarra and Cervantes) provide for the collection and transfer of waste. The Badgingarra and Dandaragan sites also provide a drum muster program to dispose of used chemical drums. The Jurien Bay and Dandaragan waste facilities are landfill sites with capacity for 10-15 years.

Three recycling depots operate in Dandaragan, Cervantes and Jurien Bay. The Badgingarra Primary School has a recycling depot adjacent to the school with the children looking after the running of the depot as an ongoing school project. Kerbside recycling was introduced in 2009 and is offered to Jurien Bay residents and the properties in Alta Mare, Jurien Bay

Heights, Marine Fields and Hill River. 356 tonnes of dry recyclables (bottles, cans, paper) was diverted from landfill and recycled in the 2010/2011 financial year.

Waste management operations will need to evolve to an operation required for a regional centre due to the increase in waste generation from new developments. A Waste Management Program should be developed to identify how the Shire is going to cope with disposal of this increased waste including measures to further minimise waste production and encourage recycling, reuse and appropriate disposal of waste (Shire Dandaragan, 2012 *Jurien Bay Growth Plan*).

5.4.6 TELECOMMUNICATIONS

JURIEN BAY & CERVANTES

Telstra has telecommunication exchange buildings in both Jurien Bay and Cervantes, but both have limited capacity to accommodate a significant increase in fixed line demand (Shire Dandaragan, 2012 *Jurien Bay Growth Plan*). Telstra and Optus have several communications towers in the region housing the equipment required for both carriers. Mobile services can accommodate steady growth in demand, but a significant increase in demand would require additional towers.

Funding to deliver improved mobile telephone and emergency service coverage to regional Western Australia through the Regional Mobile Communications Project (RMCP) and the Community Safety Network Project (CSNP) was announced by State Government in 2010. The Shire is working with the Wheatbelt Development Commission to ensure information regarding black spot areas is provided as part of the administration of the RMCP project.

The rollout program for fibre installation through the National Broadband Network Scheme (NBN) has been completed for both Jurien Bay and Cervantes and has provided a significant upgrade to telecommunications data speeds. Collaboration with the commercial division of the NBN could be advantageous to Jurien Bay and should be progressed (Shire Dandaragan, 2012 *Jurien Bay Growth Plan*).

DANDARAGAN & BADGINGARRA

Mobile services are available in both towns, but services are not available in some of the rural hinterlands outside of the townsites. New and existing rural enterprises are hindered by the lack of reliable and efficient telecommunications, especially intensive agriculture ventures. The Shire will continue to work with the Wheatbelt Development Commission to find a solution to this issue and upgrade existing services to cater for new and expanding rural industries and ancillary activities.

5.4.7 LAND TRANSPORT

The two major roads within the Shire are under the control of Main Roads WA (MRWA). Brand Highway is a State Highway forming part of the main route from Perth to Geraldton and is a strategic freight and tourist route accommodating all types of traffic. It also acts as major inter-town link for towns such as Eneabba, Jurien Bay, Green Head and Dongara.

Indian Ocean Drive is a Primary Distributor road fulfilling a regional function in connecting Jurien Bay with Perth and Geraldton and providing links to the coastal towns and tourist destinations near the route. It provides a scenic alternative route to the heavy vehicle traffic

that uses Brand Highway. The section of the Indian Ocean Drive route running through Jurien Bay is Bashford Street, which also provides the primary north south route through the town and localised traffic movements along and across it.

The option of a bypass for the Indian Ocean Drive route for Jurien Bay has been acknowledged by MRWA and a route has been identified as part of future plans. The timing for construction of a bypass will depend upon growth in traffic and funding availability. Bashford Street has a higher proportion of traffic travelling through the town since the opening of Indian Ocean Drive. The design of the street needs to be modified to provide for safer crossing points for vehicles, pedestrians and cyclists as well as improved amenity for users.

Jurien East Road is a key east – west link connecting Indian Ocean Drive with Brand Highway as well as the intermediate north - south road of Cockleshell Gully Road and Munbinea Road.

PUBLIC TRANSPORT

A TransWA 6 days per week bus service provides services to the towns of Dongara, Leeman, Green Head, Jurien Bay, Cervantes and Lancelin (Indian Ocean Drive route). There is also a school bus network service that transports children in the rural areas to the local school. Beyond that there is no funding or planning to develop a public bus network within Jurien Bay, or for the surrounding areas of the Shire and neighbouring local government areas.

The availability of transport services within, and to Jurien Bay and the settlements within the region, needs to be assessed. Provision of an appropriate public transport system will need to be developed as Jurien Bay grows. The timing of the development of a local service will depend on the amount and rate of growth that occurs within Jurien Bay (Shire of Dandaragan, 2012 *Jurien Bay Growth Plan*).

PEDESTRIAN & CYCLIST ROUTES

There is a mix of older narrow footpaths and newer, wider concrete paths through Jurien Bay and Cervantes. The Turquoise Coast Shared Path extends along the coast from the Jurien Bay Boat Harbour to Hill River. It is a walking and cycling trail forming an important part of the overall pedestrian and cycle network.

The climate and flat nature of the topography provides an attractive environment for walking and cycling which can be enhanced through improved infrastructure and amenity as well as safe routes and road crossing points.

5.4.8 AIRPORT

The existing airport at Jurien Bay comprises a single, sealed runway of typical dimensional standard for the operation of Royal Flying Doctor aircraft. It currently has a recreational use, Royal Flying Doctor service, skydiving and scenic flights, corporate and government use, as well as emergency services such as water bombing, for fire-fighting purposes. The *Jurien Bay Aerodrome Development Plan (Airport Assist, 2010)* indicates that the existing airport has sufficient capacity to accommodate operational growth for the foreseeable future.

A number of strategic reports and strategies recognise that in the longer term, Jurien Bay and the region will require improved airport facilities. The *Wheatbelt Aviation Strategy Ministerial Taskforce – Final Report 2010*, recognises Jurien Bay as a key location for improved facilities. The significant level of aviation activity currently occurring in the Wheatbelt, a diversity of facilities and optimal flying conditions present a sound infrastructure base for future development of general aviation and pilot training capabilities (*Shire of Dandaragan Turquoise Coast Regional Airport – Consultants Brief, 2012*).

The Jurien Bay Airport is situated close to the town and urban areas. With the inevitable aviation growth over time there is potential for noise issues to arise within the community.

With funding received through the Regional Airport Development Scheme (RADS) a study was undertaken to identify and rank five potential new sites for a proposed Turquoise Coast Regional Airport to service Jurien Bay and the surrounding regional area.

These five sites were evaluated against weighted technical criteria representing aeronautical and non-aeronautical requirements. One site, Location 10600 at the intersection of Jurien East Road and Munbinea Road, was identified as the preferred site. On 28 November 2013 Council resolved to prepare a Master Plan for a regional airport on this site and to commence negotiations with the land owner regarding use of Location 10600 as an airport. It is considered important to safeguard the preferred site from future land use conflict and the Master Plan will include identifying planning implications for the surrounding land.

Council recognises that the existing site should serve the local needs for the foreseeable future (at least the next 20 years) and that the proximity of the airport to the town centre is an advantage for some users. It is anticipated that a transition period would be needed before the existing airport was closed.

5.4.9 COASTAL INFRASTRUCTURE

JURIEN BAY BOAT HARBOUR

The Jurien Bay Boat Harbour is located at the northern end of the town. It provides a modern marina with service facilities for the central west coast fishing industry, sea search and rescue and recreational fishing boats. The boat harbour is a fully integrated facility with 69 mooring pens, four service jetties and public car parking and toilet facilities and provides the primary boat maintenance facility between Geraldton and Two Rocks.

The boat harbour is a strategic infrastructure asset that is currently underutilised. There are large areas of undeveloped and underutilised land at the harbour which have significant potential to create a vibrant commercial, tourist and recreational precinct to contribute to the development of Jurien Bay as a future regional city. There has been limited activation of the commercial and tourism potential than can be found at similar marinas such as Geraldton Boat Harbour, Mandurah Marina and Hillarys Boat Harbour. (*Shire Dandaragan, 2012 Jurien Bay Growth Plan*)

Preliminary investigations have been undertaken by the Department of Transport to examine the future potential of the boat harbour and surrounding land. The Jurien Bay Boat Harbour Final Summary Report (2009) concluded that while there was limited local employment and economic generators, there was an opportunity for the Jurien Bay Boat Harbour to play a long term role in supporting the growth of Jurien Bay. This could include the establishment of alternative industries to support fishing and tourism to ensure commercial viability.

5.4.10 KEY FINDINGS

- The Jurien Bay Growth Plan outlines the requirements for staged service infrastructure for Jurien Bay as it grows to an ultimate population of 20,000+.
- Reticulated water supply to the four towns is provided by Water Corporation through the extraction of ground water.
- Major water supply upgrades would be required to cater for the future growth of towns and planning for such upgrades has been undertaken for Jurien Bay.
- Proposed rural residential developments must demonstrate that a sustainable and consistent water supply is available consistent with SPP 2.5.
- Deep sewerage provision is limited to parts of Jurien Bay and Cervantes and this inhibits development.
- Substantial upgrading of the power distribution network is required to accommodate the growth of Jurien Bay and improve the service to Cervantes.
- Alternative energy sources, wind and solar should be pursued as options for power generation and to attract new industry.
- Alternate stormwater management systems such as swales, already utilised in parts of Jurien Bay, should continue to be investigated as a preferred alternative to piped systems.
- Upgrades to the communications networks are needed to improve mobile telephone and emergency services and address the service black spot areas. However, NBN rollout is being undertaken for Jurien Bay and Cervantes.
- The climate and flat nature of the topography near the coast provides an attractive environment for walking and cycling which can be enhanced through improved infrastructure and amenity as well as safe routes and road crossing points.
- An alternative location for a regional airport is being investigated and will consider relevant environmental and heritage studies, identification of servicing requirements of the site and the consideration of present land uses and land tenure.
- Although presently underutilised, the Jurien Bay Boat Harbour has the potential to support the growth and diversification of industries supporting fishing and tourism.

5.5 MINING, OIL AND GAS & BASIC RAW MATERIALS

5.5.1 MINING

The mining sector is an important contributor to the Shire's employment and growth.

Mining tenements cover most of the Shire. The main minerals of interest are titanium-zircon, coal, phosphate, potash, limes and, diatomite and gypsum. One of the mining tenements is part of a State Agreement that covers heavy mineral sand mining operations in the Cooljarloo area near Cataby, while other tenements for heavy mineral sands cover an area in the vicinity of Jurien Bay.

Phosphate and potash mineralisation, essential for agriculture, occurs in several parts of the Shire, including Emu Hill and Summer Hill. However, the known deposits are low grade and are not currently economical to mine, although there is potential for high grade mineralisation. Other industrial minerals found in the area include gypsum, diatomite, bentonite and glauconite. Gypsum is used for domestic cement plaster, while diatomite can be used as a filler material or a thermal and acoustic insulator.

When new mining operations are proposed communities often express concern about the potential associated on-site and off-site environmental and social impacts. The Scheme's

zoning table categorises 'Mining Industry' as 'not permitted' in all zones except for the Industrial zone, where it is a permitted use, and in the Rural zone, where it is permitted subject to advertising.

5.5.2 OIL & GAS

The potential development of onshore shale and tight gas resources within the Shire is dependent on several factors including the pace of exploration activity and market conditions that influence private sector investment. The relative remoteness of the gas resources from markets makes commercial exploitation of the resources difficult as do negative public views regarding the impacts of fracking.

The Dandaragan Trough in the Perth Basin is prospective for both shale gas and tight gas. The shale and tight gas industry in the Shire is still in its early exploration and proof of concept stage, with production of shale or tight gas yet to occur. Wells has been explored for tight gas at Warro 3 (70km north-east of Jurien Bay) and Warro 4 (60km east of Jurien Bay) and it is anticipated that additional wells will be evaluated in the coming years for both tight gas or shale gas.

5.5.3 BASIC RAW MATERIALS

The Shire has known deposits of gravel, limestone, marl, shell and sand in Crown reserves and on private land. Basic raw materials including sand, clay, limestone and gravel are extracted by the local authority and Main Roads WA for the construction and maintenance of roads. Basic raw materials are also being commercially extracted for example along Jurien East Road and at a quarry close to Indian Ocean Drive near Wedge. The operations are fairly limited but buffers to sensitive land uses are required to mitigate adverse environmental and amenity impacts (see Figure 9).

Limesand resources suitable for agricultural use are also present within the coastal region of the Shire. Limesand is currently mined from sand dunes close to Cervantes and Jurien.

On Crown land, construction materials are defined as a 'mineral' so there is a need for mining leases under the Mining Act for rock or gravel extraction. On private property, construction material extraction and sale is authorised by the Shire through grant of Extractive Industry Licenses.

Existing long-term resource extraction sites are identified in Figure 9. They include locally important sites that may not have been exploited to date, mining leases on Crown land or extractive industry sites under Shire authority. The Scheme should protect these sites from developments that would conflict with extraction, such as any new special rural subdivisions or town expansions. Basic raw materials are required for building construction, new infrastructure and the maintenance of existing infrastructure such as roads, bridges and telecommunications.

When assessing any applications for Extractive Industry Licenses the Shire will note the requirements of SPP 4.1 and the EPA's Buffer Guidelines which require setbacks between quarry sites and dwellings and will ensure that housing is not approved within specified distances. All operating sites are to be progressively rehabilitated and must have an end of mining land use planned so the appropriate rehabilitation can be put into place from the initiation of operations. Annexure 7 lists the considerations for applications to extract basic raw materials.

5.5.4 KEY FINDINGS FOR MINING, OIL & GAS AND BASIC RAW MATERIALS

- Identified locally important BRM sites should be protected from incompatible land uses.

FIGURE 9 MINES, MINERAL DEPOSITS AND BASIC RAW MATERIALS

Shire of Dandaragan - Local Planning Strategy



5.6 COMMERCE, INDUSTRY & TOURISM

5.6.1 COMMERCE

The Shire currently has a hierarchy of centres consisting of:

- Jurien Bay Regional Centre
- Cervantes Local centre
- Dandaragan and Badgingarra Service Centres for the rural hinterland
- Cataby and Regans Ford Service Centres for the highway

Most of the existing commercial development within the Shire is located in Jurien Bay and is concentrated in the town centre. It includes 4800m² net lettable retail (shop) area and 3800m² office and other commercial area.

The Jurien Bay City Centre Strategy Plan recognises Jurien Bay’s role as a regional city ultimately accommodating a population of 20,000 +. In this context facilitating growth of commerce and industry is a key consideration.

Analysis undertaken for the demand for population-driven retail and office area for Jurien Bay at various population thresholds is shown in Table 29 below.

TABLE 29: PROJECTED POPULATION-DRIVEN DEMAND FOR FLOOR AREA (SQM/NET LETTABLE AREA)

Population	1,173	2,500	5,000	10,000	20,000
Convenience Retail	833	1,782	3,580	7,192	14,448
Comparison Retail	1,370	2,932	5,889	11,830	23,766
Population-Driven Office	565	1,210	2,431	4,883	9,810

Source: Shire of Dandaragan (2012) *Jurien Bay Growth Plan*.

The development yield for the land identified for retail and commercial uses within the City Centre in the Jurien Bay Growth Plan (2012) is estimated to be 19,000m² of retail area and 11,000m² of office and other commercial area. This would be enough to service a population of 10,000. In addition, smaller neighbourhood centres would also be developed as the population grows to 10,000 providing additional retail area over and above that provided within the boundaries of the City Centre (Shire of Dandaragan, 2012 *Jurien Bay City Centre Strategy Plan*).

A hierarchy of retail centres has been developed, establishing the Jurien Bay City Centre as a ‘Regional Centre’ and Booka Valley Centre (3.5km south) as a ‘District Centre’. The Turquoise Coast Structure Plan acknowledged that the population trigger for the Booka Valley Centre would be about 12,500.

Beyond the regional and district centre scale, the Turquoise Coast development, North Head and Boat Harbour precincts will include retail and commercial uses within local centres.

Cervantes has an existing town centre comprising a small centre number of shops and businesses and zoned land provides for further expansion of commercial uses. Cervantes will remain a local centre primarily serving the day to day needs of the town and visitors.

Dandaragan and Badgingarra will continue to play the role of service centres for the rural hinterland, with capacity for growth related to their function. In the case of Badgingarra, its role also includes providing services to users of Brand Highway. Cataby and Regans Ford will continue to provide services for users of Brand Highway.

5.6.2 INDUSTRY

There are industrial areas in Jurien Bay, Cervantes, Dandaragan and Badgingarra serving the needs of the towns and the surrounding rural hinterland. In the case of Jurien Bay and Cervantes, they also provide specific services for the fishing industry.

JURIEN BAY

There are four industrial areas in Jurien Bay – Carmella Street, Coalseam Road, Turquoise Coast Industrial Area and at the Boat Harbour. The Carmella Street light industrial area contains 38 lots including the Council depot and is largely developed. Most of the existing 27 lots in the Coldstream Road industrial area have been developed.

Future growth for industry is provided for in the Coalseam Road Industrial Area. The ultimate development of the industrial area is about 110ha extending between the airport and the Indian Ocean Drive road alignment. Two stages have been planned to provide an additional 45 lots. The expansion is subject to the resolution of native title issues, environmental assessment and infrastructure provision.

The Turquoise Coast Industrial Area provides for industrial uses in addition to composite lots (mixed residential and industrial uses). Land within the Jurien Bay Boat Harbour precinct together with the unallocated Crown land north east of the Boat Harbour provides opportunities for marine based industry as part of a land use mix to increase the use and development of the Boat Harbour.

CERVANTES

There are 21 light industrial lots in the Seville Street light industrial area. In addition there is land zoned for industry and marine services adjacent to the foreshore north of Madrid and Biscay Streets respectively.

There is additional undeveloped land zoned for industry adjacent to the existing industrial lots in the Seville Street industrial area; however the expansion of this industrial area is constrained by the high conservation value of the land adjacent to Lake Thetis. The conservation value of this area limits the potential for expansion of this area.

Given the limited growth of residential development expected in the short to medium term it is unlikely that there is a requirement for additional industrial land. In the longer term investigation of the land north of Cervantes would consider a range of appropriate land uses which may include additional light industrial lots.

The area zoned Marine Services was the subject of the Cervantes Keys proposal which proposed significant development for tourism and recreation uses. While this plan did not proceed the potential of the land for tourism and recreation should be acknowledged.

DANDARAGAN

The existing twelve lots zoned Industry have all been developed. Expansion of the area could be considered, as could the development of small-scale commercial operations, composite mixed business and industry with associated residential development, subject to the provision of appropriate service infrastructure and ensuring that the area's amenity is retained.

BADGINGARRA

Five of the twelve industrial lots have been developed. Land immediately adjoining the town to its south, along Brand Highway, and between the Brand Highway portion of town and the

'old' townsite to its east, is suitably located on the Highway between Cataby and Eneabba to provide services for all vehicles and road users on Brand Highway, and other rural enterprises. Uses such as truck and car repairs, tyre change, and similar light to general industrial activities may be considered appropriate, but still assessed on their merits. These types of businesses would complement the services provided in towns elsewhere and would be composite industrial land uses combining a residence and business on one lot (see Figure 5).

Detailed planning would be required to ensure acceptable and safe vehicle access points onto Brand Highway or suitable alternatives, visual impact, mix of uses, servicing, environmental impact and other planning matters are addressed.

OTHER

The Jurien Bay Growth Plan identifies an opportunity for an intense food processing cluster within the Shire. This would need to be the subject of an industry development plan to investigate the market and site opportunities. It is premature to identify potential sites in this LPS, but the need to pursue the preparation of an industry development plan, including identification of potential site/s should form one of the strategies.

5.6.3 TOURISM

There are two major tourist seasons within the Shire, the wildflower season from July to November and the summer season from November to April. Visitor experiences range from enjoying farm scenery, national parks (native flora and fauna, inland and ocean views), bush walks, wildflowers and aquatic activities such as swimming and snorkeling during the summer months, all year-round fishing, scuba diving and windsurfing and specialized activities such as skydiving.

The majority of visitors (domestic and international) stay in caravan and camping accommodation. However, the number of visitors staying in hotel, resort and motel accommodation has increased significantly in recent years. The high percentage of visitors staying in caravan and camping accommodation may be attributed to the preference for affordable family accommodation and the lack of alternative accommodation available within Jurien Bay and Cervantes. These trends indicate the need to protect caravan and camping accommodation and investigate opportunities for the development of high-end short stay accommodation within the two towns.

It is estimated that approximately 100-150 residential homes are rented as commercial holiday homes within Jurien Bay and Cervantes, although exact numbers are difficult to determine. To safeguard the residential amenity of these towns *Local Planning Policy 8.13: Holiday Homes* was recently adopted by Council to guide the approval of such a land use in the Residential zone.

The Scheme currently provides limited development provisions and land use definitions for assessing tourism, and it does not provide guidance on aspects such as building height, design and car parking. Planning provisions also need to protect tourism sites through appropriate zoning and site requirements which limit the length of occupancy and the proportion of the residential component of tourism developments.

JURIEN BAY & CERVANTES

An audit of existing Tourist zoned sites as part of the Shire of Dandaragan's *Local Tourism Planning Strategy* (2012) established that there is adequate supply of vacant sites within Jurien Bay and Cervantes. The focus should be on retaining existing sites rather than identifying new sites.

However, there are locations where the longer term planning for tourist sites should be considered, given the Shire's tourist attractions and the importance of tourism to the local economy now and in the future.

In Jurien Bay, the Department of Transport has continued to investigate opportunities to activate the sale and/or development of vacant lots at the marina and stimulate greater use and development of the wider marina precinct. *The draft Master Planning Report – Jurien Bay Boat Harbour Southern Precinct* – May 2012 examines the development potential of an approximately 6 ha area vested with the Department of Transport.

The study recommends staged development of the site. Key elements of the proposal are:

- Tourist chalet park – To initiate an immediate short to medium term population of the site it is proposed that a short stay tourist chalet and caravan park be established. In the longer term, the land has potential for redevelopment with higher yield permanent options.
- Waterfront mixed use complex – This would be the key note attraction development with a potential to provide in order of 4,500m² of net lettable area and accommodate a variety of retail, small business, markets and food and beverage venues.
- Iconic attraction – The site and broader harbour could benefit from having an iconic structure to make it readily identifiable. There is also the opportunity for such a structure to be an important icon and attraction in itself to stimulate visits to the harbour precinct.

The continued development of the harbour has the capacity to deliver significant social and economic benefits to the community and create a vibrant commercial, tourist and recreational precinct integrated with a diversified fishing and marine industry. Public consultation and further investigation into the development of this area, also addressing a long term caravan park strategy, is required.

In Cervantes, the area zoned Marine Services between Beach and Biscay Streets was the subject of the Cervantes Keys proposal, which proposed significant development for tourism and recreation uses. Although this plan did not proceed, the land's potential for tourism and recreation should be acknowledged.

In relation to caravan parks, key issues include:

- Jurien Bay and Cervantes caravan parks are both in the process of purchasing permanent and semi-permanent sites and have redeveloped to varying degrees;
- Jurien Bay and Cervantes caravan parks should be reviewed from a land use perspective in view of long-term growth of the respective towns, surrounding

commercial development pressures and increasing tourist demand for caravan and camping facilities in the Shire;

- Due to the completion of Indian Ocean Drive and a recurring demand for overflow camping areas in Jurien Bay and Cervantes during peak holiday periods, there is an emerging need for an additional caravan park to be established in the Jurien Bay/Cervantes area within the next five years;
- The caravan park site identified within the Ardross Estate development may be satisfactory to meet future needs;

(Shire of Dandaragan, 2012, *Local Tourism Planning Strategy*)

WEDGE & GREY

There are approximately 519 recreational squatters' shacks located south of Jurien Bay at Wedge and Grey. A Masterplan for these sites prepared in 2000 recommended they be developed for nature-based recreation and tourism opportunities, catering for both day visitors and short stay holiday makers, with a range of interests and budgets. Development would include basic amenities and interpretive facilities for potentially large numbers of visitors seeking access to the beaches and other natural attractions of the region. A network of walk and cycle trails are also proposed, to connect facilities and features at both sites (CALM, 2000)

In 2010 the Government commissioned a Committee of Inquiry into Wedge and Grey. The Standing Committee on Environment and Public Affairs provided its report (Report 21) on its findings and recommendations in April 2011. The Committee found that Wedge and Grey have significant tourism potential and the capacity to add value to the development of the region. The Committee recommended that the Minister and the then Department of Environment and Conservation instruct shack owners to remove their shacks and, as a priority, develop the area to provide the public with low impact, nature based, affordable visitor facilities and accommodation, including camping and caravanning facilities.

Government subsequently responded to the Committee's report and accepted the Wedge and Grey recommendation with qualification. The Government determined that it would *"examine options for Wedge and Grey that meet the requirements for public recreation and tourism use in conjunction with a level of shack retention that contributes to the opportunities for public use. This consideration would be in consultation with the current shack leaseholders. Any future development of the sites will be subject to State planning requirements and will address equity of access and use, building safety, health and amenity, coastal processes and provide for environmentally sustainable public outcomes"*.

DBCA is currently examining options that may provide for public recreation and tourism use, in conjunction with a level of shack retention that may benefit the public. DBCA's process is considering shack heritage, Aboriginal heritage, coastal processes allowances, groundwater contamination, fire management and the provision of services and recreational opportunities.

The Shire supports the removal of the squatters and has reaffirmed this view in consultation with DBCA.

5.6.4 KEY FINDINGS

COMMERCE

- The hierarchy of centres provides the basis of commercial and industrial development:
 - Jurien Bay (Regional Centre) provides for higher order retail, commercial and industry uses which serve Jurien Bay and its regional catchment.
 - Cervantes (Local Centre) provides local services to Cervantes.
 - Dandaragan and Badgingarra (Service Centres) provide services for their rural hinterlands.
 - Cataby and Regans Ford (Service Centres) provide services to passing traffic.
- The proposed Booka Valley Centre is identified as a District Centre.
- The North Head and Boat Harbour precincts will include retail and commercial uses.

INDUSTRY

- New industry could be located in an expanded Coalseam Road Industrial Area and adjacent to the Jurien Bay Boat Harbour.
- Composite lots could be considered in Dandaragan and Badgingarra.
- There is an opportunity for an intensive food processing cluster within the Shire.

TOURISM

- A lack of service infrastructure constrains the development of new tourist accommodation.
- Caravan and camping sites should be protected.
- Policy regarding commercial holiday homes should be clarified.
- The Jurien Bay Boat Harbour should be developed as a vibrant commercial, tourist and recreational precinct integrated with the fishing and marine industry.
- The area zoned Marine Services between Beach and Biscay Streets in Cervantes should have potential for tourism and recreation.
- Planning to transition Wedge and Grey to nodes for tourism and recreation is supported.

5.7 ENVIRONMENT & NATURAL RESOURCES

The area has a Mediterranean climate with hot dry summers and cold wet winters. The average rainfall for Jurien Bay is approximately 560mm decreasing eastwards over the Coastal Plain. The annual average temperature over Western Australia has increased by about 0.8°C since 1910, while the annual rainfall has declined by around 10% since the mid-1970s. There is arguably a need for the Shire to adapt to changes in the weather patterns to reduce its vulnerability to adverse impacts associated with weather changes, which include more hot days, reduced rainfall and reduced water availability.

5.7.1 BIODIVERSITY

The Shire is situated in the Mount Lesueur-Eneabba region within one of 34 global biodiversity hotspots in Southwest Australia, and within one of fifteen national biodiversity hotspots. These areas have been recognised for their particularly high levels of biodiversity that are under threat as a result of historical clearing.

The Shire is at the junction of three biogeographic sub-regions defined by the Interim Biogeographic Regionalisation for Australia (IBRA). They occupy the northern extent of the

Swan Coastal Plain (Perth and Dandaragan Plateau sub-regions) and the southern extent of the Geraldton Sandplains (Lesueur Sandplain sub-region) (see Figure 10). Less than 10% of the native vegetation on the Dandaragan Plateau, located in the eastern portion of the Shire, is reserved for conservation and is therefore a national and State priority for further protection.

The Perth and the Lesueur Sandplain sub-regions support mainly heath, scrub-heath, thicket and low banksia woodland vegetation types. Sandplain heath in WA is commonly known as 'kwongan'. Dominated by woody shrub species, it is floristically rich and is characterised by sandy soils, a very high level of endemism, or species found nowhere else, and spectacular displays of wildflowers in spring.

The Dandaragan Plateau, located in the inland portion of the Shire including the town of Dandaragan, supports woodland, mainly marri and wandoo, and open to sparse jarrah-marri woodland with low banksia woodlands.

The Shire is located within the Central Coast Region, one of the three main centres of floristic diversity in the State. There is a high species richness, with the Mt Lesueur region of the Gardiner Range exhibiting a particularly high degree of endemism. It has been estimated that up to 2,000 of the 9,000 plant species found in Western Australia may occur in the Central Coast Region from Guilderton to Dongara, and the majority of the 2,000 species are found in the Shire. Over 800 species are found within the Lesueur National Park, which has one of the highest flora diversities of any location within the State and is typified by rapid changes across different soil types and micro-habitat changes.

The Shire's reserves and national parks are important habitats for a number of indigenous mammals such as the Western Grey Kangaroo, Honey Possum, Dunnart, Echidna and Brush Wallaby. The area also provides valuable habitat and breeding areas for many species. There is a high species-richness for birds, with at least 180 species being recorded from the Central Coast Region, including rare species such as the Freckled Duck and Carnaby's Black Cockatoo. Confirmed Carnaby's Cockatoo breeding sites in the eastern portion of the Shire comprise the Cataby and Coomallo areas, which are Important Bird Areas identified by BirdLife International, supporting significant numbers of breeding pairs of the endangered Carnaby's Cockatoo.

Many birds, such as honey-eaters and wrens, live in heath and scrub land retained in reserves and national parks. Other species, such as the Rainbow Bee-eater, are itinerant, returning annually for nesting or feeding. The wetlands of the coastal plain provide large habitats for the numerous wetland species, some of which are seasonal visitors. Rare and threatened species and communities within the shire include the stromatolite threatened ecological community at Lake Thetis, Cervantes, which is one of a few sites in the world with living marine stromatolites. Both Lake Thetis and Lake Guraga (14 km south of Cataby) are listed in the Directory of Important Wetlands in Australia. Hill River is one of the few remaining fresh waterways on the Swan Coastal Plain and is recognised for its significant biodiversity values.

The Shire supports a rich biodiversity, particularly in its western portion where large areas of remnant vegetation are protected within national parks, nature reserves and other Crown reserves. However, biodiversity assets on privately owned land or unallocated Crown land are particularly vulnerable to changes in land use and require appropriate management. The Shire's inland areas are mainly cleared. Approximately 12% of the original vegetation remains in the Shire. Of this, 5% is protected for conservation. Of the 297,285 ha of native vegetation remaining in the Shire, 177,550 hectares (almost 60%) are 'local natural areas' - native vegetation that occurs outside DBCA-managed lands and may be subject to local government decision making.

In the 1970s portions of the Shire were nominated for protection by the Environmental Protection Authority's Conservation Through Reserves study, which considered the potential for existing Crown land to be set aside as conservation reserves. Although these areas are now largely protected through being designed as national parks and nature reserves, some areas of endemism were not nominated at that time and so remain unprotected. For example, although the species-rich Mt Lesueur is incorporated within the Lesueur National Park, the area of endemism extends south of Jurien Bay Road; land which has been largely cleared.

Badgingarra National Park covers a significant area immediately west of Brand Highway, but the area of endemism in the Cataby-Dandaragan area is poorly covered by reserves. Watheroo and Nambung National Parks are large enough to protect species in those areas, presuming appropriate management of fire, beekeeping, introduced weed species and dieback disease.

Remaining native vegetation within the Shire's cleared agricultural areas which principally lies east of Brand Highway, now represents a significant asset for biodiversity, and as such require focussed attention (See Figure 11 below). The biodiversity loss caused by clearing and fragmentation is exacerbated by dryland salinity, altered hydrology, grazing, introduced plants and animals, dieback, inappropriate fire regimes, and climate change.

The Shire is experiencing pressure for land use change and development in its western portion, which still contains extensive areas of native vegetation outside of DBCA reserves. The main land use planning issue for biodiversity in this area is the clearing of native vegetation to establish new residential areas.

In the Shire's eastern portion, where native vegetation has been extensively cleared, land use planning focusses on retaining remaining native vegetation and on strategic revegetation to restore ecological function and reduce the impacts of fragmentation of remnant natural areas.

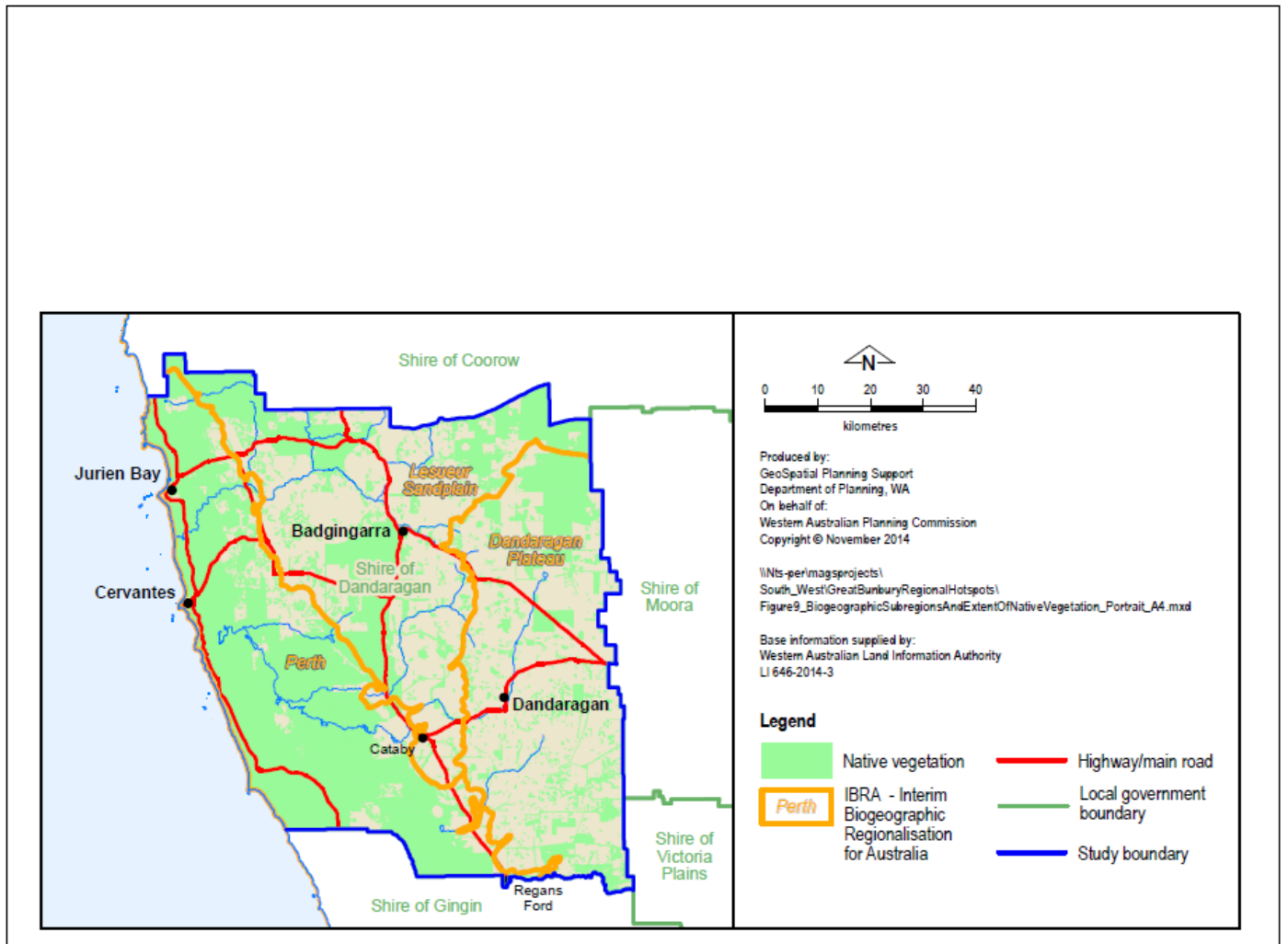


FIGURE 10 BIOGEOGRAPHIC SUBREGIONS AND EXTENT OF NATIVE VEGETATION

Source: Perth Biodiversity Project, WALGA (2012)

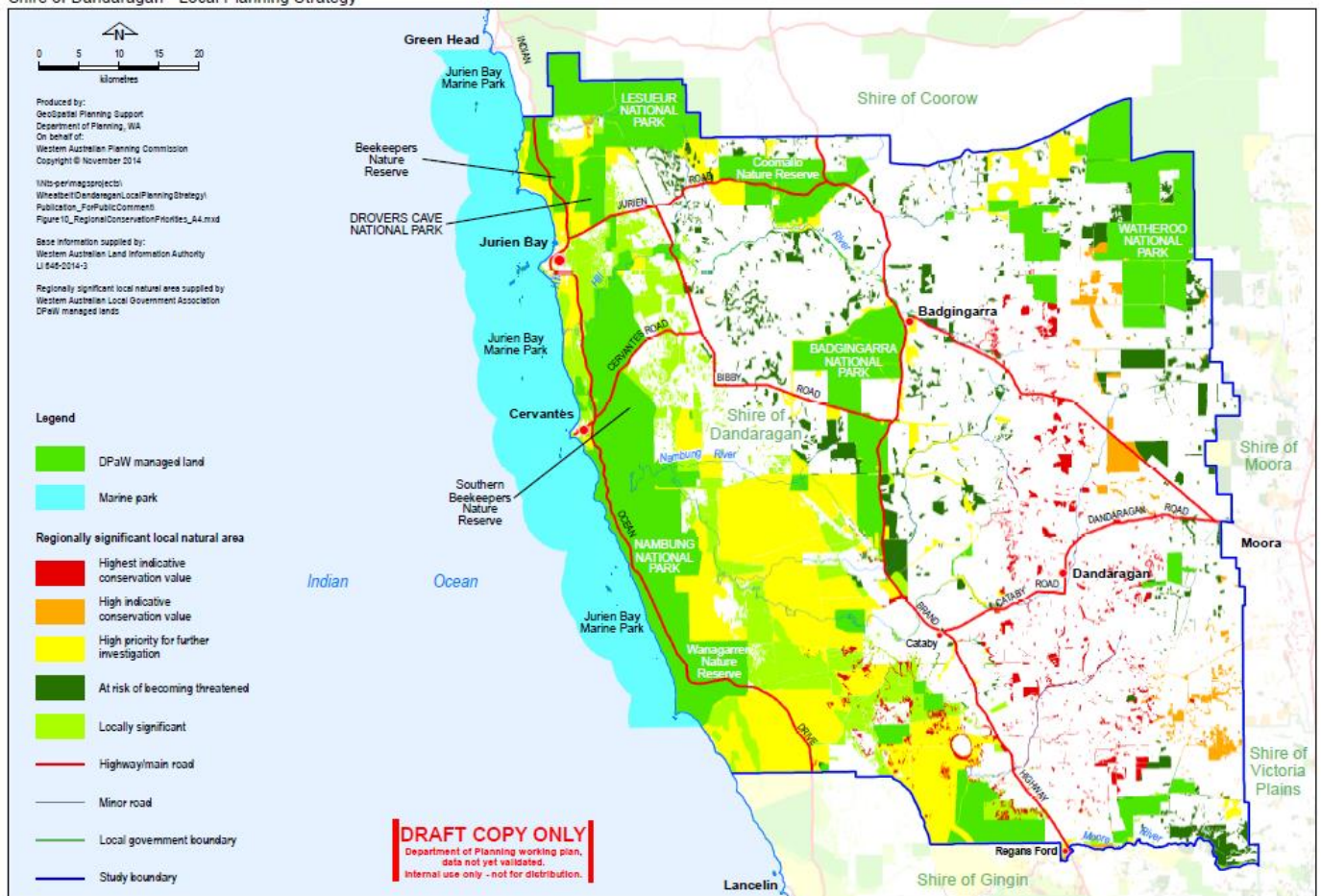


Figure 11 REGIONAL CONSERVATION PRIORITIES FOR FURTHER INVESTIGATION

Figure 11 above indicates priorities for further investigation of biodiversity conservation for the Wheatbelt planning region that are applicable to the Shire. These priorities are based on the proportion of original vegetation associations remaining, as well as the presence of rare and threatened species and communities, significant wetlands and relatively large patches of remnant vegetation. The highest conservation values are in the heavily cleared areas east of Brand Highway in the Dandaragan Plateau sub-region, although even the extensive areas of remnant vegetation in the western portion of the Shire are categorised as high priority for further investigation, due to the presence of significant biodiversity assets.

More detailed information on biodiversity is required so natural areas can be more effectively identified for conservation, and priorities can be assigned. This is particularly important in the coastal area, where regional level ecological linkages should be identified to assist conservation planning in the broader Wheatbelt region. Areas of native vegetation, wetlands and waterways provide important connectivity between habitats across the landscape. The biodiversity contained in large DBCA reserves is supported by smaller patches of native vegetation that exist in nearby areas of public and private land.

The preparation and implementation of a local biodiversity strategy is a high priority to guide land use planning in the Shire. Extensive native vegetation outside reserves managed by DBCA may be influenced by local government decision making, for example, regarding land use and development on private land, and the use and management of local reserves.

A biodiversity strategy would assist in identifying vegetated areas that are under pressure for land use change, subdivision and development, particularly areas which are being considered for future urban or rural living within and adjacent to Jurien Bay and Cervantes.

Best practice approaches to native vegetation protection, such as conservation-themed Rural Living zone or Conservation zone could be used in these areas. The strategy could explore opportunities to avoid further clearing and improve connectivity between fragmented native vegetation, including consideration of the role of road reserves in highly cleared agricultural zones.

Through its Local Biodiversity Program, WALGA recently commissioned a report that was prepared by DBCA (2013/14), *Indian Ocean Drive Biodiversity Assessment – Flora and Vegetation: Consolidation of existing fine-scale vegetation maps and site-based data to assess the biodiversity values in the Dandaragan and Gingin Shires*. The report recognises the importance of collecting data in a consistent manner, in accordance with the National Vegetation Information System (NVIS) level 5 (association) or 6 (sub-association). Good quality information on vegetation, flora and fauna is required for sound decision making on land use, subdivision and development.

KEY FINDINGS

- The biodiversity significance of the Shire’s remnant vegetation is very high. Small remnants in the Shire’s inland area are important for their rarity in the otherwise cleared landscape, while the extensive remaining kwongan vegetation in the Shire’s west displays a great diversity of species, and the large scale of good quality vegetation affords a degree of protection.
- The main threat to the Shire’s remaining natural areas is the clearing of vegetation for urban expansion, rural residential use and agriculture. The likelihood of clearing for residential use is greatest in the vicinity of Jurien Bay and Cervantes.
- A local biodiversity strategy for the shire would assist in increasing the degree of protection for the shire’s valued natural areas.

5.7.2 COASTAL VULNERABILITY & RISK

The Shire’s offshore marine environment is dominated by reefs and islands that run sub-parallel to the shore. Nearshore water comprises a series of marine basins or lagoons which support a wide range of sea grass and marine algal communities which are of great importance to shoreline stability as well as for commercial and recreational fishing. About 82,000 ha of the coast and marine environment extending from south of Wedge northwards to Green Head and approximately 5.5 km offshore is within the Jurien Bay Marine Park. The shoreline is subjected to very low wave conditions for most of the year, while the reefs bear the brunt of the prevailing, moderate-energy, south-westerly swell that characterises the offshore waters.

Other than beaches near Wedge Island, the Shire’s beaches are narrow, generally less than 25m wide in late summer, when they are at their widest. During late winter the beaches may be cut back to the base of the foredunes and cliffing of the foredunes is not uncommon (Landvision, 1999). Features include stretches of low limestone cliffs, large depositional features such as cusped forelands, and extensive mobile dunes. Hill River is the only stream that flows into the ocean. Other watercourses drain into the porous sands and limestone of the coastal plain, replenishing the superficial groundwater system.

Portions of the Shire’s coastline are under considerable development pressure while simultaneously being at risk of coastal instability and susceptibility to environmental changes, such as rising sea level.

Consideration of indicative risk is one element that helps determine areas that are suitable for future development. A WAPC Technical Report that addresses this is *The Coast of the Shires of Gingin and Dandaragan, Western Australia: Geology, Geomorphology and Vulnerability*, by Damara Pty Ltd (2012). This report provides information to assist in coastal planning in the Shire by assessing the risk of environmental change along the coast, including the outcomes of projected changes in climate.

The report treats coastal vulnerability as a combination of future susceptibility to coastal change, and current coastal instability. It divides the coastline into individual 'sediment cells', each with its own relatively self-contained sand movement system. Each cell is given individual ratings for susceptibility and instability, and a combined indicative risk rating. Susceptibility refers to the potential for changes to: geological features such as reefs; the configuration and orientation of the shoreline; and sand features along the shoreline e.g. whether beaches are located on a hard rock base. If a landform system is susceptible to change it is highly likely that it comprises or supports unstable, mobile landforms. Instability refers to current changes to the land surface. Criteria relate to hardness of rock, beach profile, type of dune ridge, and amount of vegetation cover.

The indicative risk of change to landforms comprising each sediment cell, and the implications for planning and management, are presented on Figure 12.

The rankings used in this map, and their implications for development, are outlined below.

INDICATIVE RISK OF ENVIRONMENTAL CHANGE **IMPLICATIONS FOR DEVELOPMENT**

LOW	Coastal risk not considered a constraint to development
LOW - MODERATE	Coastal risk may present a low constraint to development
MODERATE	Coastal risk may present a moderate constraint to development
MODERATE - HIGH	Coastal risk is likely to be a significant constraint to development

The highest risk category in the Shire is 'moderate to high'. This applies to the coastline either side of Wedge Island, where there are extensive tracts of mobile dunes north of the point, and from South Hill River to Island Point at Jurien Bay, encompassing the mouth of the Hill River.

The constraint to coastal development for the 8km stretch of coast straddling the mouth of the Hill River is related to the activity of the Hill River itself, as well as dune mobility and blowouts. For the coast south of Island Point, the issue is the risk of shoreline retreat and general movement and fluctuations of Island Point, as well as dune mobility and blowouts. The report further advises that construction should be avoided in the vicinity of the present-day Hill River alluvial delta and estuarine flats, on the south side of Island Point, and on the foredune, frontal dunes and historic blowouts all along this coastline.

For these sections of coast, with their moderate to high coastal risk, the report advises that a full geotechnical survey and coastal sediment budget should be completed before

development proposals are lodged. If the Department of Transport (DT) is satisfied with the outcome of these studies, then a full hazard and risk assessment would follow. This process is consistent with scientific and policy frameworks that recognise that coastline in Western Australia, such as that of the Shires of Gingin and Dandaragan, is experiencing changing coastal processes such as winds, currents, waves and sea levels, leading to coastal erosion and inundation in many coastal areas. There is also increased visitor and residential numbers utilising the coast due to improved access from Perth since the completion of the Indian Ocean Drive in 2010.

SPP2.6 State Coastal Planning outlines the components of coastal hazard risk management and adaptation planning (CHRMAP) and describes adaptation measures. The preferred measure is to avoid areas identified as affected by coastal hazards, by having adequate setbacks. Consideration is also given to the requirements of other State Planning Policies, including SPP2.0 Environment and Natural Resources Policy and SPP3.0 Urban Growth and Settlement.

In 2013 the Shire partnered with the Shire of Gingin (SoG) and the Northern Agricultural Catchments Council (NACC) to identify the range of data and information required to undertake coastal hazard assessments at the priority locations outlined in the Hill Primary Coastal Compartment Information and Data Gap Analysis.

In 2014, in accordance with the recommendations made by the abovementioned analysis the Shire partnered with the SoG, the NACC and the DT to undertake a preliminary assessment of coastal hazards at each town site in the study area. The preliminary findings of the assessment identified that:

1. adaptation planning for coastal erosion is a priority at Cervantes and the Jurien Bay town centre. South Jurien Bay (from Island Point south) was identified as a low priority area, mainly due to the relatively large coastal setback distance between the high-water mark and built assets at this location and, therefore, lack of a short-term threat from coastal erosion; and
2. adaptation planning for coastal inundation is a priority at Cervantes and Jurien Bay. This is mainly due to the low-lying nature of, and proximity of assets to, the shoreline at these locations.

Following these findings, the Shire and SoG contracted coastal engineers to formulate a CHRMAP for both local government areas in accordance with the CHRMAP Guidelines. The Shire's CHRMAP adopted by Council 28 June 2018 has the following purposes:

- to ensure that development and the location of coastal facilities takes into account coastal processes, landform stability, coastal hazards, climate change and biophysical criteria;
- to guide the identification of appropriate areas for the sustainable use of the coast for housing, tourism, recreation, ocean access, maritime industry, commercial and other activities;
- to provide for public coastal foreshore reserves and access to them on the coast; and
- to protect, conserve and enhance coastal zone values, particularly in areas of landscape, biodiversity and ecosystem integrity, indigenous and cultural significance.

The CHRMAP provides a plan for the implementation of recommended adaptation options over the next decade, to 2030 with a strategic view on the likely adjustments over the next century, to 2110. One of the recommendations of implementation is to include land seaward of the forecast 2110 hazard line within a Special Control Area (SCA) under LPS7. Recently adopted Scheme Amendment 37 achieves this recommendation.

Scheme Amendment 37 was developed and implemented from the *Draft Planned or Managed Retreat Guidelines* (WAPC, 2017) and Appendix H: Planning Controls Discussion of the Shire's CHRMAP. The resulting Special Control Area No.3 – Coastal Hazard Risk Area (SCA3) places land seaward of the forecast 2110 coastal hazard erosion line within a SCA where specific scheme provisions ensure responsive, safe and sustainable coastal development.

SCA3 includes approximately 124 privately owned properties and each leased caravan park in both Cervantes and Jurien Bay. A total of 65 properties in Cervantes and 59 properties in Jurien Bay are affected. Many of these properties are zoned Residential under LPS7, while other freehold parcels are zoned Tourist or Harbour, with Special Use Zone 5 also affected by the SCA. Many of the affected reserves are classified as Recreation with only one affected reserve classified as Unallocated Crown Land. A further detailed breakdown of the land affected by the proposed SCA3 can be obtained by viewing Appendix C – Asset Information for each of the Management Units of the Shire's CHRMAP.

SCA3 assists the Shire to have due regard to the following matters when considering a development application, in accordance with Clause 67 of the Deemed Provisions of LPS7:

- (c) any approved State Planning Policy;
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk; and
- (r) the suitability of the land for the development taking into account the possible risk to human health or safety.

In summary, SCA3 ensures future landowners are notified of the coastal risk affecting on their land, outlines provisions associated for proposed development within these land parcels and enables the Shire and affected coastal landowners to meet their obligations under SPP2.6.

These coastal planning instruments discussed above only consider coastal erosion and do not consider inundation as also required under SPP2.6 and associated guideline documents. Inundation planning and management measures shall be undertaken at a later date given the existing coastal townsites within the Shire are located on low-lying sandy coastal landforms.

KEY FINDINGS

Almost half of the Shire's coast has been designated by coastal experts as presenting a moderate level of constraint to development, while around a quarter represents a moderate to high degree of constraint and no areas were classified as a high level of constraint.

- The portion of coastline about the Hill River mouth has been identified as presenting the highest level of constraint found within the Shire that is also subject to proposals for intensified use.
- Detailed coastal studies and management mechanisms are in place with others to be commenced in due course to identify risk treatment options for mitigating and adapting to coastal hazard risks related to long term inundation and erosion.

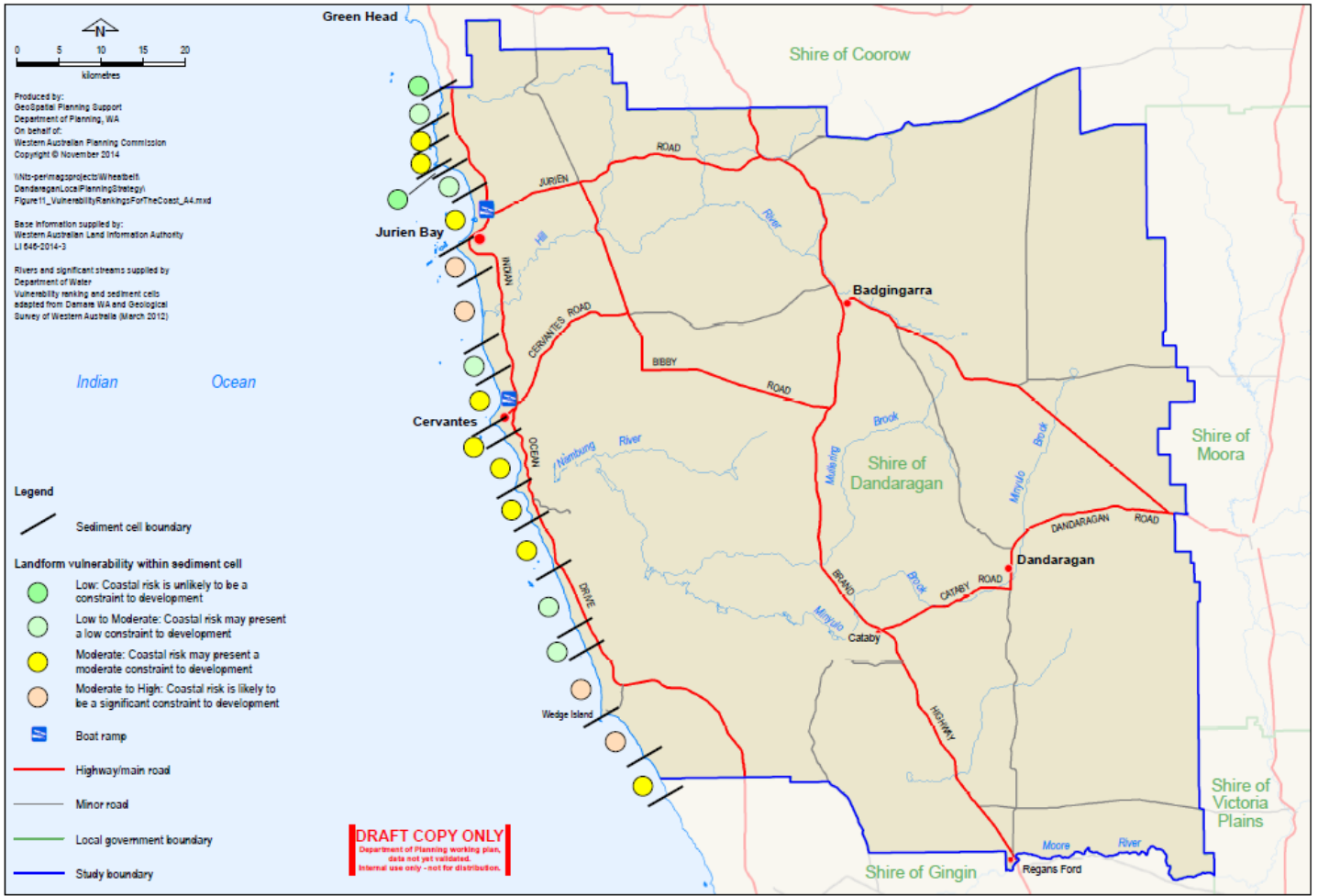


FIGURE 12 VULNERABILITY RANKINGS FOR THE SHIRE'S COAST

5.7.3 LANDSCAPE

DESCRIPTION OF CHARACTER UNITS

The Shire occupies three different landscape character areas, which as distinguished on the basis of their landform, vegetation, hydrology and land use. They are: the coastal plain, bounded on its inland side by the Gingin Scarp; the higher central area characterised by low ranges and isolated flat topped hills, bounded on its inland side by the Dandaragan Scarp; and above this, the flatter, elevated terrain of the Dandaragan Plateau.

The prominent features of the low-lying coastal plain include: the coastline, with its long, gently curved beaches punctuated by sandy promontories or low limestone headlands, and the small, estuarine mouth of the Hill River; elevated dune systems parallel to the coastline; large mobile dunes and sand sheets; scattered wetlands in low-lying areas behind the coastal dunes; and gently sloping ridges swathed in the extraordinarily diverse sandplain heath (kwongan) vegetation. Built components in this landscape comprise the small coastal towns, and rural residential uses overlooking Jurien Bay; beyond these there is little development visible, and much of the landscape remains uncleared. As the landscape is devoid of tall trees or shrubs, views are long. Views over the ocean include lines of surf breaking over the reefs that run parallel to the shore.

The Shire's more elevated, central landscape also supports kwongan vegetation, which is an important tourist attraction in the wildflower season, bringing visitors from around the world. Prominent larger plants include banksia trees and scattered, exceptionally tall-trunked zamia palms. The low, flat-topped, steep-sided ranges and hills, such as Mt Leseur, comprise remnants of an earlier plateau. They form distinctive features that abruptly rise from this open, otherwise gently rolling landscape. Unlike the coastal plain, there are some small, surface water courses. Some enter the Hill River, while the remainder drain into wetlands or simply enter underground drainage systems. Extensive portions of this landscape remain uncleared; elsewhere it has been cleared for grazing and grain crops, and there is a large mineral sand mine at the base of the Gingin Scarp near Cataby.

East of the Dandaragan Scarp, a subdued, north-south linear rise in the landscape, lies the Dandaragan Plateau, a landscape that has similarities to the wider wheatbelt of the southwest of WA as most of its original vegetation has been replaced with grain crops and pasture. Unlike landscapes to the west of the scarp, which support very few trees, the roads of the Dandaragan Plateau are frequently lined with tall eucalypts, mainly York gum and marri, while water courses also support trees.

DESCRIPTION OF IMPORTANT FEATURES & VIEWS

Council intends to identify and list those natural and rural landscape characteristics and views that are valued by local residents, the wider community and international tourists, and to develop a strategy to protect these, focussing on areas that are prominently visible from main travel routes. The value placed on these landscapes may be the primary impetus for people moving to or visiting the area. This process has already been undertaken for Indian Ocean Drive in the WAPC's *Indian Ocean Drive Planning Guideline* (2014).

Based on international research into peoples' preferences for viewing different types of landscapes, outlined in the WAPC's *Visual Landscape Planning manual* (2007), landscapes and features that are likely to be considered significant include: rocky coastal headlands and associated pocket beaches, rock stacks and islands, such as Wedge Point and North Head; the Hill River and its estuary; stark, white mobile dunes and sand sheets; karst formations, such as the Pinnacles in Nambung National Park; lakes and wetlands; flat-topped peaks and ridges, such as Mt Lesueur; individual or massed plants that stand out from the kwongan or cleared pasture, such as groves of banksias or grass trees; as well as the kwongan vegetation in itself, carpeting the rolling landscape.

The Shire's landscapes are readily viewed, due to the low nature of remnant vegetation. Continuous views experienced from scenic travel routes such as Indian Ocean Drive and Brand Highway, and their associated roadside rest areas and lookout points, are of vital importance. Both the Brand Highway and Indian Ocean Drive are tourist routes of State level significance, being major travel routes immediately outside the Perth city that provide access to key tourism locations. In the wildflower season these roads themselves become the attraction, as an easy way to access some of the shire's natural wildflower displays.

The coastal dune systems and ocean are seen from the Indian Ocean Drive, and the open Kwongan heath landscape with its profusion of wildflowers is also visible from Brand Highway and roads linking through to the coast. Both the Indian Ocean Drive and Brand Highway were designed in such a way that viewing opportunities are maximised; for example, Brand Highway was built in an elevated position in the landscape, to provide extensive views westwards across the coastal plain. Roads that access coastal settlements from the highway also provide elevated views towards the coast. A number of rest areas and lookouts have been constructed along the Indian Ocean Drive, to provide opportunities

for motorists to stop and view the landscape. Another example is the Coomallo rest area, located by a creek at the junction of Brand Highway and Jurien East Road. This is an admired site, with its white-trunked eucalypts lining the creek, and surrounded by kwongan-covered, flat-topped ridges.

Ideally the list of valued features and viewing experiences would be reviewed and supplemented by the local community and visitors to the Shire, before being mapped and guidance focused on their protection included in a strategy.

PROTECTING VALUED LANDSCAPE CHARACTER

There is a need to address land use changes which may adversely impact on landscape character. The WAPC's *Visual Landscape Planning manual* provides generic guidance in relation to a range of land uses that may adversely impact on valued landscape character, such as for wind farms, power lines and rural residential development.

When considering a planning application which has the potential to impact on valued landscape character, Council will consider:

- the need for roadside development buffers and setbacks;
- roadside revegetation - the extent to which local species are utilised and the potential for vegetation to screen out valued vistas;
- opportunities for landscape features to be located within public open space;
- the sensitive location of building envelopes; and
- the retention of remnant vegetation.

The Shire will consider specific guidance for each of the three landscape character areas described above, or to portions of the Shire considered most sensitive to land use change. The capacity to absorb land use changes without impacting on valued character needs to be taken into account in guidance for each type of landscape. For example, the low-growing nature of kwongan vegetation provides negligible screening of roadside development.

Measures to reduce the prominence of development should focus on careful siting and design of new development, with screen planting another option that is less preferred as it can be unreliable in the long term. The WAPC's landscape manual provides guidance on character and view analysis, and on addressing landscape management issues.

Advice specific to Indian Ocean Drive is provided in the WAPC's *Indian Ocean Drive Planning Guideline* (2014). The Guideline advises on measures to protect valued components of the Shire's coastal landscape, viewed from Indian Ocean Drive. Advice focusses on the location, siting and design of land use or development proposals.

The application of the guideline will assist in maintaining the value of this important coastal scenic route, for local residents and visitors alike. Implementation will occur through the preparation and adoption of an Indian Ocean Drive local planning policy under Clause 2.2 of the Scheme, consistent with similar policies for the four other local governments with frontage to the road. Implementation will also require the insertion of a provision into the scheme to require planning approval for development within the Indian Ocean Drive Planning Guideline's area of application that would normally be permitted under Part 8 'Permitted Development'.

Until the Scheme has been amended and a Local Planning Policy prepared, Council will have due regard for the guideline for assessing land use and development proposals, as reflected in Section 5 of the Indian Ocean Drive Planning Guideline (2014).

OPPORTUNITIES FOR INTERPRETATION AND RECREATION

The value of landscapes to local residents and tourists can be enhanced by increasing people's knowledge and awareness of landscapes' attributes, and making landscapes more accessible.

Interpretive information on landscapes can be made available through means such as on-site signage, personal hard copy and electronic means. Measures to increase opportunities for the public to experience the landscape along travel routes include reduced speed limits where there are features of interest such as ocean views or views of mobile dunes at close distances, the creation of passing lanes in these locations, and the construction of additional lookouts with picnic facilities, roadside rest areas where there are views and walk trails with interpretive signage linked to these.

The Shire will develop a plan to increase public understanding of the Shire's landscape, including its biodiversity and cultural heritage components. The plan would establish how interpretive information would be made available such as through on-site signage, personal hard copy and electronic means.

TOWNSCAPE QUALITY

Many residents and visitors to the Shire spend time in the settlements. Improving the quality of public spaces, including beachfronts, parks, shopping centre car parks and road reserves, is likely to enhance people's enjoyment of the settlements, in turn encouraging them to stay and contribute to the towns' economies. The individual identity of each settlement can be reflected in such elements as planting, signage and artworks.

The Shire will develop individual plans for Jurien Bay and Cervantes that explore the identity of each town and develops ways in which this identity can be reflected in the style, appearance and quality of public spaces. This could include elements such as plantings, artwork, signage, colour schemes, street and park furniture and landscaping.

KEY FINDINGS

- The Shire's landscape character is an attraction for tourists, with its unusual flat-topped peaks, limestone pinnacles, and prolific spring wildflowers.
- The low height of vegetation across the Shire's extensive natural areas provides for very long viewing distances, resulting in a landscape that is very sensitive to the impacts of land use changes, due to the visibility of changes.
- There are opportunities to increase public access to the landscape through additional lookouts and trails, for example, and to enhance public enjoyment through improved interpretive information.
- In considering new zoning or development proposals, the Shire can maintain the character of its valued natural landscapes by applying guidance contained in both the WAPC's *Visual Landscape Planning Manual* and the *Indian Ocean Drive Planning Guideline*.

5.7.4 WATER

5.7.4.1 WATER USE & AVAILABILITY

DWER prepares allocation plans to manage how much water can be sustainably taken from groundwater and surface water systems. The challenge is to meet existing and future demand while maintaining the productive base of the natural resource and its dependent ecosystems, now and into the future.

The Jurien Groundwater Area is 5,012km² and covers approximately half of the Shire and part of the Shire of Moora. The Jurien Groundwater Allocation Plan (DWER, *Report No 27*, 2010) sets out DWER's approach to annual water allocation in this area as summarised below.

TABLE 30: JURIEN GROUNDWATER ALLOCATION

Water allocation category	Water allocation
Water available for take from all groundwater resources	94.6 GL/yr
Groundwater that can be allocated for licensing	91.6 GL/yr
Exempt from licensing (stock/domestic)	3.0 GL/yr
Volume of licensed entitlements (as at April 2010)	18.7 GL/yr
Volume for public water supply (as at April 2010)	1.5 GL/yr
Reserved for future public water supply (until 2040)	7.0 GL/yr
Available for new users	64.4 GL/yr

DWER cautions that although groundwater is available throughout the Jurien Groundwater Area, complex hydrogeology, naturally variable water quality and the distribution of each aquifer may restrict possibilities for abstraction in particular cases.

The Gingin Groundwater Area extends over 6,000km² between Wedge Island and Moora in the north, to Guilderton and Bindoon in the south. The groundwater area takes in the town of Dandaragan and the settlement of Regans Ford. Groundwater in this area is in high demand for agriculture, horticulture, mining and residential uses.

DWER released a Gingin Groundwater Allocation Plan in 2015. The plan covers the area north of Gingin Brook to Wedge Island and Moora. The Gingin Groundwater Allocation Plan updates an earlier allocation plan to respond to a drying climate and the resulting steady reduction in recharge to the aquifers from rainfall, resulting in declines to the water table and less water flowing to the rivers. At the same time, demand for groundwater has been steadily increasing.

With less water available in the aquifer, the Groundwater Allocation Plan: reduces the allocation limits where there is a threat to the security of water entitlements; accounts for environmental water needs; and introduces licensing rules.

Water is still available for licensing in 16 out of the 25 subareas in the Gingin Groundwater Allocation Plan area including in the Wedge Island (~61,500 ML/yr) and Victoria Plains (~4,400 ML/yr) subareas.

Over the last three years, DWER has been supporting the Water for Food Midlands Project which is administered by the DPIRD. Further to Gingin and Jurien Groundwater Areas, the Midlands groundwater and land assessment project is a State government project that is investigating groundwater availability, land capability and crop suitability in the Midlands

area, between Gingin and Dongara. This region is one of the most economically promising irrigation zones in Western Australia. The Midlands project has two focus areas:

1. Dinner Hill: the south-western corner of the Dinner Hill groundwater subarea near Dandaragan
2. Irwin: an area south of the Irwin River near Dongara.

In DWER's role in the project, located in the Dinner hill sub area, they have completed hydrogeological modelling of the Leederville – Parmelia aquifer, an assessment of groundwater-dependent environmental values and a review of groundwater abstraction and water availability. The following reports from this research are currently available:

1. Review of the Leederville-Parmelia aquifer hydrogeology for the Dinner Hill Groundwater Sub-Area: Conceptual model report, Report No. HR384, December 2017. (Available on request)
2. Groundwater-dependent and environmental values of the Dinner Hill and Irwin Focus areas, Water for Food: Midlands groundwater and land assessment, Environmental water report series, Report No. 30, June 2018 (available at www.dwer.wa.gov.au).

An allocation statement will be released in the coming months which will outline changes in the management of groundwater in the Dinner Hill sub area. The statement will support the existing Jurien Groundwater Allocation Plan (August 2010). As part of this work, DWER has identified that the water allocation limit in Dinner Hill can be increased above the current 12.6 GL/yr.

5.7.4.2 WATER LICENSING

As the primary government agency responsible for managing water resources, DWER issues licences and permits under the *Rights in Water and Irrigation Act 1914* (RIWI Act).

Licences are required in all proclaimed areas and for all artesian groundwater wells throughout the State. In proclaimed areas it is illegal to take water from a watercourse or groundwater aquifer without a licence. New licences will only be issued where the allocation limit has not been reached.

There are two Proclaimed Groundwater areas within the Shire (the Jurien Groundwater Area and the Gingin Groundwater Area), and two proclaimed Surface Water Areas (Hill River & Tributaries, and Moore River and Tributaries) (see Figure 13).

Within the Jurien Groundwater Area and the Gingin Groundwater Area landowners and developers are required to obtain a licence prior to constructing a bore or well on any property for groundwater extraction, except for stock or domestic purposes. In a proclaimed area, a water licence issued under section 5C of the RIWI Act will be required for purposes other than domestic usage. Some groundwater usages within proclaimed areas are exempt from licensing requirements under Part 3, Division 2, Section 21 of the RIWI Act. These include:

- domestic use;
- firefighting purposes;
- an area of lawn or garden up to 0.2 ha; and

- watering a limited number of stock (i.e.10-15 head) in non-intensive conditions.

Constructing bores and subsequently abstracting groundwater, or taking surface water within a proclaimed area for purposes other than those described above, will require a licence as issued under section's 26D of the RIWI Act and 5C respectively. Landholders are encouraged to contact DWER to clarify their licensing requirements.

The Council is also involved in protecting and managing ground and surface water through its strategic and statutory planning functions. The location of future development, type of development and land use management practices may all impact on water resources. The Council seeks to protect water resources and groundwater dependent ecosystems throughout the Shire. For example, if not properly managed, the intensification of land use in the Rural zone can increase the contamination risk to ground and surface water through the use of chemicals and fertilisers and greater production of nutrients. The requirement to obtain licences for water usage and development approval for intensive agricultural activities provides the opportunity to protect the water resources.

The Scheme requires an application for development approval for the intensification of land use in the Rural zone but has no other guidelines for assessment of these applications. When a licence is issued by DWER, the Council should still be able to refuse the development application in exceptional circumstances such as if the licence raises new issues not previously considered by Council, or to add additional conditions to the application for development approval for other planning reasons. The Council and DWER need to cooperate in these processes through referral mechanisms.

Intensive agriculture that involves the use of groundwater, chemicals and fertilisers, and/or the extraction of water from rivers and streams and diversion into dams, requires development approval from Council, as well as a water licence if it is within a proclaimed groundwater area.

There is lack of clarity about whether development approval or a licence should be sought first. The Council prefers that development approval be sought first and that an application be approved subject to the receipt of a water licence, given the sometimes-substantial investigations and resources that may be required to gain a water licence. Discussion between the Council and DWER could formalise the process whereby DWER would only assess a water licence application once development approval has been granted by the Council.

5.7.4.3 LAND USE WITHIN PUBLIC DRINKING WATER SUPPLY AREAS

DWER is responsible for managing and protecting the State's water resources, including those used for public drinking water supply. Public drinking water source areas (PDWSAs) in the Shire have been proclaimed under the Country Areas Water Supply Act 1947 for the management and protection of a water source to be used for community drinking purposes.

Where groundwater is the water source, PDWSAs are known as underground water pollution

control areas or water reserves. Where the source is surface water they are referred to as catchment areas. There are five PDWSAs located within the Shire:

1. Badgingarra Water Reserve – Government Gazetted 16-11-1999
2. Cervantes Water Reserve – Government Gazetted 16-11-1999
3. Dandaragan Water Reserve – Government Gazetted 16-11-1999
4. Jurien Water Reserve – Government Gazetted 21-08-2012
5. Moora Water Reserve – Government Gazetted 25-07-2017

DWER has developed Water Source Protection Plans for each of these areas, to ensure the water is protected from contamination. These plans are publicly available on the DWER website (www.dwer.wa.gov.au).

The Water Source Protection Plans provide a mechanism to define priority areas (from 1 highest to 3 lowest) and protection zones in each PDWSA. The priority areas and protection zones guide land use and development in the reserves. Certain activities and developments are restricted within these areas to protect water the potable water sources while existing land uses are managed to reduce the contamination risks. Information regarding land use compatibility in PDWSAs can be found on the DWER website (www.dwer.wa.gov.au).

Scheme Amendment 36 was implemented to provide a statutory planning mechanism to protect the PDWSAs within the Shire. Through this scheme amendment all five of the PDWSAs located within the Shire were included in Special Control Area 4 – Public Drinking Water Source Areas (SCA4), ensuring LPS7 is consistent with SPP2.7 and SPP2.9. The objectives of SCA4 are:

- to prevent any adverse effects on public drinking water quality and quantity;
- to prevent increased nutrient loads into critical water resources; and
- to ensure that any development takes place in such a manner so as to safeguard the hydrological values of the PDWSAs.

Any request for rezoning or application for subdivision and/or development within or in close proximity of SCA4 is required to be referred to the agency responsible for PDWSAs, which is currently DWER. Properties located outside a PDWSA are not subject to land use restrictions applied by DWER but they still need to comply with LPS7, which considers proposals in close proximity to a PDWSA accordingly with the opportunity to refuse a proposal if deemed appropriate. Furthermore, DWER encourages landowners to consider the water requirements of future generations, and to limit those activities which may cause contamination such as excessive fertiliser and pesticide use, rubbish dumping and similar activities.

When considering an application for rezoning, subdivision, development or intensification of land use within a PDWSA, Council shall have regard to clause 5.5.5 of LPS7.

5.7.4.4 SURFACE WATER CATCHMENTS

The Council seeks to ensure that significant wetlands, rivers, estuaries and other surface water and associated ecological systems are protected.

DWER manages the use of surface water resources. It is illegal to take water from a watercourse without a licence, in proclaimed areas under the RIWI Act. A licence does not guarantee that water is always available to be taken, for example, there may not be sufficient water during periods of drought. In addition, there are a number of activities which are prohibited under the RIWI Act unless a licence has been issued by DWER. These include: interfering with the bed or banks of a watercourse, such as to construct crossings or alter stream flow for diversion into a dam; or the extracting surface water.

There are two proclaimed surface water catchment areas in the Shire – the Hill River and tributaries catchment and the Moore River and tributaries catchment (see Figure 13). Major rivers and watercourses within these catchments include:

- Hill River;
- Boothendarra Creek;
- Coomaloo Creek;
- Warradarge Creek;
- Munbinea Creek;
- Caren Caren Brook; and
- Moore River.

In areas that are unproclaimed, water can be taken from watercourses without a licence, as long as the flow is not diminished to the extent that it affects the rights of downstream users.

5.7.4.5 WATER QUALITY MANAGEMENT

Generally, DWER and Council will be involved in issues associated with the use of chemical and fertilisers where:

- a water licence is required, has been applied for, or is already 'in-force' for the property; or
- there is intensive agriculture or significant pesticide use in proximity to sensitive water resources.

As part of the licensing process, DWER may ask the applicant to develop a 'Nutrient and Irrigation Management Plan' or like management plan to manage the impact of fertilisers, pesticides and other chemicals and may apply monitoring conditions to the licence.

More detailed information is contained in DWER's *Water Quality Protection Note 33 - Nutrient and Irrigation Management Plans, Foreshore Policy No. 1*, and *Water Notes No. 23 Determining Foreshore Reserves*.

When considering applications for rezoning, subdivision and development Council will consider the need to:

- maintain surface and groundwater quality at concentrations at pre-development levels (winter concentrations) and if possible, improve the quality of water leaving the development area, to maintain and restore ecological systems;
- minimise the export of pollutants such as nitrogen and phosphorus to surface or groundwater; and
- protect riparian vegetation and ensure that foreshore reserves are maintained and improved.

5.7.4.6 FLOOD / DRAINAGE MANAGEMENT

Flooding is not regarded as a major issue within the Shire, other than associated with storm events. The Scheme provides for protection of flood-prone areas from development. The need for investigations in flood-prone areas that are proposed for new development should be recognised in the scheme conditions for the development.

When considering an application for rezoning, subdivision, development or intensification of land use, the Council would seek to:

- Manage the catchment for up to the 1 in 100-year average recurrence interval (ARI) event in developed areas, to pre-development peak flows.
- Ensure that all run-off contained in the drainage infrastructure network receives treatment prior to discharge to a receiving environment, consistent with DWER's *Stormwater Management Manual*.

5.7.4.7 KEY FINDINGS

- A drying climate is reducing the recharge of groundwater resources while demand on these resources is rising.
- There is sufficient water reserved in the Jurien Groundwater Area for public drinking water until the year 2040.
- Water is available for new users in the Jurien Groundwater Area and the Wedge Island and Victoria Plains subareas of the Gingin Groundwater Area.
- When considering proposals for intensive agriculture, the potential impacts on water resources should be considered by Council.
- Development approval for intensive agriculture to be sought in advance of the granting of a water licence.
- A drying climate and declining rainfall has implications for the use of roof catchments and rainwater tanks to provide a sustainable water supply in rural living areas.

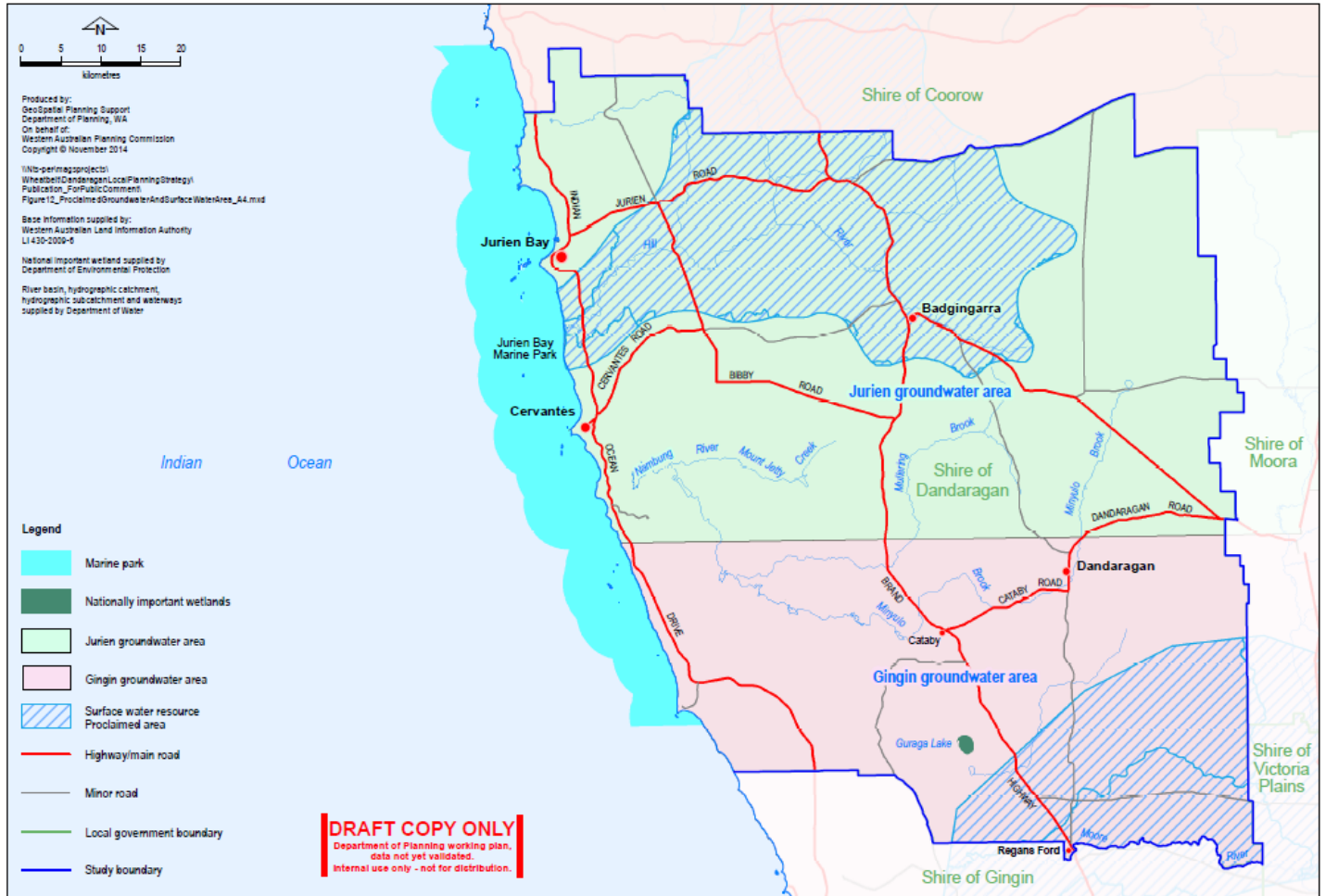


FIGURE 13 PROCLAIMED GROUNDWATER AND SURFACE WATER AREAS

5.7.5 BUSHFIRE RISK

Bushfire risk is a key planning issue, particularly in vegetated areas with steep slopes. The drying climate, settlement expansion and rural intensification all contribute to an increased risk of bushfires. Reducing vulnerability to bushfire is the collective responsibility of State and local government, landowners, industry and the community. It requires ongoing commitment and diligence to a range of management measures such as the appropriate location and design of development; managing potential fuel loads; implementing bushfire management plans; providing emergency services; increasing awareness of the potential risk through education; and ensuring emergency evacuation plans are in place. Such measures, in conjunction with planning policy and building controls, have the effect of increasing community resilience to bushfire.

The December 2015 bushfire planning reform introduced a new version of SPP3.7 Planning and Bushfire Prone Areas and changes to the Deemed Provisions of LPS7. Planning Bulletin 111/2016, the Guidelines for Planning in Bushfire Prone Areas (the Guidelines) and a number of associated factsheets to aid stakeholders were also released by WAPC and to inform and guide decision-makers, referral agencies and landowners/proponents to help achieve acceptable bushfire protection outcomes. Under the reform the new legislation is

applicable to land declared Bushfire Prone by the Fire and Emergency Commissioner under Section 18P of the Fire and Emergency Services Act 1998 on an annual basis apply and where an area is not yet designated as bushfire prone but is proposed to be developed in a way that introduces a bushfire hazard.

The bushfire planning publications outline a range of matters that need to be addressed at various stages of the planning process to avoid inappropriately located development and to provide an appropriate level of protection to life and property from bushfires. Ultimately the publications achieve an appropriate balance between bushfire risk management measures and: biodiversity conservation values; environmental protection and biodiversity management; and landscape amenity; with consideration of the potential impacts of climate change.

Extensive areas of remnant vegetation in the western part of the Shire contribute to the moderate to high bushfire risk in this area. Mitigation of bushfire risk, particularly in areas where additional development is proposed such as between Jurien Bay and Cervantes, is a priority for the Shire.

The identification of Bushfire Hazard Levels based on a set of criteria which involve assessment of vegetation in a defined area and determination of Bushfire Attack Level considering the slope of the terrain. Based on this analysis, an area can be classified as having an extreme, moderate or low risk for fire. Applications for rezoning, subdivision and related development should reflect the level of risk identified for the area and addresses the compliance of the proposal with the bushfire protection criteria and acceptable solutions in the Guidelines. Planning proposals should satisfy such requirements within the boundaries of the land being developed so as not to impact on the bushfire and environmental management of neighbouring reserves, properties or conservation covenants.

In areas with extreme Bushfire Hazard Levels any change of zoning or the introduction or intensification of development will not be approved – unless it is unavoidable. Proponents would need to justify why their proposal is unavoidable and demonstrate how the proposal exhibits an overriding public benefit. In moderate risk areas, risks may be managed through a variety of planning, design and building approaches.

In areas of moderate risk where there is a proposal to rezone, develop a structure plan, subdivide or develop, a Bushfire Hazard Assessment, Bushfire Attack Level Assessment and/or Bushfire Attack Level Contour Map must be undertaken in accordance with the Guidelines and/or Australian Standard 3959: Construction of buildings in bushfire-prone areas, and have associated mitigation and management measures proposed which may include the requirement of a Bushfire Management Plan (BMP) and an Emergency Evacuation Plan (EEP). Readers are requested to refer to the Guidelines for a greater understanding of such bushfire assessment tools and outcomes.

In general, the clearing of remnant vegetation is an unacceptable solution for avoiding or managing bushfire risk. This is particularly important in the Shire of Dandaragan given that

the vegetation within the coastal areas and the sand plain falls within a national and global biodiversity hotspot, and given the limited extent of remnant vegetation further east, on the Dandaragan Plateau. Where bushfire protection measures such as the construction of fire breaks and access ways are proposed, Council will consider:

- whether the vegetation is important for threatened species such as the Carnaby's Cockatoo;
- the extent of the vegetation complex that remains;
- the cumulative impact of clearing on the surrounding vegetation;
- if the vegetation is part of a vegetation corridor;
- if clearing will impact on landscape and amenity; and
- whether the proposed clearing would be contrary to conservation legislation.

Where loss of vegetation is not acceptable or causes conflict with landscape or environmental objectives then it may be necessary to reduce lot yield, cluster development, comply with the applicable bushfire construction requirements of the Building Code of Australia relevant to the Bushfire Attack Level of the site (as set out in AS 3959), or modify the development location in order to minimise the removal or modification of remnant vegetation. In instances where biodiversity management conflicts with bushfire risk management measures and significant clearing of native vegetation is the only means of managing bushfire risk the proposal should generally not be supported.

The Shire has intentions of aiding the preparation of sub-regional Bushfire Risk Management Plan (BRMP) via the future employment of a Bushfire Risk Planning Coordinator who will work across the Shires of Dandaragan, Coorow & Irwin. BEMPs provide local governments with an integrated bushfire risk management framework for their local area and contain: a written plan; a communication strategy; an asset risk register; and a treatment schedule. This provides the Shire with the opportunity to align all bushfire planning and building matters with the BRMP in due course.

KEY FINDINGS

- Mapping of Bushfire Prone Areas for the Shire is provided and is managed by the Department of Fire and Emergency Services.
- Council is to have due regard to SPP3.7 and associated bushfire planning publications in assessing any planning proposal within a Bushfire Prone Area.
- Clearing of remnant vegetation is generally an unacceptable solution for avoiding or managing bushfire risk.
- Bushfire planning matters are to be aligned with a Bushfire Risk Management Plan which will be developed for the Shire in the midterm future.

6 ANNEXURES

ANNEXURE 1: DEVELOPMENT IN PRIORITY TWO (P2) CLASSIFICATION AREAS

Rural Living developments within P2 PDWSAs would be possible subject to the rights to construct bores and the water allocation being addressed at the rezoning stage. The following conditions or similar would be applied to protect the quality and quantity of public drinking water resources:

- a minimum lot size of 4 ha in P2 areas for new subdivision approvals in areas over limestone resources and two hectare minimum with an average of 4 ha in alternative treatment units for effluent disposal;
- DWER can provide advice on bore design and location within P2 areas for new subdivision approvals;
- vegetation clearing is prohibited for new subdivision approvals with an exemption for defined building envelopes (including rain water tank storage) access ways and fencing; and
- the carrying of livestock is to be prohibited for new subdivision approvals unless otherwise agreed by the WAPC decision.

ANNEXURE 2: INTENSIVE AGRICULTURE PROPOSALS - PLANNING CONSIDERATIONS

An application for Development Approval for Agriculture - Intensive, Agroforestry, Animal Husbandry - Intensive and Aquaculture uses will be supported where the proponent can demonstrate that the proposal does not impact adversely upon adjoining rural activity, is environmentally acceptable, Council has considered the advice of relevant Government agencies and meets the Scheme objectives for the Rural Zone. To assist in its assessment, Council may require the proponent to provide additional information deemed necessary to reach a decision.

A development application should show that the development/land use would not result in an increase of nutrient release into the soil and water. Application will be subject to all other necessary approvals and should satisfy all other applicable planning requirements as deemed appropriate by Council.

It is Council's preference a water licence is obtained first before a proponent seeks development approval from the Shire. This provides Council with the opportunity to consider issues associated with the subject water licence which may not have arisen if the development application was considered in the first instance prior to the issue of the licence.

When Council is considering an application for either Agriculture – Intensive, Agroforestry, Animal Husbandry Intensive and Aquaculture it will consider the following matters:

STRATEGIC CONSIDERATIONS

Council will assess the potential impact of the application and subsequent development to ensure:

- Services and infrastructure are adequate, including: the road to be used to transport produce and to access the property; power; water; and other requirements or can be adequately upgraded which would be the responsibility of the applicant.
- There is no wider potential for land use conflict from things such as spray drift or smoke between existing and proposed use.
- It will have no adverse impact on catchment management and ground and surface water.
- It will not sterilise land with potential for urban expansion or other long term land needs.

LOCAL CONSIDERATIONS

Council will assess proposals for intensive agriculture on the ability of the subject land to accommodate the proposed use, and with due consideration of the risk of off-site environmental impacts and conflict with neighbouring land uses. Factors to be addressed by the proponent and subsequently considered by Council include:

- the nature and capability of the land;
- availability and adequacy of water supply;
- impact on ground/surface water sources;
- sensitivity of adjacent land uses;
- remnant vegetation and wetland protection requirements;
- crop rotation and/or specific land management requirements;
- any infrastructure layout or transport access requirements;
- the requirement for permission to use ground and surface water;
- demonstrate the existing pre-development hydrological regime will be maintained or enhanced where possible;

- the separation distances and/or buffers with the adjacent uses which are potentially incompatible can be contained on the subject land rather than being a constraint on adjacent land;
- the development impacts can be managed on site;
- the development should not significantly detract from any scenic landscape and/or conservation attributes identified in the locality;
- the land use will have no adverse impact on the safety, health and amenity of residents in existing dwellings and it will not sterilize land with potential for urban expansion or other long-term land needs such as mining; and
- other matters which may be required to be addressed if requested by Council

ANNEXURE 3: RURAL RESIDENTIAL PROPOSALS – PLANNING CONSIDERATIONS

The purpose of the Rural-Residential zone is to provide for low density residential development in a rural setting consistent and compatible with adjacent land use activity, landscape and environmental attributes of the land.

The Council's aims to manage and guide land use, subdivision and development within the Rural-Residential zone to:

- encourage a variety of lot sizes between one and four hectares and appropriate designs which accommodate environmental opportunities and constraints and landscape protection requirements;
- encourage the introduction of clearing and land management controls and restrictions, and environmental repair where appropriate;
- provide the opportunity for subdivision where identified in the Local Planning Strategy (LPS), in order to provide for the more efficient use of existing rural-residential areas near existing townsites (where essential services are available and where the existing landscape and conservation values of the locality will not be compromised);
- facilitate the conservation of native vegetation, water courses and water bodies and other environmental features and, where appropriate, to provide for environmental repair; and
- encourage opportunities for innovative design and clustering of houses and other structures to minimise the impact on adjacent land uses, protect landscape and remnant vegetation and to utilise the more efficient use of services.

The Council's approach to controlling development and influencing subdivision within the Rural Residential zone will therefore be to:

- consider approving low-key development where the applicant suitably demonstrates the development/use is consistent with the objectives for the zone;
- to support lots 1 ha and 4 ha in area;
- ensure that subdivision and development comply with a structure plan, subdivision approval, the local planning scheme and the principles of any local Planning Policy adopted by the Council: and
- not support additional rural residential areas unless outlined in an endorsed LPS.

Should an owner of land within the Shire or a proponent request the rezoning of a site to Rural-Residential zone, the Council shall require that owner or proponent to provide to the Council a submission supporting the rezoning, and such submission shall include the following:

- a clear statement of the objectives of the proposal;
- a statement indicating the relationship of the proposal to relevant State planning publications, the Council's adopted LPS, and any other approved planning study adopted by the Council and specific to the area in which the subject land is located;
- a full description of the site characteristics of the subject land including an analysis of the geology and soil types of the area, existing land forms and land uses;
- a full bushfire assessment undertaken in accordance with *State Planning Policy 3.7: Planning in bushfire Prone Areas* and associated guideline documents;
- a landscape assessment including an analysis of slopes, vegetation cover, skylines, vistas, stream environs and identifiable natural features;
- information regarding the availability of potable/non-potable/secondary water, and the methods whereby it is proposed to supply potable water to service each proposed lot;
- a brief outline of the planning structure, including the proposed areas to be subdivided, areas to be set aside for public open space, pedestrian access ways, trails, community facilities, those physical features including places, things, buildings and

- structures intended to be conserved or preserved;
- identification of any special development controls considered necessary or desirable; and
- such other information, details or documents as the Council reasonably requires deciding upon the merits of the rezoning.

Where the Council supports a rezoning, the scheme amendment documents should include a Subdivision Guide Plan indicating:

- the proposed ultimate subdivision including approximate lot sizes and dimensions;
- areas to be set aside for public open space, pedestrian access ways, horse trails, community facilities and such other matters relevant to the amenity and orderly and proper planning of the area as the Council considers appropriate;
- those physical features including places, things, buildings and structures which it is intended to conserve or preserve;
- the proposed staging of the subdivision where relevant;
- strategic firebreaks, where required; and
- other matters deemed appropriate by the Council.

Scheme amendment documents are to include a Fire Management Plan.

ANNEXURE 4: RURAL SMALLHOLDINGS PROPOSALS – PLANNING CONSIDERATIONS

Rural Smallholdings may take many forms and themes, examples of which include:

- conservation and wilderness lifestyles;
- small boutique crop/orchard/vine farmlets;
- equestrian/equine uses; and
- hobby farms.

When assessing a proposal for rezoning to create a Rural Smallholding zone the Council will take into consideration, but not be limited to the following points:

- avoid areas of agricultural significance;
- seek to support the existing settlement pattern;
- it should not restrict urban expansion;
- access to towns and service centres;
- road access and the impact on the existing roads in the area;
- landscape and conservation attributes;
- fire risk assessment and management;
- protection of natural resources including Basic Raw Materials;
- potential risks to the environment taking into account the risks of land and water degradation;
- ability to adequately manage waste and effluent disposal;
- ability to provide a sustainable water supply;
- establish demand;
- identify purpose;
- provision of an acceptable land capability assessment;
- potential for land use conflict with agricultural activities in the area; and
- the benefits of the proposed development.

The Council's approach to managing and guiding land use, development and subdivision within the Rural Smallholdings zone will therefore be to:

- encourage a variety of lot sizes and appropriate designs from 4 ha and 40 ha which accommodate environmental opportunities and constraints and landscape protection requirements;
- encourage the introduction of clearing and land management controls and restrictions, and environmental repair where appropriate;
- provide the opportunity for subdivision, in order to provide for the more efficient use of existing rural-residential areas in close proximity to existing townsites (where essential services are available and where the existing landscape and conservation values of the locality will not be compromised);
- facilitate the conservation of native vegetation, water courses and water bodies and other environmental features and, where appropriate, to provide for environmental repair; and
- encourage opportunities for innovative design and clustering of houses and other structures to minimise the impact on adjacent land uses, protect landscape and remnant vegetation and to utilise the more efficient use of services.

In controlling development and influencing subdivision within the Rural Smallholdings zone Council will:

- consider approving low-key development where the applicant suitably demonstrates the development/use is consistent with the objectives for the zone;

- ensure that subdivision and development comply with a structure plan, subdivision approval, the Local Planning Strategy (LPS), any relevant State planning publications and the principles of any local planning policy adopted by the Council; and
- support application for lot sizes between 4 ha and 40 ha in area.

Should an owner of land within the District or a proponent request the rezoning of a site to Rural Smallholdings zone, the Council shall require that owner or proponent to provide to the Council a submission supporting the rezoning, and such submission shall include the following:

- a clear statement of the objectives of the proposal;
- a statement indicating the relationship of the proposal to any relevant State planning publications, the Council's adopted LPS, and any other approved planning study adopted by the Council and specific to the area in which the subject land is located;
- a full description of the site characteristics of the subject land including an analysis of the geology and soil types of the area, existing land forms and land uses;
- a full bushfire assessment undertaken in accordance with State Planning Policy 3.7: Planning in bushfire Prone Areas and associated guideline documents;
- a landscape assessment including an analysis of slopes, vegetation cover, skylines, vistas, stream environs and identifiable natural features;
- information regarding the availability of potable/non-potable/secondary water, and the methods whereby it is proposed to supply potable water to service each proposed lot;
- a brief outline of the planning structure, including the proposed areas to be subdivided, areas to be set aside for public open space, pedestrian access ways, trails, community facilities, those physical features including places, things, buildings and structures intended to be conserved or preserved;
- identification of any special development controls considered necessary or desirable;
- such other particular information details or documents as the Council reasonably requires deciding upon the merits of a proposal to support lot sizes between 4 ha and 40 ha in area.

ANNEXURE 5: RURAL CONSERVATION PROPOSALS – PLANNING CONSIDERATIONS

Limited opportunities for subdivision and development would be justified within the zone where it can be demonstrated that such development will be compatible with the protection of, and where appropriate, the rehabilitation of the flora and landscape qualities of the zone.

Applications would be assessed on their merits and would require a scheme amendment. Any application must ensure that zoning land for Rural Conservation does not result in conflict with access to areas with known or high potential for basic raw materials, minerals or petroleum resources. The Department of Mines and Petroleum (DMP) has serious concerns about the potential impact conservation covenants may have on exploration and extraction activities, particularly conservation covenants that explicitly deny landowners the right to conduct, permit or consent to investigations or explorations for minerals, petroleum and other resources. DMP opposes proposals of this type in areas with known significant mineral petroleum or geothermal energy prospectively.

ANNEXURE 6: EXTRACTION OF BASIC RAW MATERIALS - PLANNING CONSIDERATIONS

When assessing a development application, the Council should consider as appropriate the:

- significance of the resource in terms of its positioning in a priority resource location, key extraction area, or extraction area;
- effect of the proposed extractive industry on any native flora and fauna, the natural landscape, groundwater quality, quantity and use, surface drainage and surface water quality, and sites of cultural and historic significance on and near the land;
- comments received from any State authority the application is referred to;
- effect of the proposed extractive industry on agricultural land;
- effect of vehicular traffic, noise, blasting, dust and vibration on the amenity of the surrounding area having regard to existing and future uses;
- ability to rehabilitate the land to a form or for a use which is compatible with the long-term planning for the site and surrounding area; and
- ability to stage the extraction operations to avoid conflicts with adjacent land uses.

Before determining an application for a sensitive land use, such as residential, rural – residential or a land use with a substantial residential or rural – residential component within 1000m of a basic raw materials extraction area, the Council must consider the following, as the appropriate the:

- comments received from any State authority the application is referred to;
- significance of the resource in terms of whether it is a key extraction area, priority resource area or extraction area; and
- likely effects of vehicular traffic, noise, blasting, dust and vibration arising from the extractive industry on the proposed use or development.

Applications for extractive industry operations are to be accompanied by a management plan and report which:

- demonstrates that sensitive land uses within 1000m of the proposal will not be adversely affected by the extractive industry operations;
- identifies appropriate buffer distances, these being distances required for extraction that are needed to buffer the impact of operations to adjacent land uses;
- provides details of the proposed use, development and management of the site including the environmental and water resource management standards, quarry area, stock piles, machinery maintenance area, processing plans, fuel storage and on-site access roads, parking for cars and other vehicles used on the site, and proposals for landscaping to screen activity on the site;
- describes arrangements for access to the site, including the roads which it proposes will provide the main vehicular access and likely traffic flows; and
- sets out proposals for the progressive and ultimate rehabilitation of the site for its intended long-term use.

In some cases, depending on the nature of resource and location, further information may be required.

In order to facilitate the exploration of basic raw materials whilst supporting future long-term development for urban and other purposes, sequential land use planning should be a requirement whereby extraction and rehabilitation can take place on a programmed basis in advance of longer-term use and development.

OTHER RELEVANT APPROVALS AND KEY POLICIES

Extractive industry operations will need the relevant approvals of, and comply with relevant legislation, policies and guidelines of other agencies.

PLANNING CONSIDERATIONS

In determining planning proposals or applications for an extractive industry, the local government may apply conditions which cover, but are not limited, to the following:

- minimise air, water, noise and visual pollution;
- stabilise excavations, stock piles and over burden dumps;
- Shire road maintenance;
- protect amenity of adjacent land uses in the local community; and
- ensure the rehabilitation of the land consistent with its long-term future use.



POLICY MANUAL

**ADOPTED AT THE ORDINARY MEETING OF COUNCIL HELD ON
24th April 2019**

SHIRE OF DANDARAGAN POLICY MANUAL

Current as adopted by Council at its
Ordinary Meeting on Council held on 24th April 2019

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INTRODUCTION TO POLICY MANUAL

This publication is a “living” document, which has been designed to serve as a tool for Council, staff and any other person who wishes to use it in their dealings with the Shire.

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process

It is only one of several reference sites to guide you in conducting your daily business with the Shire of Dandaragan.

This Policy and Procedure Register contains both the Policies adopted by Council and the Shire Operational Policies endorsed by the Chief Executive Officer, together with their respective Management Procedures. Users should be mindful of the fact that in simple terms:

- Policy provides what can be done.
- Procedures provide for how to do it.

It is important to note that the adopted policies have been made to facilitate:

- Consistency and equity in decision making.
- Promptness in responding to customer needs.
- Operational efficiency
- To provide guidance to the community on the Council's position regarding a range of issues

A policy statement is not binding on Council, but provides a guideline for elected members and staff in determining individual applications or requests. Generally, Policies evolve as issues come before Council and should continue to evolve through a process of review and refinement. For this reason, it is important that a review process is in place. It is considered important that the Policy Manual be reviewed approximately every two (2) years to ensure the integrity and relevance of the Policies in place

Brent Bailey
CHIEF EXECUTIVE OFFICER

DEFINITIONS

Policy: “A course or principle of action”

Council Policies will generally only be developed if they will further the achievement of the Shire’s strategic goals or contribute to the fulfilment of mandatory obligations. They are defined courses of action that should be followed in particular circumstances and are intended to give guidance to staff on what is permissible when dealing with certain matters. They guide the discretionary part of Council’s decision making and form an essential step in the delegation of Council powers.

Council Policies are determined by Council and this power is conveyed to Council in Section 2.7(2)(b) of the *Local Government Act 1995*. Shire Operational Policies are determined by the Chief Executive Officer. Both may be amended or waived according to circumstances

All policies shall be reviewed at least once every two years.

Procedure: “A series of actions conducted in a certain order or manner to perform a task”

Procedures represent the strategies and actions by which a policy is to be implemented and shall detail the steps and processes to be observed by staff.

Procedures are a function of management and are subject to review at any time according to circumstances, to ensure that policies are being implemented in a correct, efficient and effective manner.

Procedure for Developing, Amending and Reviewing Policies and Procedures

New Policy and Management Procedure

1. Where the Strategic Community Plan identifies a need or Council requests a policy, the Chief Executive Officer (CEO) or the Executive Manager who will have responsibility for it, shall nominate an officer to prepare a draft proposal / policy.
2. Where an officer has identified a need to establish a policy, he must first discuss the matter with the relevant Executive Manager and scope the proposed policy with all potential users and interested parties including Council. This is to include a determination of whether the matter involved should be a Council Policy or a Shire Operational Policy.

Following consideration by the CEO or Executive Manager, the originating officer is to prepare a formal proposal.

The proposal is to contain elements identifying:

- Details of the issue.
- The key staff / people involved.
- The impact on internal and external stakeholders.

- Any procedures and / or delegations that would be required.
- Budget implications.

When developing a policy, it shall:

- Be reasonable, equitable and sustainable at law.
 - Meet the definition of policy, ie “A course or principle of action”.
 - Be simple.
 - Be a statement mandating decision making.
 - Not be procedure.
 - Not be confused with the terms “protocol” or “practice”.
 - Not be a statement of vision.
3. The CEO or Executive Manager shall then present the draft proposal / policy to the Executive Management Team (“EMT”) for consideration.
 4. On endorsement by EMT and the Chief Executive Officer, the originating officer is to prepare the policy, procedure and any delegations in the approved format.
 5. The draft policy, procedure and any delegation is, in their final form, to be re-presented to the Chief Executive Officer for final endorsement.
 6. The policy, procedure and delegation (if necessary) is to be Council’s Forum for consideration and endorsement.
 7. On adoption by Council of a Council Policy, or endorsement of a Shire Operational Policy, the contents are to be communicated to all relevant staff by the originating officer. This may include memos, discussions with individual officers or a formalised meeting / training session.
 8. The originating officer is to forward a copy of the policy, procedure, delegation and Council resolution to the Executive Secretary, who will:
 - Include the changes in the Policy and Procedure Register.
 - Arrange prompt forwarding of updated pages to all holders of the Policy Register.
 - Arrange prompt update of the intranet and website.

Policy Amendments

Any amendment to a policy is to follow the above procedures.

Policy Review

1. A review of every policy is to be made every two years by the relevant Executive Manager.
2. The Executive Secretary is to prepare annually a list of policies due for revision and submit them to the relevant Executive Manager for action.
3. The entire Policy and Procedure Register, including procedures, shall be reviewed every in line each major review of the Strategic Community Plan.

New or Amended Procedures

1. Where a need has been identified to establish or amend a procedure relating to an adopted policy, an officer is to prepare a formal proposal for consideration by the relevant Executive Manager.
2. The Executive Manager shall then present the draft proposal to the Chief Executive Officer for consideration.
3. The Chief Executive Officer may then:
 - Approve the Procedure.
 - Refer the proposal to EMT for consideration prior to approving the procedure.
 - Refer the proposal to a Council Forum or Council for eventual endorsement in the case of a procedure which is considered to affect Elected Members.
4. On approval / endorsement of the procedure by the Chief Executive Officer (or Council), the contents are to be communicated to all relevant staff by the originating officer.
5. The originating officer is to forward a copy of the procedure, together with evidence of the formal approval / endorsement to the Executive Secretary, who will
 - Include the changes in the Policy and Procedure Register.
 - Arrange prompt forwarding of updated pages to all holders of the Policy and Procedure Register.
 - Arrange prompt update of the intranet and website.

Footnote:

Where development of a change in procedure is considered to conflict with the intent of a policy, refer to the earlier process for Policy Amendment.

1. Governance and Administration

1 GOVERNANCE AND ADMINISTRATION

1.1 C-1PAT01 – Purchasing and Tender

Previous Policy Number – 1.15

PART A - Policy

Objective

The objective of this Policy is to:

- deliver value for money using a best practice approach to the procurement of all goods and services.
- ensure consistency for all purchasing activities.
- provide compliance with the *Local Government Act 1995* and the *Local Government (Function and General) Regulations 1996*.
- ensure that the Shire considers the environmental impact of the procurement process across the life cycle of the goods and services procured.

Policy Statement

The Shire of Dandaragan and Council are committed to operating efficient, effective, economical and sustainable practices and procedures for the procurement of all goods and services which align with the principles of transparency, probity and good governance.

In achieving these objectives, the Shire will ensure all staff:

- observe the highest standards of ethics and integrity in undertaking purchasing activities;
- adopt a value for money approach, which allows the best possible procurement outcome to be achieved;
- consistently provide an opportunity for local businesses to compete for the Shire's work, within the framework and principles of the Regional Price Preference Policy; and
- ensure compliance with all relevant state legislation, including the *State Records Act 2000*, the Shire's Record Keeping Plan and associated records management practices and procedures.

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PART B - Management Procedures

PART 1

1. General Purchasing

1.1 Objective

The objective of these Procedures and the Policy is to provide guidelines for a consistent approach for all procurement activities including obtaining quotations and tenders for the purchase and provision of materials, goods and services and consultants for the Shire of Dandaragan.

The Policy and these Procedures will assist staff in ensuring the Shire of Dandaragan:

- Obtains value for money for the provision of materials, services and consultancy works by contractors and suppliers;
- Complies with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* (as amended).
- Provides a best practice approach and procedures to internal purchasing.
- Consistently provides an opportunity for local businesses to compete for the Shire's work.
- Ensure compliance with the *State Records Act 2000*, the Shire's Record Keeping Plan and associated records management practices and procedures.
- Considers environmental factors in purchasing of goods and services.

1.2 Scope

These procedures and the Policy apply to all purchases by staff on behalf of the Shire, including the calling of Tenders (whether or not required by the Act).

1.3 Definitions

For the purposes of the Policy and these procedures:

Value for Money	Means an overarching principle governing Shire of Dandaragan purchasing that allows the best possible outcome to be achieved. It is important to note that compliance with specification, is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks
Sustainable Procurement	Means the procurement of goods and services that have less environmental and social impacts than competing products and services.
Value of Purchase	Means the value of a purchase net of any claimable GST and any discount other than payment discount incentives. Eg. Staff housing purchases where GST cannot be claimed the value of the purchase would include GST as against a purchase where the GST can be claimed ie through monthly Business Activity Statement (BAS).

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Emergency Purchase	Means an unanticipated purchase which is required in response to an emergency situation that threatens life, property or equipment
The Act	Means the <i>Local government Act 1995</i>
Regulations	Means the <i>Local Government (Functions and General) Regulations 1996</i>

1.4 Legislation

Section 3.57 of the *Act* requires that “a local government is required to invite tenders before it enters into a contract of a prescribed Kind under which another person is to supply goods or services”.

Part 4 of the *Local Government (Functions and General) Regulations 1996* sets out the process that must be complied with in regard to tenders for the provision of goods and services where the consideration is, or is expected to be worth more than \$150,000.

The Regulations do not provide for the requirement for the purchase of goods or services that are worth less than \$150,000, however this policy prescribes the requirements for the implementation of fair and appropriate processes under the tender threshold.

Part 4A of the *Local Government (Functions and General) Regulations 1996* allows for the provision of Local Regional Price Preference, please refer to Policy C-RPP03

1.5 Ethics & Integrity Applicable to Shire Purchases

All officers and employees of the Shire of Dandaragan shall observe the highest standards of ethics and integrity in undertaking purchasing activities for the Shire and shall act in an honest and professional manner.

The following principles must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties:

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- All purchasing practices shall comply with relevant legislation, regulations, Shire of Dandaragan policies and Code of Conduct.
- Purchasing shall be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with policy and audit requirements.
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- Any information provided to the Shire of Dandaragan by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

1.6 Sustainable Procurement

The Shire of Dandaragan is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage

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to goods, services and / or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Dandaragan's sustainability objectives.

Practically, sustainable procurement means the Shire of Dandaragan shall endeavour at all times to identify and procure products and services that:

- have been determined as necessary;
- demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- demonstrate environmental best practice in water efficiency;
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste;
- for motor vehicles - select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- for new buildings and refurbishments - where available use renewable energy and technologies.

1.7 Managing Risk

The Shire recognises that the effective management of risk in procuring goods, services and works from external contractors and suppliers is integral to achieving the best procurement outcome and to meet the Shire's Corporate Plan objectives. Risk management shall be applied in accordance with the Shire's Risk Management Policy and Framework.

Assessing business risk is subjective. To assist the assessment process, an affirmative response to any of the following, after consideration of risk mitigation strategies to be utilised, means there is a high risk to the purchase:

- Is there any risk to public safety?
- Could any staff be exposed to health or safety risks?
- Could the financial value of the purchase exceed budget?
- Could the Shire receive any negative publicity by purchasing or using this item?

1.8 Purchase Order Authority and Limits

Purchase order authority and limits are to be in accordance with Delegated Authority – 103 – Purchase Order Authorisation and Authority for payment.

1.9 Regional Price Preference (buy local)

Where possible, the Shire will endeavour to maximise supply opportunities for small and medium businesses for its purchasing requirements provided it is in accordance with the shires needs and meets the set criteria and all other provisions of the Regional Price Preference Policy – C-RPP01

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Expenditure Thresholds – Quotation Requirements for Purchasing

\$0 - \$4,999 no quotes required but responsible staff member to ensure that goods or services represent reasonable value for money.

\$5,000 - \$19,999 two email or verbal quotes to be sought, with copies of email or file note to be attached to the requisition or reference made to the relevant record number.

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.

\$20,000 - \$99,999 written specification required and two written quotes sought (unless the nature of the goods is generic). Prior to any documentation being issued a Request for Quote (RFQ) number must be obtained from the Executive Manager of Corporate and Community Services.

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts or the State Common Use Agreement. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing. A Request for Quote (RFQ) number must be obtained from the Executive Manager of Corporate and Community Services.

\$100,000 - \$149,999 written specification required and three written quotes sought). Prior to any documentation being issued a Request for Quote (RFQ) number must be obtained and utilised on all correspondence. RFQ file to be developed and stored electronically.

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts or the State Common Use Agreement. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing. A Request for Quote (RFQ) number must be obtained from the Executive Manager of Corporate and Community Services.

\$150,000+ Public tender process to be undertaken unless excluded under Exemptions listed below. Prior to any documentation being issued a Request for Tender (RFT) number must be obtained from the Executive

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Manager of Corporate and Community Services, as applicable provided to maintain the Shire's Tender Register.

OR

Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts or the State Common Use Agreement. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing. A Request for Quote (RFQ) number must be obtained from the Executive Manager of Corporate and Community Services.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases with a value of purchase under the \$150,000 threshold. If a decision is made to seek public tenders for Contracts of less than \$150,000, a Request for Tender process must be followed.

1.10 Guidelines for Seeking Quotations

1. for Goods and Services over \$19,999 (excluding multiple purchases) it is required that a specification be developed. The specification will vary in complexity depending on **the nature and extent of the purchase**. **Consult with the relevant Executive Manager or Chief Executive Officer for the level of detail required in a specification if required.**
2. Quotations should be assessed on a value for money basis, including cost, quality and availability. Assessment of purchase and relevant approvals should be documented and kept on file. Please refer to the delegations register for requisition and purchasing authority amounts and refer to the WALGA Procurement Handbook for assessment techniques.
3. In determining the best value purchase, reference must be made to the Shire of Dandaragan Local Regional Price Preference Policy.
4. A purchase order is to be raised and forwarded to the supplier, prior to goods and services being delivered by the supplier.

At all times the responsible officer is required to demonstrate due diligence in seeking quotes and must comply with all record keeping and audit requirements.

1.11 Insufficient Suppliers

Where this procedure requires a certain number of quotations to be obtained, but it is not possible to obtain that number of quotations, then best endeavours must be used to obtain as many quotes as possible. Once determined, written confirmation must be kept on file for audit purposes.

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1.12 Emergency Purchases

In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Emergency purchases outside of the Shire's annual budgeted amount must be approved by the Shire President in line with the requirements of the Act and reported to Council at the next Ordinary Council Meeting.

Emergency purchases to be made from existing annual budget allocations must be approved in advance by a Shire officer with appropriate delegated authority.

1.13 Panels of Pre-qualified Suppliers

If it is determined that a panel of prequalified suppliers would provide benefit, the regulations under the *Local Government (Functions and General) Regulations 1996* Division 3 – Panel of pre-qualified suppliers apply. Refer to Policy – C-PPS01

1.14 Purchasing from Australian Disability Enterprises

Where possible and appropriate, Australian Disability Enterprises (ADEs) are to be invited to quote to supply goods, services or works under the tender threshold.

For purchases above the tender threshold, an ADE may be contracted without the need to undertake a public Tender process. The ADE will still need to be issued a request for quotation document, and a value for money assessment of the ADE's offer must be made to demonstrate benefits for the Shire's achievement of its strategic and operational objectives.

1.15 Purchasing from Aboriginal Businesses

Where possible and appropriate, businesses registered on any government-funded register of Aboriginal Businesses in Western Australia are to be invited to quote to supply goods, services or works under the tender threshold.

For purchases above the tender threshold, the Shire may take advantage of an exemption to engage an Aboriginal Business without going through a public tender process, should such exemption be available under the Regulations, and subject to any conditions outlined in the Regulations. The business will still need to be issued with a Formal RFQ document incorporating a detailed specification of the requirement and pre-determined evaluation criteria.

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1.16 Petty Cash

The purpose of petty cash is to reimburse for minor items of expenditure that do not justify the raising of orders and cheques, however the expenditure must be evidenced by receipt of monies spent. Where Council has a commercial account with a provider preference is for purchases to be made utilising a purchase order.

Minor expenditure by petty cash is restricted to sums of \$200 or less. Expenditure in excess of this amount should be processed through the normal accounts payable system accompanied by an order.

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PART 2

2. Tender Procurement Requirements

2.1 Tender Process

In conducting a tender process officers are required to comply with the *Act* and *Regulations*:

1. Exemptions

Tenders do not have to be publicly invited under the *Local Government (Functions and General) Regulations 1996 Regulation 11(2)* for the following:

- (a) *the supply of the goods or services is to be obtained from expenditures authorised in an emergency under section 6.8(1)(c) of the Act; or*
- (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
- (c) *with the last 6 months –*
 - (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
 - (ii) *The local government has, under regulation 21(1) sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tender;*

Or

- (d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
 - (e) *the goods or services are to be supplied by or obtained through the government of the State of the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
 - (ea) *the goods or services are to be supplied –*
 - (i) *in respect of an area of land that has been incorporated into a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
 - (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*
- or
- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
 - (g) *the goods to be supplied under the contract are –*
 - (i) *petrol or oil; or*
 - (ii) *any other liquid, or any gas, used for internal combustion engines;*
- or
- (h) *the following apply –*
 - (i) *the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small*

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Business Development Corporation established under the Small Business Development Corporation Act 1983; and

- (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*
 - (iii) the local government is satisfied that the contract represents value for money;*
- or*
- (i) the goods or services are to be supplied by an Australian Disability Enterprise; or*
 - (j) the contract is a renewal or extension of the term of a contract (the original contract) where –*
 - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*
 - (ii) the invitation for tenders contained a provision for the renewal or extension of a contract entered into with a successful tenderer; and*
 - (iii) the original contract contains an option to renew or extend its term; and*
 - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;*
- or*
- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3"*

2. Sole Source of Supply

The procurement of goods and/or services available from only one private sector source of supply (manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be authorised by the relevant Director, recorded and attached to the requisition for later audit.

3. Anti-Avoidance

Contracts for supply of Goods or Services, with a combined value of purchase >\$150,000 must not be split into multiple contracts to avoid the requirement to obtain these goods or services via Public Tender. This also applies to all purchasing thresholds.

As indicated in the Department of Local Government and Communities Circular 16-2015, no timeframe for the tender threshold has been included in the regulations. However, staff should consider the importance of testing the market through a public tender process for low value, repetitive contracts. A **best practice** suggestion is that if a **tender threshold for a category of goods and/services is reached within three years, then a public tender is invited for that good or service.**

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4. Tender Criteria

The Local Government shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and shall include a mix of skills and experience relevant to the nature of the purchase.

- For tenders between \$50,000 and \$149,999, the panel must contain two (2) members.
- For tenders \$150,000 and above, the panel must contain three members.

5. Advertising of Tenders

To comply with legislation, Tenders must be advertised Statewide. It is preferable to advertise in the Local Government Tenders section of the West Australian Newspaper, preferably on a Wednesday or Saturday and notices are to be placed on the notice boards of the Administration Building and Libraries.

Tenders may also be advertised locally if the responsible officers deems appropriate.

The tender must remain open for at least 14 full days after the date the tender is advertised and before the day the tender closes.

The notice must include:

- A brief description of the goods and services required;
- Information as to where and how tenders may be submitted;
- The date and time after which tenders cannot be submitted;
- Particulars identifying a person from who more detailed information on tendering may be obtained.

6. Issuing Tender Documentation

Issuing of tenders must be accompanied by a stringent process of recording all parties who acquire this documentation. This is essential if any clarification, addendums or further information is required prior to the close of tenders and all potential tenderers must have equal access to this information in order for the Shire of Dandaragan not to compromise its duty to be fair.

7. Tender Deadline

A tender not received in full in the required format by the advertised deadline shall be rejected.

8. Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the tender deadline.

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Tenders are to be opened in the presence of the responsible Executive Manager (or their representative) and at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tender Register.

Tenders are to be opened in accordance with the advertised time and place. Members of the public are entitled to be present. There is no obligation to disclose or record tendered prices at the tender opening and price information should be recorded as commercial-in-confidence.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Local Government Officers present at the opening of the tenders.

9. No Tender Received

Where the Local Government has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- A sufficient number of quotations are obtained;
- The process follows the guidelines for seeking quotations between \$50,000 and \$149,999 as indicated above;
- The specification for goods and/or services remains unchanged;
- A contract is formed within 6 months of the closing date of the lapsed tender.

10. Tender Evaluation

Tenders shall be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender to determine which tender is most advantageous.

It is the Shire's preference that unless otherwise directed, evaluation panels are to consist of Shire staff and/or WALGA Purchasing service personnel.

11. Addendum to Tender

If after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or conditions are required, the Shire of Dandaragan may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

12. Minor Variation

If after the tender has been publicly advertised and a successful tender has been chosen but before the Shire of Dandaragan and the tenderer have entered into a Contract, a minor variation may be made by the Shire of Dandaragan.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

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13. No Tender Accepted

In accordance with regulation 18(5) of the Local Government (Functions and General) Regulations 1996 the local government may decline to accept any tender.

14. Notification of Outcome

In accordance with regulation 19 of the Local Government (Functions and General) Regulations 1996 the CEO is to give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted.

15. Feedback to Unsuccessful Tenderers

Senior Staff and the responsible officer for the tender are authorised to provide feedback to individual Tenderers on deficiencies in their respective tenders if requested.

2.2 Other Procurement Options

a. Expression of Interest

The Shire may consider conducting an Expressions of Interest (EOI) process, prior to any public tender process.

All EOI processes are to be conducted as a public process and similar rules to a public tender process apply. However, the EOI shall not seek fixed price information from respondents, seeking instead qualitative and other non-price information against which submissions shall be evaluated.

b. Request for proposal

As an alternative to a public tender process, the Shire may consider conducting a Request for Proposal (RFP) where the requirements are less known, or less prescriptive and detailed. In this situation, the RFP would still be conducted under the same rules as for a public tender process, but would seek responses from the market that are outcomes-based or that outline solutions to meet the requirements of the Shire.

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PART 3

3 Administration

Record Management

A commitment to buy without a purchase order could represent unauthorised expenditure. The failure of a responsible officer to raise a purchase order **may** cause their authority to order goods and services to be suspended for three (3) months on the third failure to raise a purchase order as required by the Policy. This will be at the discretion of the CEO or Executive Manager of Corporate and Community Services.

All records associated with a tender or a direct purchase process must be recorded and retained. All purchase orders raised under a contract resulting from a quote or tender must reference the contract number.

For a tender process, this includes, but is not limited to:

- Tender documentation
- Internal documentation
- Evaluation documentation
- Enquire and response documentation
- Notification and award documentation

For a direct purchasing process this includes, but is not limited to:

- Quotation documentation
- Internal documentation
- Order forms and requisitions

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1.2 C-1PPS02 – Pre-qualified Panels of Suppliers

Previous Policy Number (Part) – 1.15

PART A - Policy

Objective

The objective of this Policy is to set out how the Shire of Dandaragan (Shire) may create panels of prequalified suppliers in instances where goods or services are required on a continuing basis from multiple suppliers.

In accordance with Regulation 24AC of the *Local Government (Functions and General Regulations) 1996* (the Regulations), a Panel of Pre-qualified Suppliers (“Panel”) may be created where most of the following factors apply:

- the Shire is satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel

Policy Statement

The Shire of Dandaragan and Council are committed to operating efficient, effective, economical and sustainable procedures for the procurement of all goods and services.

A key principle of this is the adoption a value for money approach, which allows the best possible procurement outcome to be achieved whilst recognising the need to provide opportunities for local business’ and suppliers to maximise local economic benefit.

To achieve these objectives, the Shire pursuant to regulation 24AC (1) (b) of the Regulations, has satisfied itself that:

- that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers;
- the panels will streamline and will improve procurement processes;
- it has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panels;

and has therefore resolved to establish panels of at least two suppliers for the following goods and services:

1. Building & Mechanical Services

1. Roofing	2. Brick Laying and Paving	3. Electrician
4. Demolition Works	5. Glazing Works	6. Mechanical Services
7. Registered Builder	8. Working at Heights Services	9. Fabrication and Welding
10. Carpenter	11. Painting	12. General Handyman
13. Plumber		

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2. Civil Works

1. Engineering Services	2. Road Building and Bulk Earthworks	3. Urban Road Construction
4. Earthmoving Equipment	5. Haulage and Freight	6. Road and Street Maintenance
7. Provision of earthmoving Equipment at a Fire	8. Supply of Bulk Materials	

3. Technical Services

1. Strategic Community Development Consultancy Services	2. Engineering Consultancy Services	3. Environmental Consultancy Services
4. Asset Management Services	5. Architectural Services	

4. Town Maintenance

1. Vegetation Management	2. Turf Management	3. Irrigation Services
4. Fencing	5. Street Sweeping	6. Drainage Pipe Clearing and Cleaning

Purchasing from a Panel Supplier

Pursuant to regulation 24AC (2) (a), the following outlines how the Shire proposes to undertake procurement from the Pre-qualified Supplier Panel and how it will endeavour to distribute work amongst panel members accordingly.

Unless otherwise noted, all Shire of Dandaragan Pre-qualified Supplier Panels will be “non-exclusive” and the Shire is under no obligation to use suppliers short listed on the Pre-qualified Supplier Panel, and may use their own plant and workforce, and / or an alternative contractor to complete tasks.

Each Panel will outline a list of pre-qualified suppliers that allows Shire staff the discretion and flexibility to identify and engage a suitable supplier when undertaking procurement of specified goods and services.

The selection and engagement of Panel members will be on a project by project basis, at the relevant Shire officer’s discretion, utilising the thresholds of section 1.9 in Policy 1.1 C-1PAT01 – *Purchasing and Tender* as guidance to provide the best suitable outcome for the Shire of Dandaragan when procuring each individual service.

Shire officers will be encouraged to develop a written Request for Quote (RFQ) documentation and seek multiple quotations from identified Panel members by issuing the RFQ via email. The RFQ should outline specific scope, selection criteria, background information, survey data, maps and/or drawings, timeframe as well as response format as necessary in order to clarify the required scope of works to be delivered. Each RFQ should outline how the respondent Panel member should respond in order to form a written agreement with a clarified scope of works prior to engagement of a Panel member on each individual project.

Where possible Shire officers will endeavour to seek the services of those Pre-qualified Suppliers, however the Shire is under no obligation to do so, should any of the Panel members

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not be able to carry out the works or supply satisfactory items of plant or services, then the Shire of Dandaragan will go to the industry market to source the appropriate item of plant or service.

Where Shire officers require contractor input into the development of the scope for specific projects they may issue a Request for Proposal asking the contractor/s to develop a cost estimate which includes clarification of scope and a delivery methodology

Invitation to Panel Suppliers for Quotations

Pursuant to regulation 24AC (2) (b), should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel. This will be undertaken through a public invitation process.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment. Should the supplier agree to do so, this intention is to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

Distribution of Contracts for Work amongst Panel Suppliers

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

- a) Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases; or
- b) Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- c) Develop a ranking system for selection to the Panel, with work awarded in accordance with the Regulations.

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- d) each Panel member will have the opportunity to bid for work under the Panel, with predetermined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- e) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5) when establishing the Panel. The Shire is to invite the highest ranked Panel member, who is to give written notice as

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to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Procurement Thresholds stated in section 4.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

Communication with Panel Suppliers

Pursuant to regulation 24AC (2) (c), the Shire will ensure clear, consistent and regular communication between the Shire and pre-qualified suppliers.

Enactment of Policy

This Policy is to be enacted in accordance with the procedures detailed in Part B.

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PART B - Management Procedures

Definitions

Nil.

Detail

Requirements when inviting persons to apply to join Panels

Pursuant to regulation 24AD, the Shire will assess applicants to join a Pre-Qualified Panel against the following criteria:

Description of Qualitative Criteria	Weighting %
<p>A) Capabilities Outline the key services, skills, personnel and equipment that your company can provide the Shire of Dandaragan.</p> <ul style="list-style-type: none"> i. Key services and skills (10%) ii. Key personnel (10%) 	25%
<p>B) Relevant experience in providing this service (include referees) Provide details of previous successful delivery of services:</p> <ul style="list-style-type: none"> i. Up to a maximum of 5 projects (20%) ii. 1 paragraph description outlining scope of work (10%), iii. Cost (5%), iv. Timeframe (5%) v. Referee (10%) - Must include referee details. <p>Scaling of Project Clients</p> <ul style="list-style-type: none"> - Shire of Dandaragan (scale 1). - Regional WA local government authorities (scale 0.8). - WA local government authorities (scale 0.6). - State Government agencies (scale 0.4) 	50%
<p>C) Local Supplier Outline the primary location of your business</p> <ul style="list-style-type: none"> i. Shire of Dandaragan (max 25%) ii. Neighbouring local government authority (max 20%) iii. Regional WA (max 15%) iv. Perth (max 10%) v. Other (max 5%) 	25%
<p>D) Price Provide unit rates for the following relevant items where applicable</p> <ul style="list-style-type: none"> i. Service ii. Personnel iii. Equipment iv. Other 	For reference purposes only use to compare Similar Applications.

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Minimum time to be allowed for submitting application to join Panel Suppliers

Pursuant to regulation 24AE, the minimum time provided by the Shire for suppliers to submit applications will be forty two (42) days.

Recordkeeping Requirements

Pursuant to regulation 24AC (2) (e), all staff are to ensure that:

- Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept in accordance with the *State Records Act 2000 (WA)* and the Shire's Policy 1.2.10 – Records Management.
- Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

1. Governance and Administration

1.3 C-1RPP03 – Regional Price Preference

Previous Policy Number – Not applicable

PART A - Policy

Objective

The objective of this policy is to stimulate sustainable economic activity in the Shire by maximising the use of competitive local businesses in supplying goods, services and works purchased or contracted on behalf of the Shire of Dandaragan (the Shire).

Policy Statement

The Shire of Dandaragan and Council are committed to ensuring it supports local business when undertaking significant purchases through a tender process.

A price preference will apply to suppliers who are based in, operate from, or source goods and services from within the Shire Region in relation to all tenders invited by the Shire for the supply of goods, services and construction (building) services, unless the tender document specifically states prior to advertising of the tender that this policy does not apply.

The regional price preference enables tenders to be evaluated as if the proposed tender bid price were reduced in accordance with permitted price preferences as specified in this policy.

This policy will operate in conjunction with the purchasing considerations and procedures for tender as outlined in the Shire's Purchasing Policy when evaluating and awarding tender contracts.

Regional Price Preference Categories

The following levels of regional price preference will be applied (where relevant) to tenders received from a regional tenderer:

(a) Where the contract is for goods and/or services:

Up to a 10% price preference (to a maximum price reduction of \$50,000 excluding GST) where goods and/or services are sourced from within the Shire Region.

(b) Where the contract is for construction (building) services over \$1,000,000:

Up to a 5% price preference (to a maximum price reduction of \$500,000 excluding GST) where construction (building) services are sourced from within the Shire Region.

(c) Where the contract is for goods or services (including construction (building) services), if the Shire is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the Shire:

Up to a 10% price preference (to a maximum price reduction of \$50,000 excluding GST) where goods or services (including construction (building) services) are sourced from within the Shire Region.

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PART B - Management Procedures

Definitions

Construction (building) services	Means construction of and improvements to buildings (including housing) on or over any area of land, lake, river or ocean and any service related to that activity in the Shire Region.
Goods	Means tangible, quantifiable material requirements usually capable of being moved or transported that are purchased, rented, leased or hired by the Shire
Region	Means the entire geographical area encompassed within the boundaries of the Shire of Dandaragan
Services	Means any tasks, consultancy, work or advice to be performed or provided that is procured by the Shire. Included are services such as management consultancies, outsourcing, maintenance contract/agreement, cleaning, waste removal, equipment repairs, external auditors, utilities and services, public infrastructure construction and repair etc.

Legislative Requirements

This policy sets out the requirements that must be complied with by the Shire for the implementation and application of a regional price preference when purchasing goods and/or services through a tender process. This policy is compliant with the Local Government (Functions and General) Regulations 1996, as the relevant legislation

Detail

Qualifying Criteria

A supplier of goods, services or construction (building) services is regarded as being a regional tenderer if:

- (a) That supplier has been operating a business continuously out of a premises in the Region for at least six months before the time after which further tenders cannot be submitted. This is further defined as follows and the supplier will be required to meet all of these criteria:
 - (i) The supplier to have a physical business premises (in the form of an office, depot, shop, outlet, headquarters or other premises where goods or services are being supplied from), located in the Region. This does not exclude suppliers whose registered business address is outside the Region but undertake the business from premises located in the Region;
 - (ii) The physical location of the business premises in the Region has been operating on an ongoing basis for more than six months prior to the closing date for the tender;
 - (iii) A business having permanent staff that are based at the business premises located at the business premises located in the Region;
 - (iv) Management or delivery of the majority of the tendered outcomes will be carried out from the business premises located in the Region; and
 - (v) The business being registered or licensed in Western Australia; or

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- (b) Some or all of the goods or services are to be supplied from regional sources. Goods and/or services that form a part of a tender submitted may be wholly supplied from regional sources; or partly supplied from regional sources, and partly sourced from non-regional sources. Only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form a part of the assessments of a tender when the regional price preference policy is in operation.

In order for the policy to apply, the tenderer is required to provide to the Shire written evidence within the tender submission which demonstrates compliance with the above criteria.

Tenderers who claim that they will use goods, materials or services supplied from regional sources in the delivery of the contract outcomes will be required, as part of the contract conditions, to demonstrate that they have actually used them.

Competitive Purchasing

Whilst price is a competitive consideration in the provision of goods and/or services via tender, it is only one aspect of the tender evaluation process. Value for money principals, as described within the Shire's Purchasing Policy, will be employed by assessing the price component in conjunction with the tender selection criteria and requirements in order to determine value for money. The tender offering the lowest price may not necessarily be successful.

1. Governance and Administration

1.4 C-1LR04 – Legal Representation

Previous Policy Number 1.12

PART A - Policy

Objective

The objective of this Policy is to provide a framework and clear guidelines for whether financial assistance may be provided to present and past Council members and employees who become respondents in legal proceedings because of their official functions.

In most situations, the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

Policy Statement

The Council and the Shire of Dandaragan (the Shire) are committed to protecting the interests of Council members and employees in seeking legal advice or where they become involved in civil legal proceedings in the course of their official duties, provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against the interests of the local government or otherwise in bad faith.

The Shire may provide such assistance in the following types of legal proceedings:

- proceedings brought by members and employees to enable them to carry out their local government functions (eg where a member or employee seeks a restraining order against a person using threatening behaviour);
- proceedings brought against members or employees in relation to a decision of Council or an employee which aggrieves another person (eg refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (eg defending defamation actions); and
- statutory or other inquiries where representation of members or employees is justified.

The Shire will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in their respective roles. Members or employees are not precluded, however, from taking their own private action. Further, the local government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.

The legal services the subject of assistance under this policy will usually be provided by the local government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the local government.

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PART B - Management Procedures

1. Definitions

In this management procedure, unless the contrary intention appears:

Approved lawyer	Means: (a) a 'certified practitioner' under the <i>Legal Practices Act 2003</i> ; or (b) a law firm regularly utilised by the Shire for legal services, unless the Council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise, approved in writing by the Council or the Chief Executive Officer under delegated authority
Shire	means the Shire of Dandaragan
Legal proceedings	may be civil, criminal or investigative
Legal representation	is the provision of legal services, to or on behalf of a relevant person, by an approved lawyer that is in respect of a matter or matters arising from the performance of the functions of the relevant person; and legal proceedings involving the relevant person that have been, or may be, commenced.
Legal representation costs	are the costs, including fees and disbursements, properly incurred in providing legal representation.
Legal services	includes advice, representation or documentation that is provided by an approved lawyer
Payment	by the Shire of legal representation costs may be either by: (a) a direct payment to the approved lawyer (or relevant firm); or (b) a reimbursement to the relevant person.
Relevant person	means a current or former council member or employee

2. Payment Criteria

There are three (3) major criteria for determining whether the Shire will pay the legal representation costs of a relevant person. These are –

- (a) the legal representation costs must relate to a matter that arises from the performance, by the relevant person, of his or her functions;
- (b) in performing his or her functions, to which the legal representation relates, the relevant person must have acted in good faith, and must not have acted unlawfully or in any way that constitutes improper conduct; and
- (c) the legal representation costs must not relate to a matter that is of a personal or private nature.

3. Examples of Legal Representation Costs that maybe Approved

3.1 If the criteria in clause 2 are satisfied, the Shire may approve the payment of legal representation costs:

- (a) where proceedings are brought against a relevant person in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the relevant person;

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- (b) to enable proceedings to be commenced and/or maintained by a relevant person to permit him or her to carry out his or her functions – for example where a relevant person seeks to take action to obtain a restraining order against a person using threatening behaviour to the relevant person; or
 - (c) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the Council by publicly making adverse personal comments about a relevant person.
- 3.2 Subject to clause 3.1, the Shire will not approve, other than in exceptional circumstances, the payment of legal representation costs in respect of legal proceedings instituted by a relevant person, such as a defamation action or negligence action.

4. Application for Payment

- 4.1 A relevant person who seeks assistance under this policy is to make written application to the Council.
- 4.2 The written application for payment of legal representation costs is to give details of –
- (a) the matter for which legal representation is sought;
 - (b) how that matter relates to the functions of the relevant person making the application;
 - (c) the lawyer (or law firm) who is to be asked to provide the legal representation;
 - (d) the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
 - (e) an estimated cost of the legal representation; and
 - (f) why it is in the interests of the Shire for payment to be made.
- 4.3 The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 4.4 As far as practicable the application is to be made before commencement of the legal representation to which the application relates.
- 4.5 The application is to be accompanied by a signed written statement by the applicant that he or she:
- (a) has read and understands the terms of this Management Procedure;
 - (b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 8 and any other conditions to which the approval is subject; and
 - (c) undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 9.
- 4.6 An application is also to be accompanied by a report prepared by the Chief Executive Officer (CEO) or, where the CEO is the applicant, by the Executive Manager Corporate and Community Services.

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5. Assistance to be Retrospective

Financial assistance will be paid retrospectively at the conclusion of the legal action for which financial assistance was sought except in cases of serious financial hardship as determined by Council.

6. Legal Representation Costs - Limit

- 6.1 Unless otherwise determined by the Council, payment of legal representation costs in respect of a particular application is not to exceed \$5,000. A relevant person may make a further application to the Council in respect of the same matter.
- 6.2 As far as practicable, approved payments for legal representation of relevant persons will be made by the Shire directly to the approved lawyer.

7. Council's Powers

- 7.1 The Council may –
 - (a)) refuse;
 - (b)) grant; or
 - (c) grant subject to conditions, including a financial limit,an application for payment of legal representation costs.
- 7.2 In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the Shire's Management Liability insurance policy (or their equivalent).
- 7.3 The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 7.4 The Council may, subject to clause 7.5, determine that a relevant person whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –
 - (a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - (b) given false or misleading information in respect of the application.
- 7.5 A determination under clause 7.4 may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 7.6 Where the Council makes a determination under clause 7.4, the legal representation costs paid by the Shire are to be repaid by the relevant person in accordance with clause 9.

8. Chief Executive Officer's Powers And Duties

- 8.1 In cases where a delay in the approval of an application would be detrimental to the legal rights of the applicant, the CEO may authorise financial assistance for legal representation costs in accordance with delegated authority.

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- 8.2 Where the CEO is the applicant, the Executive Manager Corporate and Community Services may authorise financial assistance for legal representation costs in accordance with delegated authority.
- 8.3 An application approved by the CEO under clause 8.1, or by the Executive Director Corporate and Community Services under clause 9.2, is to be submitted to the next meeting of the Council which may exercise any of its powers under this policy, including its powers under clause 7.3.

9. Repayment Of Legal Representation Costs

- 9.1 A relevant person whose legal representation costs have been paid by the Shire is to repay the Shire –
- (a) all or part of those costs – in accordance with a determination by the Council under clause 7.4; or
 - (b) as much of those costs as are available to be paid by way of set-off – where the relevant person receives monies paid for costs, damages or settlement, in respect of the matter for which the Shire paid all or part of the legal representation costs.
- 9.2 The Shire may take action in a court of competent jurisdiction to recover any monies due it under these Management Procedures.

1. Governance and Administration

1.5 C-1WLG05 – Women in Local Government

Previous Policy Number 1.16

PART A - Policy

Objective

The objective of this Policy is to set out how the Shire of Dandaragan (Shire) aims to advance the representation of women in decision making roles as councillors, managers and emerging leaders within the organisation

Policy Statement

The Council and Shire are committed to working towards increasing the participation of women in its local government, both as elected members and as senior managers and professionals.

The Council and Shire:

- acknowledges that in Local Government women are under represented both as elected members and as senior members of administrations and that their increased participation in both of these arenas should be encouraged;
- acknowledges that increasing the representation of women in leadership positions will help challenge and shift workplace cultures and provide women with a greater capacity to participate in the development and implementation of legislation, policies and services that affect their lives;
- ensures that no discrimination or impediment exists, and will take action to ensure that barriers to women's full participation in Local Government are removed; and
- agrees to create and support an environment in Local Government which is harassment-free and that encourages the expression of and respect for a wide range of views.

The Shire will:

- work towards a local government and community where women feel able to fully participate and share their skills, knowledge and experience;
- work towards a harassment-free, participative local government where opinions and differences are respected;
- develop a climate of understanding among Councillors, the Chief Executive Officer(CEO) and senior staff of the need for greater participation of women in leadership roles and to enlist their support;
- provide support for women who choose to develop their leadership capacity through specific training and networking activities for women;
- provide flexible working arrangements that enable staff to balance their work and family responsibilities so that they may grow to their full potential without unfair barriers to advancement; and
- identify career growth plans for high performing and competent women employees to develop their leadership capacity.

1. Governance and Administration

PART B - Management Procedures

Definitions

Nil.

Detail

Strategies to Increase Participation of Women in Local Government

Women bring different skills to decision-making and leadership, particularly when dealing with complex and subtle issues.

The following strategies are in many cases already occurring however, it is essential they be included as part of a policy to ensure these practices continue into the future:

1. The Shire of Dandaragan to be an employer of choice.
2. Devising a family friendly organisation that offers mutually beneficial practices.
3. Continued positive access to learning and development.

1. The Shire of Dandaragan to be an Employer of Choice

Need to make people comfortable from the beginning - Interview panels to consistently have at least one woman on them, thereby ensuring balanced representation and no bias in the job selection processes.

Workplace culture - Endorse the Code of Conduct for elected members and staff and revisit this annually to ensure all are aware of the guidelines and their ethical responsibility. This will promote an inclusive organisational culture, equal opportunity and good governance.

Open communication - Continued positive and open relationship and communication between President, CEO, Councillors and staff, ensuring effective working environment.

Consideration be given in specific circumstances to allow family friendly practices to occur. At all times finding ways to be mutually beneficial.

Promotion of women in leadership positions - When booking speakers for public events, to ensure appropriate women speakers are considered in order to give a powerful message

2. Devising a Family Friendly Organisation that Offers Mutually Beneficial Practices

There are a range of work practices and administrative measures that can be implemented that will facilitate the attraction and retention of women as employees and elected members.

The Council, Shire and the Chief Executive Officer (CEO) embrace these initiatives and will apply them where possible

Opportunity for flexibility of working hours - Some flexibility be considered if it can be arranged to be mutually beneficial and the role is not compromised.

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Job sharing - Being able to work part-time or role share may encourage more women to enter local government. This may also be appropriate upon return from maternity leave.

Working from home - If circumstances require it then consideration be given to setting up a mutually beneficial arrangement to allow a percentage of work time to be from home. This would only be applied in specific circumstances with real needs. Negotiation may need to consider network access from home in this situation.

Council workshops and meeting times - To review meeting and workshop times to ensure they occur at times that are family friendly times.

3. Continued Positive Access to Learning and Development

Access to learning - At all times within the Shire and Council, access to professional development and appropriate courses, be encouraged and well supported to continue to enhance knowledge and skills.

Increasing networking opportunities for women - To encourage increased participation of women in both elected member and officer positions it is important to provide a wide range of networking opportunities.

Joining professional organisations - Women officers and Councillors be encouraged to join professional organisations that promote women in Local Government.

Opportunity to raise specific issues - As part of performance appraisal by the CEO, consideration be given to individual circumstances pertaining to women officers and meeting their development needs.

Career opportunities - Ensure there are opportunities for promotion and career advancement generally.

1. Governance and Administration

1.6 C-1CG06 – Community Grants

Previous Policy Number 1.6

PART A - Policy

Objective

To establish an equitable and transparent process for the determination of the provision of funds to community based organisations and individuals, to support the promotion and development of social, economic, recreational, art and cultural benefits for the residents of the Shire of Dandaragan (Shire).

Policy Statement

The Council and Shire acknowledges the valuable and positive contribution made by community organisations and individuals in the provision of services and facilities to enhance the quality of life within the district for the benefit of the residents and visitors to the Shire.

To support these organisations and individuals, the Council will allocate 0.5% of the gross yield of projected rates income, to fund recurring and annual community grants in order to assist with;

- programs, activities and initiatives delivered by community groups;
- support community development initiatives;
- increase the range of events, activities and services in the Shire;
- encourage the development of excellence and leadership in recreational, sporting, economic, tourism and cultural pursuits; and
- encourage the promotion of the Shire's positive attributes.

A mix of recurring and annual grants will be provided, with recurring grants provided for the following purposes:-

- Local Community Newspaper publications;
- Schools - Student awards;
- Australia Day;
- Art;
- Mid West Group of Affiliated Agricultural Societies Inc; and
- Jurien Beach Mission and Cervantes Family Festival

1. Governance and Administration

PART B – Management Procedures

Definitions

Nil.

Detail

1. Recurring Grants

1.1 Local Community Newspaper publications

Each year the Shire will incorporate within the budget a grant to be provided in September of each year to the community newspapers. The grant of \$250 each is to cover the cost of community service announcements by the Shire in the various local publications.

Advertising by the Shire is to be invoiced separately.

1.2 Schools - Student awards

Each year the Shire will contribute:

- \$100 to the Jurien Bay District High School;
- \$100 to the Central Midlands Senior High School; and
- \$50 each to the Dandaragan Primary School, Badgingarra Primary School, Jurien Bay Primary School and Cervantes Primary School, award nights.

1.3 Australia Day

Each year the Shire will grant:

- \$1,000 to the Jurien Bay Progress and Tourism Association;
- \$1,000 to the Cervantes Ratepayers & Progress Association;
- \$750 to the Badgingarra Community Association; and
- \$750 to Advance Dandaragan for Australia Day festivities.

These grants are to assist organisations with conducting an Australia Day event and are not intended to meet the total cost of the event

1.4 Art

Each Cervantes Art Festival, the Shire of Dandaragan will contribute \$1,500 to the Cervantes Cultural Committee to purchase art, as the Shire of Dandaragan Art Prize.

The chosen piece will be determined by the Shire President or delegate, who will seek guidance from the judges. The artwork will be acquired by the Shire as part of its art collection.

In addition to the Art Prize, the Shire will donate \$1,500 towards the cost of delivering the Art Show. These funds will be spent at the discretion of the Cervantes Cultural Committee.

1. Governance and Administration

1.5 Mid West Group of Affiliated Agricultural Societies Inc

Each year the Shire will contribute to the Mid-West Group of Affiliated Agricultural Societies Inc \$200, to showcase the Shire's products and attractions.

1.6 Jurien Beach Mission and Cervantes Family Festival

Each year the Shire of Dandaragan will contribute \$1,500 to each of the Jurien Bay Beach Mission and the Cervantes Family Festival to continue their summer holiday program.

2. Annual Grants

Annual grants will be determined in accordance with the following process:

- 2.1 In April of each year, advertisements will be placed in each of the four local community newspapers inviting written applications for grants. Recipients of grants in the previous year will be written to and advised of the requirement to make new application for their grant.
- 2.2 Applications will be assessed against the following criteria with recommendations to Council no later than June of each year:

Extent to which project / activity benefits Shire community	50%
Level of volunteer participation and wider community participation	15%
Extent to which applicant is funding the project / activity	15%
Extent to which project / activity involves other community organisations	20%

2.3 Funding will be deemed ineligible for the following

- (a) applications that are eligible for the Shire of Dandaragan / Tronox Management Fund or CSRFF;
- (b) political organisations or events;
- (c) commercial enterprises;
- (d) any activity or project already underway or completed;
- (e) events or activities that are the responsibility of another level of government;
- (f) for events delivered by structured sporting clubs and community organisations, that are consistent within the primary purpose of that club/organization;
- (g) for the openings or celebration of new community groups or premises;
- (h) for applicants seeking to host an event for the specific purpose of raising funds for re-distribution to other non-profit community groups/clubs or charitable causes; and
- (i) applications for any activity deemed to be a component of a wider project that will ultimately result in a durable item.

2.4 Requests for grants outside this policy are to be declined.

2.5 The maximum annual grant payable under this policy will be \$2,000.

1. Governance and Administration

- 2.6 Writing, assistance with writing, or preparation of, planning or strategic documents is eligible for funding under this Policy.

1. Governance and Administration

1.7 C-1DAI07 – Disability Access and Inclusion

Previous Policy Number – 6.2

PART A - Policy

Objective

The objective of this Policy is to set out how the Shire of Dandaragan (Shire) will ensure compliance with the Disability Services Act (1993) and to promote, outline and specify the Council and the Shire's commitment to ensure people with disabilities have equal opportunities of access and community inclusion to Shire services, products, facilities and information and are consulted in appropriate and meaningful ways to facilitate participation in decision-making that affects their lives.

Policy Statement

The Shire is committed to promoting and facilitating equal opportunity, inclusion and access to all members of its community and to ensuring access and social inclusion for people with disabilities, their families and carers.

The Shire recognises that people with a disability have equal rights to quality facilities and services that enable them to live and fully participate in their communities.

The Shire believes that a community that recognises and promotes diversity and equity supports the participation and inclusion of all of its members which makes for a richer community life and contributes to positive social justice outcomes.

The Shire will work with reference to its values of relationships, excellence, vibrancy and wellbeing to create an accessible and inclusive community in which all functions, facilities, information and services (both in-house and contracted) are open, available and accessible to people with disabilities, providing them with the same opportunities, rights and responsibilities enjoyed by all other people in the community, as far as is practicable.

The Shire recognises that people with disabilities are valued members of the community who make a variety of contributions to local social, economic and cultural life.

The Shire believes that people with disabilities, their families and carers who live in country areas should be supported to remain in the community of their choice.

The Shire is committed to consulting with people with disabilities, their families and carers and where required, disability organisations and other advocates to ensure that barriers to access and inclusion are addressed appropriately.

The Shire of Dandaragan will ensure its agents and contractors work towards achieving the six desired outcomes of its Disability Access and Inclusion Plan, which are:

- Outcome 1: People with disabilities have the same opportunities as other people to access the services of, and any events organised by the Shire.
- Outcome 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of the Shire of Dandaragan

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- Outcome 3: People with disabilities receive information from the Shire of Dandaragan in a format that will enable them to access the information as readily as other people are able to access it.
- Outcome 4: People with disabilities receive the same level and quality of service from the employees of the Shire as other people receive from the employees of the Shire.
- Outcome 5: People with disabilities have the same opportunities as other people to make complaints to the Shire.
- Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire.
- Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the Shire.

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PART B – Management Procedures

Definitions

Nil.

Detail

Implementation of this Policy will be achieved through the *Shire of Dandaragan Disability Access Inclusion Plan*, with particular reference to:

Outcome 1: People with disabilities have the same opportunities as other people to access the services of, and any events organised by the Shire.

- Ensure that events, provided or funded, are accessible to people with disabilities;
- Make library technology as accessible as possible;
- Monitor Shire services to ensure appropriate access and inclusion; and
- Ensure that people with disabilities are provided with an opportunity to comment on access to services.

Outcome 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of the Shire of Dandaragan.

- Ensure that all new or redevelopment works provide access for people with disabilities;
- Ensure the ACROD parking meets the requirements of people with disabilities in terms of quantity and location;
- Ensure that all building and facilities meet the standards for access and other needs;
- Ensure that disabled facilities and services are clearly indicated and accessible; and
- Ensure that recreational areas are accessible.

Outcome 3: People with disabilities receive information from the Shire of Dandaragan in a format that will enable them to access the information as readily as other people are able to access it.

- Ensure that the community is aware that information is available in alternative formats; and
- Improve employee awareness of information available in alternative formats.

Outcome 4: People with disabilities receive the same level and quality of service from the employees of the Shire as other people receive from the employees of the Shire.

- Ensure that Council Members and employees are aware of access needs and can provide appropriate services; and
- Improve the awareness of new Council Members and employees about disability and access issues.

1. Governance and Administration

- Outcome 5: People with disabilities have the same opportunities as other people to make complaints to the Shire.
- Ensure that grievance mechanisms are accessible for people with disabilities and are acted upon.
- Outcome 6: People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire.
- Ensure that people with disabilities are consulted about the Disability Access and Inclusion Plan and other significant planning processes; and
 - Ensure that people with disabilities are aware of and can access other established consultation processes.
- Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with the Shire.

1. Governance and Administration

1.8 C-1HFSD08 – Honorary Freeman within the Shire of Dandaragan

Previous Policy Number – 1.14

PART A - Policy

Objective

The objective of this Policy is to provide a framework and guidance to enable Shire of Dandaragan (Shire) to honour exceptional individuals who have made an outstanding contribution to the local and broader community.

Policy Statement

The Shire acknowledges the importance of recognising exceptional contributions by individuals within the community through the bestowing of an honorary award at the local level.

The Honorary Freeman of the Shire is an award used to honour individuals who, through their personal endeavours and commitment, have made an outstanding contribution to the local and broader community.

Award Criteria:

A person may be nominated for the honorary award Honorary Freeman of the Shire under the following circumstances:

1. The title is intended to recognise outstanding community service over a significant period of time and in a wide range of activities within the Shire.
2. For the position to have desired standing within the community, it should only be applied where there is a great assurance of public approval of those recipients of it.
3. The award of Honorary Freeman will only be made occasionally for rare and exceptional behaviour over a long period of time.
4. If an elected member expresses an objection to the nomination, that elected member must give valid reasons for the objection. If no elected member objects, it shall be assumed that all agree to the nomination. One valid objection will invalidate the nomination.
5. At any one time, a maximum of four (4) living persons may hold the title 'Honorary Freeman' of the Shire.
6. The award of Honorary Freeman is recognised as the highest honour that the local community, through its Council, can offer to one of its citizens. It therefore follows that the award will be applied sparingly.
7. The nominee should have given extensive and distinguished service to the community that goes beyond services solely to local government (e.g. service to other organisations, voluntary and community groups in a largely voluntary capacity).
8. The nominee must have made an outstanding contribution to the Shire of Dandaragan such that the nominee's contribution can be seen to stand above the contributions made by most other people.

1. Governance and Administration

Entitlements:

1. Any person declared an Honorary Freeman of the Shire may designate themselves as a Freeman of the Shire of Dandaragan.
2. The award of Honorary Freeman shall be recognised by a framed certificate presented to a recipient and a badge. A portrait of Honorary Freeman shall be commissioned and displayed in the Administration Centre.
3. The Honorary Freeman shall be invited to attend civic events and functions conducted by the Council.

1. Governance and Administration

PART B – Management Procedures

Definitions

Nil.

Detail

Process of Nomination:

Nominations will be considered or as the need is identified by Council

1. A nomination must be sponsored by an Elected Member and supported in writing by at least three other Elected Members.
2. A nomination may be submitted by any person at any time, provided that nomination is in writing and addresses the criteria for the award.
3. A nominee must not be made aware of their nomination
4. Any nominations received will be validated and the findings presented at a Meeting of Council behind closed doors, with recommendations to approve/not approve a nominee for the award. The decision will be based on a Simple Majority vote.

Conferring of the Award

1. Acceptance of the award must be determined prior to being conferred.
2. Conferring the award upon an individual will take place at a meeting of Council or at a special event to be determined by Council.

1. Governance and Administration

1.9 C-1CE09 – Community Engagement

Previous Policy Number – 1.1

PART A - Policy

Objective

The objective of this Policy is to set out how the Shire of Dandaragan (Shire) will undertake community engagement and seek to involve the community.

Policy Statement

The Council and Shire recognise that community engagement and participation processes are a vital part of local democracy. It helps strengthen the relationship Council and the Shire have with the community and is critical to good governance

For this reason both Council and Shire Staff are committed to engaging with the Dandaragan Community

Community engagement does not necessarily mean achieving consensus. It does involve seeking broad informed agreement and the best possible solutions for Council, the Shire and the community.

Community Engagement Plan

The Shire of Dandaragan has established a *Community Engagement Plan*, which allows all relevant parties to develop strong relationships, communicate effectively and obtain the best possible results for the Shire and the community

The purpose of the *Community Engagement Plan* is to:

- Establish standard procedures for community engagement;
- Ensure that the procedures are implemented by Shire staff and external consultants or contractors employed by the Shire;
- Promote inclusive and efficient consultation being undertaken at all times;
- Ensure that community members are provided with opportunities to be involved in development processes;
- Ensure that the community is kept informed of decisions relevant to their involvement; and
- Provide Council the opportunity to consider input from a broad spectrum of community members.

1. Governance and Administration

Following the principles of the International Association for Public Participation Australasia (IAP2) Public Participation Spectrum the Plan contains three key strategies:

1. Inform.
2. Consult.
3. Involve.
4. Collaborate
5. Empower

Each Strategy has a specific goal, a commitment to the community and a set of methodologies.

Strategy	Goal	Commitment to the Community
1 Inform	To provide the community with appropriate information regarding Shire events, plans, projects, issues and services in order to provide feedback on the potential problems, alternatives, opportunities and solutions.	The Shire will keep the community informed with information that is accessible, relevant to the topic and easy to understand.
2 Consult	To capture community input on strategic plans, directions, issues, priorities and projects.	The Shire will listen to the community, consider ideas and keep the community informed about the input received, the consideration of this input and the final decision(s) made.
3 Involve	To work on an ongoing basis to ensure the community ideas, concerns and aspirations are listened to and understood and that the community is harnessed for the benefit of all.	To work on an ongoing basis to ensure the community ideas, concerns and aspirations are considered. Feedback on shire decisions will be provided.
4 Collaborate	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.
5 Empower	To place final decision making in the hands of the public.	We will implement what you decide.

1. Governance and Administration

PART B – Management Procedures

Definitions

Nil.

Detail

Implementation of the Policy will primarily be undertaken in accordance with the Strategies and processes contained within the ***Shire of Dandaragan Community Engagement Plan***.

The following additional community engagement strategies are also to be undertaken:

1. Distribution of agendas and minutes to local associations

Interested persons and organisations may obtain copies of the Council's Ordinary Meeting agendas and minutes for twelve (12) months, by paying the annual fee as set by Council at its Council Meeting to set fees and charges.

A set of both agendas and minutes are displayed in the four (4) Council operated libraries.

Agendas and minutes are available free of charge on the Shire's website (www.dandaragan.wa.gov.au).

2. Locality Inspections and Public Forums

Each year Council holds an Ordinary Council meeting in each location and conducts an inspection prior to the Council meeting. Prior to any inspection, Council staff will write to the various community organisations in the area to be inspected and request to establish a list of preferred sites for Council to inspect prior to the meeting.

The inspections will target any particular issues in relation to development, planning, building, works, etc in the area.

3. Publicity

Where considered by the Chief Executive Officer to be of relevance, media releases will be prepared and distributed to:

- "The West Australian" and other papers with State wide circulation.
- Australian Broadcasting Corporation – radio.
- Local organisations that publish periodicals.
- Official newspapers circulated within the district.
- The Shire Website and Social Media sites.

4. Citizenship ceremonies

Arrangements for the presentation of Citizenship certificates shall be at the discretion of the President, and that the Shire provide the recipients with a small suitable presentation within the budget allocation.

1. Governance and Administration

5. Newsletter

A monthly information bulletin will be prepared to promote and advertise the Shire's activities. The bulletin will be distributed to the four local newspapers for advertising.

6. New residents' kit

Council will distribute a copy of the new residents' kit to person(s) who have purchased property within the Shire and person(s) who have built a new residence and occupied the dwelling.

1. Governance and Administration

1.10 C-1SCCL010 – Shire Corporate Crest / Logo

Previous Policy Number – 1.1

PART A - Policy

Objective

The objective of this Policy is to provide for the protection of the use of the Shire of Dandaragan (Shire) Council Crest/Logo and to prohibit its use for unofficial purposes.

Policy Statement

The Council has adopted designs for its official crest and branding to establish a clear and positive identity for the Shire.

The official crest and branding is to be utilised for Council/Shire business and is to be shown on letterheads, envelopes and other Council/Shire material and stationery, as and when considered appropriate in accordance with the Shire of Dandaragan Corporate Style Guide.

Council supports the use of the corporate brand by local organisations seeking to identify geographically with the district.

Any application for the use or reproduction of the crest and/or branding is to be considered on its merits and the Chief Executive Officer shall determine such applications.

The crest and branding is not to be used by any Council Member of the Council or other person for election purposes.

1. Governance and Administration

PART B – Management Procedures

Definitions

Nil.

Detail

Consideration for the use of Shire's crest and branding shall be within the following guidelines:

- All requests shall be in writing.
- Details of how and where the crest and branding is to be used must be supplied on application.
- In applications from organisations with a profit motive, it will normally be a requirement that Council has a direct involvement with the specific purpose.
- The use to have the effect of promoting the district to people or target groups living both inside and outside of the district.

Any such applications will only be granted permission to use the official crest and/or branding in its original design and colour.

If use is granted, it may be withdrawn at any time by the Chief Executive Officer, if evidence of abuse or by evidence of perceived or real disrepute being associated with the use is evident.

1. Governance and Administration

1.11 C-1PID011 – Public Interest Disclosure (Whistle-blower)

Previous Policy Number – N/A

PART A - Policy

Objective

The objective of this Policy is to provide a framework and guidance for Shire of Dandaragan (Shire) to encourage employees, elected members, contractors and consultants to report unlawful unethical, or undesirable conduct (“Misconduct”) that they genuinely believe has been committed by a person or persons in breach of the Shire’s Code of Conduct, policies or the law.

To demonstrate the Shire’s commitment to a fair workplace and outline the process for managing matters of Misconduct.

To protect individuals who in good faith report conduct which they reasonably believe to be Misconduct, on a confidential basis, without fear of reprisal, dismissal or discriminatory treatment.

To assist in ensuring that matters of Misconduct and / or unethical behaviour are identified and dealt with appropriately.

To state the Shire’s commitment to the aims and objectives of the *Public Interest Disclosure Act 2003*, the purpose of which is to facilitate the disclosure of information in the public interest, and to provide protection to those who make a disclosure or who are the subject of a disclosure

Policy Statement

The Council and Shire are committed to the aims and objectives of the *Public Interest Disclosure Act 2003*. It recognises the value and importance of employees and others to enhance administrative and management practices, and strongly supports disclosures being made as to alleged Misconduct.

The Shire will not tolerate Misconduct and has developed its Policy and Procedures to assist elected members, employees, contractors, consultants and members of the public to raise concerns through a constructive and safe process.

The Shire will achieve this through the creation of an open working environment in which elected members, employees (whether they are full-time, part-time or casual), contractors and consultants, as well as members of the public, are able to raise concerns regarding actual or suspected Misconduct.

The Shire recognises that any genuine commitment to detecting and preventing Misconduct must include a mechanism whereby employees and others can report their concerns freely and without fear of reprisal or intimidation. The Public Interest Disclosure (Whistle-blower) Policy and Procedure (“the Policy”) provides such a mechanism, and encourages the reporting of such conduct.

1. Governance and Administration

The Shire will endeavour to provide protection to “Whistle-blowers” from any detrimental action in reprisal for the making of a public interest disclosure.

The Shire’s Code of Conduct (“the Code”) requires elected members and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As elected members and employees and representatives of the Shire, everyone has a responsibility to practice honesty and integrity in fulfilling their responsibilities and to comply with all applicable laws and regulations.

1. Governance and Administration

PART B - Management Procedures

Purpose

To establish procedures that encourage employees, elected members, contractors and consultants to report unlawful unethical, or undesirable conduct (“Misconduct”) that they genuinely believe has been committed by a person or persons in breach of the Shire’s Code of Conduct, policies or the law.

To demonstrate the Shire’s commitment to a fair workplace and outline the process for managing matters of Misconduct.

To protect individuals who in good faith report conduct which they reasonably believe to be Misconduct, on a confidential basis, without fear of reprisal, dismissal or discriminatory treatment.

Definitions

For the purposes of this Policy and procedure:

Investigation	A search of evidence connecting or tending to connect a person (either a natural person or a body corporate) with conduct that infringes the criminal law or the policies and standards set by the Shire.
Misconduct	<p>A breach of the Shires Code of Conduct, policies or the law. Matters which should be reported under this Policy, whether actual or suspected may include:</p> <ul style="list-style-type: none"> • Dishonest, fraudulent, corrupt or unlawful conduct or practices. • Misleading or deceptive conduct, including conduct or representations which amount to improper or misleading accounting or financial reporting practices. • Conduct or any proposed conduct, bid, proposal, offer, contract, product or other aspect of the Shire’s business that breaches the provisions of the Trades Practices Act 1974, all associated legislation in all States and Territories in Australia. • Coercion, harassment or discrimination by, or affecting, any member of the Shire or its affiliates. • A breach of Shire policies or Code of Conduct. • Conduct within the Shire’s control which is a significant danger to the environment. • Conduct endangering the health and safety of any person or persons which has been reported to management but not acted upon. • Any action taken against, or harm suffered by a person as a result of making a report under this Policy.

1. Governance and Administration

	<ul style="list-style-type: none"> Any other conduct or act which may cause loss to the Shire or which may otherwise be detrimental to its interests.
Public Interest Disclosure Officer (“PID Officer”)	<p>A designated representative tasked with the responsibility of:</p> <ul style="list-style-type: none"> Protecting and safeguarding the interests of Whistle-blowers within the meaning of this Policy. Conducting preliminary investigations into reports received from a whistle blower. <p>The PID Officer is to investigate the substance of the complaint to determine whether there is evidence in support of the matters raised or, alternatively, to refute the report made. The PID Officer will have access to independent financial, legal and operational advisers as required.</p> <p>The PID Officer is the Shire of Dandaragan’s Executive Manager Corporate and Community Services.</p>
Whistle-blower	<p>Any person who, whether anonymously or not, makes, attempts to make or wishes to make a report in connection with Misconduct and where the Whistle-blower wishes to avail themselves of protection against reprisal for having made the report.</p>

Detail

Reporting Responsibility

It is the responsibility of all elected members and employees to comply with the Code and to report violations or suspected violations in accordance with the Whistle-blower Policy.

Reporting Misconduct

If a person becomes aware of an issue or behaviour believed to constitute a breach of the Shire’s Code of Conduct, policies or the law, then the following reporting mechanisms are available.

- Internal Reports**

Whistle-blowers may wish to discuss the matter informally with their direct manager or with Human Resources first, to determine whether an incident of Misconduct has occurred. This is an opportune time to clarify the incident, ask questions and become familiar with the process. At all times, discussions will remain confidential.

Where this is not appropriate, or where the Whistle-blower does not feel comfortable in doing so, or where the Whistle-blower has previously done so and believes no action has been taken, the Whistle-blower may contact the Shire’s PID Officer directly to discuss the incident or complete a Misconduct Report Form (“MRF”) and submit it to the PID Officer.

1. Governance and Administration

There are procedures in place for disclosures made under the protection of the PID Act – the PID Officer must determine whether the report is being made under that Act, and if so, ensure that the disclosure is treated appropriately and according to those procedures.

Refer to Attachment 1 for a sample MRF.

- **External Reports**

It is the Shire's aim to ensure that employees, elected members, contractors and consultants do not feel the need to discuss Shire related concerns outside of the Shire. However, nothing in this Policy/Procedure should be interpreted as restricting an employee, elected member, contractor or consultant from raising issues or providing information to an external party, in accordance with any relevant law, regulation or prudential standard.

Therefore, a Whistle-blower may report Misconduct (anonymously if preferred) to an external independent Whistle-blower service. Depending on the type of Misconduct, this could include the Corruption and Crime Commission, Ombudsman, the Police or the Auditor General.

It may also be appropriate to report irregularities relating to accounting matters to the Shire's Auditor.

Members of the public who wish to make a disclosure of public information, as defined in the *Public Interest Disclosure Act 2003* (PID), are to contact the PID Officer directly.

All reports under this Policy/Procedure are treated very seriously and will be investigated appropriately.

Misconduct Involving the PID Officer

If the issue of Misconduct involves the actions of the PID Officer, then the reporting of such matters should be directly to the Chief Executive Officer.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

If the report is made under the PID Act, the confidentiality requirements in relation to information which might identify or tend to identify a discloser or a person in respect of whom a public interest disclosure has been made must be complied with at all times. The disclosure of this identifying information, except in accordance with the PID Act, is an offence.

Handling of Reported Violations

The Shire's PID Officer is responsible for investigating and resolving (where possible) all reported complaints and allegations concerning violations of the Code, as well as disclosures made under the PID Act.

1. Governance and Administration

The Shire's PID Officer has responsibility for protecting and safeguarding the interests of whistle-blowers within the meaning of this Policy. The PID Officer will have access to independent financial, legal and operational advisers as required.

The PID Officer has direct access to the Audit Committee and is required to report to the Audit Committee at least annually on compliance activity related to this Policy if any matters are reported.

The PID Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Accounting and Auditing Matters

The Audit Committee shall investigate all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing and may appropriate recommendations to Council. The PID Officer shall immediately notify the Audit Committee of any such complaint (within the constraints of any legislated confidentiality requirements) and work with the Committee until the matter is resolved.

Investigation

All reports of Misconduct will be treated seriously and be the subject of a thorough investigation with the objective of locating evidence that either substantiates or refutes the claims / allegations made by the Whistle-blower. Investigations are to be undertaken by the PID Officer. The PID Officer will cause an investigation to be carried out, this may require referring the matter to another person or agency.

Following a report of Misconduct, either internally or externally, the following procedure is to be followed:

- The completed MRF is to be forwarded to the PID Officer.
- The PID Officer is to review the report and determine the appropriate manner of investigation, and then inform the Whistle-blower of how the investigation will proceed.
- The PID Officer is to determine what resources are needed and secure access to those resources, including where necessary the assistance of other employees or external professional help (including lawyers, accountants, forensic analysts or operational experts).
- The PID Officer plans and conducts the investigation.
- The PID Officer is to consider process / control improvements (risk assessments, audits, etc).
- The PID Officer prepares an Investigation Report and forwards the Investigation Report to the Chief Executive Officer or Audit Committee.
- The PID Officer advises and debriefs the Whistle-blower.

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Reporting of Investigation Findings

At the end of the investigation, the PID Officer will report their findings to the Audit Committee who will, in conjunction with the Chief Executive Officer, determine the appropriate response. This report must take into account the confidentiality requirements of the PID Act.

This response will include addressing any unacceptable conduct and taking remedial action required to prevent any future occurrences of the same Misconduct. In the event of the Chief Executive Officer being the subject of an investigation or allegation, the Audit Committee is to seek independent advice on possible corrective or remedial actions.

Where issues of discipline arise the response will be in line with the Shire's Disciplinary Procedure. Where allegations of unacceptable conduct made against another person cannot be substantiated, that person will be advised accordingly and will be entitled to continue in their role as if the allegations had not been made

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense and in some cases may result in termination of employment.

Where a disclosure is made under the PID Act, the discloser is only protected if they believe on reasonable grounds that the information to be disclosed is or may be true. They will commit an offence, and lose the protection of the Act, if they know the information to be false or misleading in a material particular or are reckless about whether the information is false or misleading in a material particular.

False Misconduct Reports

Where it is established by the PID Officer that the Whistle-blower is not acting in good faith, or has made a false report of Misconduct (including where the allegation has been made maliciously, vexatiously or without any basis), then he or she will be subjected to disciplinary proceedings, including the possibility of summary dismissal.

Whilst not intending to discourage Whistle-blowers from reporting matters of genuine concern, Whistle-blowers must ensure as far as possible, that reports are factually accurate, complete, from firsthand knowledge, presented in an unbiased fashion (and any possible perception of bias of the Whistle-blower is disclosed), and without material omission.

Where the report has been made under the PID Act, the provisions in that Act relating to making false or misleading disclosures apply.

Whistle-blower Anonymity

If requested, the identity of the Whistle-blower will be kept strictly confidential unless:

- The person making the report consents to the disclosure.
- The disclosure is required by law.
- The disclosure is necessary to prevent or lessen a serious threat to a person's health or safety.

1. Governance and Administration

- It is necessary to protect or enforce the Shire's legal rights or interests.
- It is necessary to defend any claims.

Whistle-blower Protection

A Whistle-blower who reports matters in good faith, and provided he or she has not been involved in the Misconduct reported, will not be penalised or personally disadvantaged because they have reported a matter. The Whistle-blower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organisation prior to seeking resolution outside the Organisation.

The Shire will not tolerate any instances of legitimate Whistle-blowers being:

- Dismissed.
- Demoted.
- Subjected to any form of harassment and persecution.
- Discriminated against.

A Whistle-blower who believes he or she, or his or her family, has been the victim of any of the above by reason of their status as a Whistle-blower, should immediately report the matter to the PID Officer. Where an incident of this nature occurs, the Shire's Code of Conduct will apply, as well as the provisions of the PID Act.

Any employee, elected member, contractor or consultant who is found to have dismissed, demoted, harassed, or discriminated against a Whistle-blower by reason of their status as a Whistle-blower, may be subjected to disciplinary measures.

A Whistle-blower who has been involved in the reported Misconduct may be provided with immunity or due consideration from Shire initiated disciplinary proceedings by agreement, however, the Shire has no power to provide immunity from criminal prosecution.

Where victimisation or reprisals are reported, a record of the report and the action taken must be placed on the file relating to the public interest disclosure. Steps taken to prevent acts of victimisation or reprisal should be recorded in a manner that they will be accessible for reference, should legal action be taken against the Shire.

Feedback and Communication with the Whistle-blower

Where possible, and assuming the identity of the Whistle-blower is known, the Whistle-blower will be kept informed of the outcome of the investigation of his or her report, subject to privacy and confidentiality considerations.

All Whistle-blowers must maintain confidentiality of all such reports, and not disclose details to any person.

1. Governance and Administration



MISCONDUCT REPORT FORM (MRF)

PERSON COMPLETING THE MRF	
Whistle-blower Name	
Confidential contact details	
Date of Report	
Has the Misconduct been reported in any other by you or, to your knowledge by any other person?	Yes/No/Uncertain (please circle)
Identity of person/s engaged in Misconduct	
Location of Misconduct	
Describe in as much detail as possible the facts, circumstances and events of the Misconduct <i>(Attach additional pages if required)</i>	

RECEIPT OF MRF	
Signature	
Name	
Position	
Date	

Notes:

1. This form can be anonymously completed and the Whistle-blower can choose not to reveal their identity.
2. Unless express consent is given, the person to whom the disclosure is made cannot reveal the Whistle-blower's identity to any other party, except in relation to the Corporations Act or the ASIC Act, in which case the information may be disclosed ASIC, APRA or the Federal Police, or otherwise to the extent allowed by law.

1. Governance and Administration

1.12 C-1AACE0012 – Appointment of Acting CEO

Previous Policy Number - 9.10

PART A - Policy

Objective

To provide for the proper appointment of an Acting Chief Executive Officer during limited periods of absence of the Chief Executive Officer (CEO) in accordance with the requirements of the *Local Government Act 1995* (Act).

Policy Statement

During all periods of absence of the Chief Executive Officer of up to 30 days duration, the Chief Executive Officer will nominate a person who holds a position of Senior Employee of the Shire of Dandaragan, as defined in Section 5.37 of the Act, all of whom the Council is satisfied are suitably qualified to act as Chief Executive Officer.

In the event that no other Senior Employee has been selected, then the Executive Manager Corporate and Community Services is deemed to be the Acting Chief Executive Officer.

In instances where an appointment is required for a period exceeding 30 days, then that proposed appointment must be presented to Council for determination prior to the appointment taking effect.

1. Governance and Administration

1.13 C-1MSCP013 – Meeting Structure & Community Participation

Previous Policy Number – 1.11

PART A - Policy

Objective

The objective of this Policy is to provide a framework and clear guidance for the Council's decision making process and community participation.

Policy Statement

The Council is committed to being open, transparent and accountable in meeting its community obligation of providing good governance to the Shire of Dandaragan community.

The Council values and encourages the participation of the community in its decision making process and to meet this objective it has adopted a meeting structure comprising:

- (i) Ordinary Council Meetings;
- (ii) Public Forum; and
- (iii) Audit Committee

Whilst most Council Meetings and Forums are held at the main administration centre, a number are held at other centres within the district. The Public Forum is held at the conclusion of the Ordinary Council Meeting.

All of these meetings, except the Audit Committee, are open to the public and provide opportunities for community participation.

1. Governance and Administration

PART B - Management Procedures

Definitions

Nil.

Detail

1. Ordinary Council Meeting (OCM)

Detailed information relating to the following matters with respect to the conduct of OCM's is contained in every meeting Agenda:

- (i) Closing of meetings for confidential business;
- (ii) Public Question Time;
- (iii) Financial Interests;
- (iv) Agenda content and availability; and

This information is subject to change by Council, as required.

2. Public Forums

At the conclusion of each Council meeting a Public Forum will be conducted to encourage community comment on decisions and future issues. The Public Forum will be conducted as follows:

- (i) it does not form part of the official Council meeting;
- (ii) discussion will be conducted in an orderly manner and comments and statements directed through the Presiding Member;
- (iii) no minutes will be taken;
- (iv) no action or resolution will result from the forum;
- (v) should any participant wish to take further action regarding a matter raised at the Public Forum then it is a requirement that the request be put in writing in order that it may be dealt with through the normal meeting procedure; and
- (vi) all debate and discussion is provided in good faith and to the best of the ability and immediate knowledge of the members and staff present.

3. Audit Committee Meetings

Whilst Audit Committee Meetings are not open to the public, it's minutes and decisions are considered by Council and members of the public can ask questions and Audit Committee matters at the relevant Ordinary Council Meeting.

1. Governance and Administration

1.14 C-1CH014 Complaints Handling

Previous Policy Number – 1.3

PART A - Policy

Objective

To establish an effective complaints handling system that will provide the framework and basis for all complaints to be resolved in a fair, efficient and structured manner

Policy Statement

The Council and the Shire of Dandaragan have a statutory obligation to carry out their functions in a fair, impartial, transparent, responsive and efficient manner for the benefit of all residents.

The Council and the Shire of Dandaragan recognises that its residents have a right to expect that these principles will underpin its decisions and delivery of excellent customer service.

When residents believe that their expectations have not been met, they have the right to expect that the Shire will deal with their concerns in a professional, respectful, satisfactory and timely manner.

The Shire welcomes complaints with respect to customer service as a form of feedback, and will use this feedback to:

- provide opportunities for system and process improvement;
- provide equitable redress to customers for poor service and processes;
- provide an opportunity to actively resolve service complaints and reduce the incidence of recurring complaints.

Residents submitting a complaint to the Shire can expect that:

- officers will regularly provide updates on the progress of the complaint and the expected timeframes for resolution;
- they are provided with information on the Shire's complaints handling process;
- they will be treated with tact, courtesy and fairness at all times; and
- appropriate confidentiality of the complaint will be maintained upon request.

Definition of a Complaint

A 'Complaint' is an expression of dissatisfaction with the standard of service, action or lack of, by the Council or Shire staff, affecting an individual person or group of people. Issues the Shire will not consider as complaints under this Policy are:

- a request for Shire services.
- a request for information or explanation of policies or procedures or decisions of Council.

1. Governance and Administration

- reports of damaged or faulty infrastructure (e.g.: damaged footpath, potholes in the road)
- reports of hazards (e.g.: fallen tree branch).
- reports concerning neighbours or neighbouring property (e.g.: noise or unauthorised building works). Including disputes between property owners.
- the lodging of an appeal in accordance with procedure or policy.
- issues relating to Statutory Functions with respect to Planning, Building, Health or Ranger Services.
- excludes issues relating to debt collection matters

The Shire also will not consider or investigate as complaints issues that are over two years old [this accords with the time limit for general prosecutions of issues under the *Local Government Act 1995*].

In the context of this policy, complaints involving the behaviour of Employees and Elected Members is excluded. These matters will be handled under the Shire's Code of Conduct.

1. Governance and Administration

PART B - Management Procedures

Purpose

To ensure that the Shire has an effective complaints handling system incorporating guidelines for dealing with complaints submitted or referred to the Shire concerning the performance of its statutory obligations and the level or quality of services provided. See the Definitions – Complaint section for what does and does not constitute a complaint for the purposes of this procedure.

This procedure also includes the process for internal review of the Shire's complaints handling that will provide the framework and basis for all complaints to be resolved in a fair, efficient, impartial, transparent, responsive and structured manner for the benefit of residents.

Definitions

Complaint

A complaint is an expression of dissatisfaction with the standard of service, action or lack of, by the Shire or its staff, affecting an individual person or group of people. A valid complaint is one where the Council or Shire may appear to have failed to respond appropriately to a request for a decision, service or a report

For the purposes of the Policy and this Procedure, a complaint does not include:

- a request for Shire services.
- a request for information or explanation of policies or procedures or decisions of Council.
- reports of damaged or faulty infrastructure (e.g.: damaged footpath, potholes in the road).
- reports of hazards (e.g.: fallen tree branch).
- reports concerning neighbours or neighbouring property (e.g.: noise or unauthorised building works). Including disputes between property owners.
- the lodging of an appeal in accordance with procedure or policy.
- issues relating to Statutory Functions with respect to Planning, Building, Health or Ranger Services.
- excludes issues relating to debt collection matters

[An anonymous complaint will be handled as provided in the "Complaint types and subsequent actions" section of this Procedure].

Shire Officials / Delegates of Council

Shire officials include elected members, staff and delegates of Council. A delegate of Council is a person or body to whom a function of Council is delegated, such as staff, elected members, community representatives, volunteers, consultants and contractors.

Malicious complaint

A complaint made for the purpose of hurting another person (their career, their reputation or their livelihood).

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Vexatious complaint

Complaints that are not supported by any evidence and there is other evidence to suggest that the complaint was made primarily for the purpose of causing annoyance or obstruction of process.

Detail

Principles for handling complaints

- Complaints should be resolved in a timely and cost effective manner and, where possible, without recourse to legal action.
- Staff should seek to resolve difficulties, disagreements or disputes by discussion, negotiation, mediation or conciliation wherever possible.
- Complainants have the following rights:
 - Only directly involved parties can lodge a service complaint
 - The Shire should inform members of the public that they have the right to lodge a complaint if they are unsatisfied with a particular action, decision or service.
 - Any complaint lodged will be assessed and investigated in a timely manner.
 - The person who lodges the complaint has the right for their privacy to be maintained, if requested.
 - Complainants will not be subjected to any form of prejudice, harassment or reprisal.

Lodging and processing of complaints

Complaints may be lodged with the Shire in the following ways:

- In writing including by facsimile, email or other electronic means or by completing a Complaint/Feedback Form (Attachment 1) available at any of the Shire's public service counters.
- Verbally, where requested by the complainant for any reason that would prevent the person from making a written complaint. Shire staff who receive a verbal complaint are to produce a written version for internal use.

Complaints must include the name, address and contact number of the complainant and a brief description of the problem.

Where staff are subjected to anti-social or aggressive/threatening behaviour by a group or individual, they are to call the police in the first instance.

Upon receipt of an initial complaint, Shire staff will:

1. Ensure that the complaint is provided to Records Staff for registration as a Customer Complaint in InfoXpert;
2. Endeavour to resolve issues that are the subject of complaints at the first point of contact;

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3. Refer the complaint to the appropriate staff member/department should the complaint relate to a different work area of the Shire;

Referral of Compliant for Investigation

Upon receipt of a referred complaint, the responsible officer is to:

1. Provide acknowledgement to the complainant within five (5) working days following receipt of the complaint, and continue to ensure the complainant is kept informed of the progress regarding investigation and resolution of the complaint;
2. Record any actions taken, any communication (verbal or written) and the resolution in the Shire's Complaints Database in Synergy;
3. Ensure, wherever possible, all complaints are resolved within fourteen (14) working days from the date of lodgement of the complaint, and provide written advice to the complainant as to the outcome of investigations. Should there be a requirement for extra time to resolve the complaint, advice is to be provided to the complainant, including an expected completion date;
4. The complainant is to be advised of the outcome of the investigation of the complaint and where appropriate, an offer of redress will be made and the complainant will be advised of any measures taken to minimise the chances of the issue(s) underlying the complaint occurring again;
5. In instances where complaints are of a more serious nature, are not satisfactorily resolved or require investigation across a number of work or service areas, the complaint should be referred to the relevant Executive Manager or the CEO to investigate and resolve;
6. Delegates of Council who are conducting works on behalf of the Shire are required to report directly to their supervisor any complaints received by them regarding any aspects of the Shire's operations or their work. The delegate's supervisor will address issues pertaining to the complaint. Should the supervisor fail to resolve the complaint, it should be referred to the Service Area's Executive Manager/Manager for further review if appropriate.

Recording of Complaints

All complaints received by the Shire will be recorded in the Shire's Records Management System, InfoXpert as a 'complaint'. The relevant Executive Manager is to be advised of the complaint and who it has been referred to for action.

Staff must distinguish between a complaint and a request for service. Where a resident is requesting a service and there is no prior indication of failure to provide that service to the resident, the request will be recorded in the 'Works Requests' Database in InfoXpert as a standard service request.

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Complaint types and subsequent actions

Planning, Building, Health and Ranger Services – Statutory Functions

Complaints relating to Statutory Functions with respect to Planning, Building, Health and Rangers will not be investigated under the Policy or this Procedure, although the general principles for the handling of complaints in this Procedure will be applied.

Anonymous complaints and confidentiality

Anonymous complaints will not be pursued unless they can be independently corroborated as the Shire cannot determine the validity and nature of the complaint nor seek additional information to investigate the complaint when the source is unknown. Independently corroborated, for this procedure's definition, means either:

- Complaints from non-anonymous complainants on similar subjects, or the same staff member.
- An easily investigated method of corroboration. Eg, a check of records for notes from a meeting, a diary entry for access of a property, a photo from a parking infringement.

Where an anonymous complaint has been independently corroborated, such cases will be dealt with in a similar manner to complaints where the complainant has been identified, except where there is a statutory requirement for identification of the complainant.

The Shire encourages complainants to provide personal or business contact information when lodging complaints, however where a complainant requests their identity and complaint details remain confidential; the Shire will ensure that disclosure of any personal information to third parties is not made.

Malicious, Frivolous and Vexatious complaints

All complaints received by the Shire will be investigated as a serious matter. However, if following investigation, a complaint is found to be malicious, frivolous or vexatious, a recommendation will be made to the Chief Executive Officer (CEO) that no further action is to be taken regarding the complaint.

Following the recommendation, the complainant will be informed in writing of the decision.

The Shire may, at its discretion, seek legal advice with respect to implications of the suspected vexatious or malicious complaints.

Persistent complainants

In some instances, the Shire will encounter complainants who are persistent and write repeatedly to the point that resources are unreasonably diverted. Where complaints are about the same or similar issue(s) and the Shire has addressed or dismissed the issue(s) as being without substance, then an administrative control may be put in place to limit responses to future complaints.

Under these circumstances, details of the number and nature of complaints will be provided to the Executive Management Team who may make a recommendation to the CEO that further

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correspondence and/or telephone contact is to be restricted. The CEO will consider all facts and issues of the individual case prior to acting on any recommendation(s). If a decision is made to endorse the recommendation, the CEO will write to the complainant explaining the Shire's intention not to acknowledge or respond to further correspondence on the matter(s) unless new information is provided that warrants action. The complainant will be advised that future written material will be filed.

With respect to telephone calls, the complainant may be told that their calls will only be taken during restricted times and then only by a specific officer; or that no future phone calls will be accepted or interviews granted about the same matter.

Difficult Complainants

In cases where a complainant's behaviour is aggressive or threatening, or where the complainant:

- is consistently rude, abusive or makes threats to staff or third parties using Shire services or on Shire premises; or
- causes damage to Shire property or threatens physical harm to staff or third parties.

Staff should contact the CEO, and report the details of the complaints behaviour to their Manager and HR. A report, supported with any witness statements where available, should be prepared by the Executive Managers Team and the CEO to determine whether the complaint should be reported to the WA police, and to decide whether the complainant's access to the Shire premises is to be restricted.

The CEO will consider all the facts and issues of each case and may notify the complainant that they are not permitted to enter the Shire buildings for a period of time, that no phone calls will be accepted and that they may only correspond with Shire in writing.

The CEO will notify the complainant in writing of the nature and the duration of restrictions placed upon them and if a report to the WA Police has been lodged.

Where a complainant has been provided with a notice of restriction, and that person attempts to enter Shire premises, staff are advised to call the police, as the police have the authority to remove them.

Complaints that will not be investigated

This procedure primarily relates to circumstances where there is no statutory authority covering the resolution of a complaint. It focuses on complaints about Shire decisions or service delivery which is distinct from matters such as the reporting of corruption or misconduct of elected members and staff.

The Shire may determine that a complaint will not be investigated where that complaint:

- is considered frivolous, vexatious or not made in good faith or concerns trivial matters;
- involves a matter where an adequate remedy or right of appeal already exists, whether or not the complainant uses the remedy or right of appeal;
- where a matter is subject to an existing mediation process;
- relates to a decision made by a meeting of Council;

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- relates to conduct before a court, coroner or tribunal;
- relates to a matter under investigation by the Minister for Local Government, Heritage, Culture and The Arts, Corruption and Crime Commission, the WA Ombudsman's office, a Minister of the Crown or Government Department or the WA Police Service;
- relates to the appointment or dismissal of an employee or an industrial or disciplinary issue;
- relates to a decision, recommendation, act or omission which is more than one year old;
- relates to a matter awaiting determination by the Council;
- relates to actions or conduct of private individuals;
- involves a matter where the complainant declines or refuses to provide further information and/or there are threats made against the Shire and/or its staff.

The Shire also will not consider or investigate as complaints, issues that are over two years old [this accords with the time limit for general prosecutions of issues under the *Local Government Act 1995*].

In the context of the Policy and these Procedures, complaints involving the behaviour of Employees and Elected Members is excluded. These matters will be handled under the Shire's Code of Conduct.

If the Shire decides not to investigate a complaint, the complainant will be advised of the reason for the decision.

Review Process

In instances where complaints have not been actioned or resolved in accordance with the above processes, or the outcome is regarded as unsatisfactory to the complainant, the following is to occur:

1. the complaint is to be referred to the relevant Executive Management Team who will investigate the matter and review the action and steps taken to resolve the complaint;
2. the relevant Executive Manager will provide a report will to the CEO detailing the history of the complaint and the actions taken to resolve the issue(s);
3. the CEO will determine the appropriate resolution of the outstanding complaint and the review of the service complaint handling process;
4. should the CEO require an independent review of a complaint this will be carried out by the Executive Manager Corporate and Community Services. In circumstances where these internal processes are unable to resolve a complaint or satisfy the complainant, the Shire will refer the complainant to an appropriate external agency for review.

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Referral of Complaint to another Authority

A complainant may at any time they are not satisfied with the Shire's handling of their complaint be advised that they can refer it to another appropriate Authority for consideration.

These include the Department of Local Government, Heritage, Culture and The Arts, the WA Ombudsman or the Corruption and Crime Commission.

Reporting

On a quarterly basis the Executive Secretary will provide a report to the CEO outlining complaints received for the previous quarter and subsequent follow-up and departmental action.

- Reports will provide the following information on each complaint:
- The issue at the centre of the complaint;
- The outcome of investigations in each instance;
- Action taken to address the complainant's issue(s);
- Time taken to address the complainant's issue(s);
- Feedback from the complainant, where possible, as to satisfactory resolution of the complaint or otherwise;
- Referral of the complaint to an external agency;
- Recommendations or actions taken to improve service.

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1.15 C-1EME015 Elected Members Entitlements

Previous Policy Numbers – 1.5, 1.7, 1.8 & 1.9

PART A - Policy

Objective

The Shire of Dandaragan's Elected Members are required to carry out certain functions and responsibilities under the *Local Government Act 1995* (the Act). In order to assist in the facilitation of their roles there are entitlements that they must/or may be provided with in order to be effective in their role.

This objective of this policy is to provide a clear outline and guidance for the support and payment of all entitlements, including meeting/attendance fees, allowances, and conference and training expenses to elected members.

Policy Statement

In recognition of the complexity and demands on Elected Members in undertaking their role, the Shire of Dandaragan is committed to ensuring adequate funding is included in the Annual Budget so that elected members are provided with appropriate facilities, equipment, material and information to support them in performing their duties of office and to enable attendance at Conferences or Professional Development training that has relevance to that role.

This policy has been prepared to conform with the provisions relevant to elected member entitlements under the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*

Legislative Provisions

Sections 5.98, 5.98A, 5.99, 5.99A and 5.100A of the *Local Government Act 1995* provides that a Local Government is to pay certain fees and allowances and may reimburse expenses.

Regulations 30, 31, 32 and 34AC of the *Local Government (Administration) Regulations 1996* prescribe the level and circumstances of the payment or reimbursement of fees, allowances and expenses.

Policy Content

Part	Title
1.	Payment of Fees and Allowances
2.	Access to Shire Buildings, Administrative Support and Technology
3.	Attendance at Conferences and Training within Australia
4.	Reimbursement of Expenses

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PART 1

3. Payment of Fees and Allowances

3.1 Objective

To detail the amount of fees and allowances to be paid to Elected Members and the conditions under which those fees and allowances shall be paid.

3.2 Annual Meeting Attendance Fees in lieu of Council Meeting and Committee Meeting Attendance Fees:

(a) In lieu of paying the President and Councillors a meeting attendance fee for each prescribed meeting, the Shire will pay an amount within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid annually for Meeting Attendance Fees for the President and Councillors. The amount to be paid will be set by Council as part of the adoption of the Annual Budget.

(b) Payments will be made quarterly in advance on a pro-rata basis throughout the annual period.

3.3 Annual Local Government Allowances — President and Deputy President:

(a) The Shire will pay an Annual Local Government Allowance within the range set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to the President and Deputy President. The amount to be paid will be set by Council as part of the adoption of the Annual Budget

(b) Payments will be made quarterly in advance on a pro-rata basis throughout the annual period.

3.4 Annual Allowance for ICT Expenses

(a) The Shire will pay all Elected Members the maximum Annual Allowance for ICT expenses as set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time that may be paid to Elected Members.

ICT expenses means –

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996* (Regulations); or
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service

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provider fees) and that are a kind of expense prescribed by regulation 32(1) of the Regulations.

- (b) Payments will be made monthly in advance on a pro-rata basis throughout the annual period.

3.5 Annual Allowance for Travel and Accommodation Expense

In lieu of Annual Allowance for Travel and Accommodation expenses, the Shire will reimburse Elected Members the costs incurred in accordance with clause 32 of the Regulations (*see clause 4.4 of this policy for full details*).

Travel and Accommodation expenses means –

- (a) travel costs, as prescribed by regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996* (Regulations); or
- (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the Regulations.

3.6 Conditions of Payment

- (a) All allowances and fees shall be paid automatically into a nominated bank account unless an Elected Member has advised the Chief Executive Officer (CEO), in writing, that he/she does not want to claim any or part of those fees and allowances.
- (b) If an Elected Member advises that he/she does not want all or part of the fees and allowances to which he/she is entitled, any subsequent request for full or additional payment will not be back-paid but accrue from the date of the CEO receiving such a request.

3.7 Claims in Excess of Annual Allowances

Any claims by Elected Members for expenses incurred over the maximum Annual Allowance for ICT or Travel are to be submitted on the form provided for the purpose. Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit plus the additional amounts claimed. Where an Elected Member reaches the limit, all claims for reimbursement shall be referred to Council for approval.

3.8 Taxation Implications

The taxation liability arising from these payments is the individual responsibility of each Elected Member.

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PART 2

4. Access to Shire Administration Centre, Administration Support and Equipment

4.1 Shire President's Office

The Shire President will have access to a suitable office within the Administration Centre allocated by the CEO.

The Shire President will have access to secretarial support including management of diary and emails, photocopying, drafting official Shire business related responses and for following up on outstanding matters with the CEO.

4.2 Function Area

A Function Area and bar are available to all elected members for use in hosting guests or holding Shire related meetings. The Elected Members should advise the CEO by email that a meeting room is required so the room can be booked.

4.3 Administration Support

Elected Members will have access to:-

- (a) Conference/meeting rooms within the Administration Centre.
- (b) Limited photocopying, printing, facsimile, internet and telephone facilities within the Administration Centre.
- (c) Secretarial support as resources allow including limited word processing, photocopying, and postage is available upon request to the CEO.

4.4 Information, communication and technology (ICT) equipment & Use

The following equipment will be issued to Elected Members over and above the annual ICT Allowance detailed in Item 1.4:

- A laptop or equivalent technology

Conditions

- (i) This equipment will be new and replaced in accordance with the Shire's replacement program (normally once every three (3) years).
- (ii) Any damage and loss of the equipment during that time is the responsibility of the Elected Member to repair and fund.
- (iii) The equipment is strictly to be used for Shire purposes only including, researching Council related matters, Shire approved social media, Shire related pictures or filming, receiving and despatching email correspondence, diary requests and Council meeting agendas.
- (iv) Any issue relating to the equipment that requires technical support will only be provided if the issue relates to the usage types listed in 2.4 (iii).

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- (v) The CEO, if requested, may provide assistance to Elected Members with user training and support.
- (vi) All information on Shire issued equipment is subject to Freedom of Information requests.
- (vii) A Councillor email address will be created in the form of Councillor.Name@dandaragan.wa.gov.au. The President will be provided with a specific email address of president@dandaragan.wa.gov.au.
- (viii) All emails received and sent through the Councillor.Name@dandaragan.wa.gov.au or president email accounts are captured in the Shire's Email Archive System.
- (ix) Any costs associated with upgrades or additional requirements over and above the standard equipment being offered should be met by the Elected Member.

4.5 Shire Office Access

The Shire Administration Office is protected by a coded security system.

To protect the integrity of the Administration Operations, access by Elected Members is by arrangement through the CEO's Office.

Elected members are not permitted to request staff to provide them with access into the Administration Centre and meetings with staff should be pre-booked through the CEO Office and held in an appropriate meeting room. This provision does not preclude staff arranging and booking meetings with elected members.

4.6 Documentation

The following documentation will be issued to Elected Members in electronic form or printed form:-

- *Local Government Act 1995*
- *Code of Conduct*
- *Councillor Manual – "The Complete Guide to the Local Government Act 1995"*
- *Induction Manual*
- *Local Planning Scheme No.7 all associated planning strategies and documentation*
- *Annual Budget*
- *Integrated Planning and Reporting (IPR) documentation*
- *Policy Manual and Delegations Register*
- *Information Technology Service Agreement for Elected Members*
- *Shire and Town maps*

The following documentation will be provided on request:-

- Western Australian Local Government Directory
- Annual Report (most recent edition)

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- Councillor delegates list
- Councillor meeting dates & venues (most recent edition)
- Councillor Request Forms
- List of Councillors addresses
- Local Laws
- Member's Expense Claim
- Organisational chart
- Community Centre Information

Access to Information

Section 5.92 of the Local Government Act 1995, provides:-

A person who is a council member or a committee member can have access to any information held by the local government that is relevant to the performance by the person of any of his or her functions under this Act or under any other written law.

4.7 Other Items

The following items will be issued to Elected Members:

- Name badge
- Business cards
- Shire satchel

4.8 Gifts and Donations

From time to time Elected Members may wish to provide stakeholders or community organisations and members with gifts or donations for various reasons. Any request for a gift or donation must be submitted to the CEO in writing stating the purpose of the gift or donation and provide justification as to why the gift or donation is warranted.

The CEO is responsible for approving any such requests for gifts or donations within budget limits permitting and reasonable justification being provided.

4.9 Election Campaigns Excluded

All Shire resources, equipment and facilities subject of this Policy are provided on the absolute understanding that they will not be used for any election purposes.

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PART 3

5. Attendance at Conferences, Study Tours, Community Consultation and Training

5.1 Objective

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the Shire.

To further develop Councillors awareness of undertakings by other Local Authorities and to improve their knowledge by way of networking, visiting surroundings districts and consulting with the wider Dandaragan community and to ensure they are not financially disadvantaged in doing so.

5.2 Statement

The role of an Elected Member is complex and demanding and the Shire supports and encourages Elected Members to attend appropriate Conferences, Study Tours and Training to enable them to be more informed and better able to fulfil their duties of Office.

5.3 Conferences and Training that May be Attended

The Conferences and Training to which this Policy applies shall generally be limited to the following:

- West Australian Local Government Association and Australian Local Government Association conferences.
- Special 'one off' conferences called for or sponsored by the West Australian Local Government Association and/or Australian Local Government Association on important issues.
- Annual conferences of the major professions in local government and other institutions of relevance to local government activities such as SEGRA or Australian Coastal Society.
- West Australian Local Government Association's or relevant provider's Councillor Induction Program.
- West Australian Local Government Association Elected Member Training and Development.
- Training relating to the role of Elected Members.
- Other local government-specific training courses, workshops and forums, relating to such things as understanding the roles/responsibilities of Elected Members, meeting procedures, etc.

5.4 Approval

The CEO is authorised to approve all requests for each Elected Member per annum to attend any locally provided Conference or Training within the categories outlined at clause 3.3 providing it is within the funds allocated in the Annual Budget.

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All overseas and interstate requests will require Council approval.

5.5 Study Tours

A study tour is designed to enable Elected Members (and staff) to travel intrastate, interstate and/or overseas to research and study specific issues fronting Council

Wherever possible, details of study tours are to be arranged in advance so that suitable provision can be made in each year's budget. When no details of study tours have been arranged, or arrangements are incomplete, an appropriate amount may be included in the budget to cover the cost of an annual study tour.

The CEO in consultation with the Shire President may approve attendance at study tours subject to budget and in accordance with the following guidelines:-

- The maximum attendance at any study tour is to be two Elected Members (and two staff).
- Attendance at a study tour shall only take place where there are appropriate funds provided in the annual budget
- A detailed report including recommendations on each study tour is to be submitted to Council

In addition to these ad hoc study tours, the Shire will aim to undertake a best practice tour every second year to visit another local government in Western Australia to share knowledge and ascertain solutions to contemporary local issues. This best practice tour available to all elected members will alternate with attendance with the West Australian Local Government Association's annual conference.

5.6 Special Provision

To provide an opportunity to network with Federal Ministers, Members of Parliament and/or Senior Departmental Officers on issues affecting this Council, the Shire President (and the Chief Executive Officer) may attend an appropriate interstate conference that may incorporate a visit to Canberra.

5.7 Booking Arrangements

Registration, travel and accommodation for Elected Members will be arranged through the Council Secretary. In general, all costs including airfares, registration fees, and accommodation will be paid direct by the Shire.

5.8 Travel Insurance

The Shire's Travel Insurance Policy provides indemnification any personal loss an Elected Member may experience when travelling on Shire related business. The Elected Members must immediately upon return provide details of the loss to the CEO and complete an insurance claim form.

The following items are covered under the policy:

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Personal Accident & Sickness	Rental Vehicle Excess
Overseas Medical & Evacuation	Kidnap, Ransom, Extortion, Hijack & Detention
Chubb Response 24/7	Personal Liability & Identity Theft
Loss of Deposits, Cancellation & Curtailment	Alternative Employee or Resumption of Assignment
Luggage, Money & Portable Electronic Equipment	Missed Transport Connection & Overbooked Flights
Extraterritorial Workers' Compensation (ETWC)	Political Unrest & Natural Disaster Evacuation
Political Unrest & Natural Disaster Evacuation	Lifestyle Protection Benefits

5.9 Support Activities

The Shire will pay all costs for Elected Members that are charged by organisers for support activities, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the conference and training event.

5.10 Accommodation

The Shire will pay reasonable accommodation costs for Elected Members including the night before and/or after the Conference and Training event where this is necessary because of travel and/or the Conference and Training event timetables which make it unreasonable to arrive at or return home in normal working hours.

Accommodation shall normally be booked at or within walking distance to the Conference and Training venue based on a best value for money approach.

5.11 Mode and Class of Travel

Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the Conference and Training venue. All reasonable travel costs for Elected Members to and from the venue/accommodation will be met by the Shire.

Where air travel is involved, approval to attend should ideally be sought two months prior to departure to facilitate booking arrangements. All air travel must be **economy class**, any upgrades to other classes must be paid by the elected member

If accommodation is at the Conference or Training venue, or in close proximity, taxis should be used for reasonable travel requirements. Where necessary, a hire car may be arranged for the conduct of Council business. Costs of taxi fares, vehicle hire and parking, which are reasonable, required and incurred in attending Conferences and Training, will be reimbursed by the Shire.

Taxi vouchers can be requested for use by Elected Members through the office of the CEO prior to departure.

Where, in particular circumstances, Elected Members desire to travel interstate or

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intrastate by private motor vehicle, they will be reimbursed for vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by air.

5.12 Extent of Expenses to be reimbursed

(a) An Elected Member attending a Conference and Training event is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:

- meals and refreshments for the Elected Member (that are not covered by the conference and Training registration costs);
- dry-cleaning and laundry expenses; and
- reasonable telephone, internet and facsimile charges.

(b) Elected Members will generally not be reimbursed for the cost of meals or refreshments for other people. The main exception is where it is indicated that the meal or refreshment provided to another person is in response to a meal or refreshments previously received.

(c) Expenses will generally be reimbursed from the time an Elected Member leaves home to attend an event to the time the Elected Member returns home. Should an Elected Member extend a visit by leaving prior to the time necessary to arrive for the event or return after the time at which the Elected Member could have returned following the event, reimbursements will be paid:

- for the days of the Conference and Training event only; and
- for the cost of travel to and from the airport to the accommodation to be used for the Conference and Training.

(d) Where a visit is extended, as discussed in paragraph (c), an Elected Member may stay for the period of the extension in different accommodation to that used for the attendance at the Conference and Training event. In such situations, the reimbursement of taxi fares will be to the estimated cost of travel between the Conference and Training event's accommodation and the airport.

The Elected Member will be required to pay any greater amount.

(e) Where an Elected Member attends two Conference and Training events and there is a gap of no more than three days between the conclusion of the first event and the start of the second event, the Elected Member shall be entitled to reasonable accommodation expenses and the reimbursement of 'normally accepted' living costs during that 'gap' period. If the gap is greater than two days, only two days reimbursement can be claimed.

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5.13 Payment of Expense Reimbursements

The extent to which an Elected Member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the Regulations is set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time.

Nothing prevents an Elected Member from being reimbursed for any reasonable expense incurred whilst attending conferences or training where an Elected Member produces receipts or other sufficient information for the total cost to support their claim.

Reasonable expense may include but are not limited to:

- Meals and drinks for the elected member only
- Transport travel – taxi, Uber or public transport.
- Entry fees

5.14 Cash Advances

The Shire does not pay cash advances to elected members.

5.15 Elected Member/Delegate Accompanying Person

Where an Elected Member is accompanied at a Conference and Training event, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/ accompanying person and not by the Shire.

The exception to the above being the cost of attending any official Conference and Training event dinner where partners would normally attend.

An accompanying person's registration, or accompanying person's program fee, is to be paid to the conference organiser, at time of registration. The Shire will administer the registration and payment process for the accompanying person if the relevant forms and payment are made to the Shire in advance for the accompanying person.

Where the Shire meets an account containing any expenditure or cost incurred on behalf of an accompanying person attending, such expenditure must be repaid to the Shire by the elected Member/accompanying person within 30 days of being invoiced for such expenditure following the conclusion of the Conference and Training event.

5.16 Guidelines for Conference and Training Attendance

Generally, no more than two Elected Members may attend a particular Conference or Training event outside Western Australia at the same time. The CEO or Council may, however, approve attendance by more than two Elected Members if a particular purpose or need arises.

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5.17 Attendance at Overseas Conferences

An Elected Member may, with Council approval, attend an overseas conference. The Council approval must include a specific Council resolution indicating that the conference attendance will be of benefit to the Shire and the Elected Member and detailing any conditions that may apply.

5.18 Report

Upon return from any Conference and Training event as detailed within this policy, where registration and other associated costs are met by the Shire of Dandaragan, the attending Elected Member is required to provide a written or verbal report on their attendance and the benefits to them and the Shire, at the next available Council forum or Council meeting.

1. Governance and Administration

PART 4

6. A Reimbursement of Expenses

6.1 Objective

To provide for the reimbursement of expenses necessarily incurred by Elected Members while performing their duties so that no Elected Member should be unreasonably disadvantaged financially due to meeting the requirements of their office.

6.2 Cost of Attending Functions

The Shire will pay for the registration cost or ticket cost for the elected members, plus his or her partner, attending any breakfast, dinner or similar function where invited, provided such function does not fall into the category of a Conference and Training event or is not for an election purposes.

6.3 Child Care:

In accordance with Regulation 31 of the *Local Government (Administration) Regulations 1996*, child care costs will be paid at the rate set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time for an Elected Member's attendance at a Council Meeting or a meeting of a committee of which he or she is a member and the expense is to be claimed on the form provided.

Where an Elected Member attends any other meeting, reception, citizenship or other Council function, or Council-related activity and incurs child care costs, such costs may be claimed at the rate set by the Salaries and Allowances Tribunal through a determination published in the *Government Gazette* from time to time, provided they are substantiated with details of the date, activity attended, the actual costs incurred and original receipts being provided and attached to the claim form.

Child care costs are applicable for children, either of natural birth or guardianship determined by legal process.

Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

6.4 Travel Expenses

Note: This clause also applies to non-elected members

1. All Elected members and Council appointed delegates (who are not elected members) will be paid the Local Government Officer's Award rate per kilometre for all travelling expenses incurred in attending the following:
 - annual and special and general meetings of electors;
 - officially called civic receptions;
 - visits by Ministers of the Crown to the Council or with it;

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- Council inspection tours;
 - Council authorised meetings with government agencies;
 - other Council called meetings of Councillors and staff;
 - committee meetings;
 - community group meetings or meetings with key stakeholders which in the opinion of the CEO or Shire President require a Council member present, and where prior approval has been provided by the CEO or Shire President.
 - official meetings as delegates of Council;
 - ordinary meetings of Council;
 - official locality inspections; and
 - Council authorised conferences / seminars / professional development courses.
2. Reimbursement of travel expenses *will not be paid* where members of Council attend
- a) social engagements (other Councils' annual dinners, sporting clubs, community groups and other organisations' functions);
 - b) meetings, functions etc where they are not the nominated Council representative; and
 - c) road / locality inspections that have not been convened by a resolution of Council.
3. Where acting as a Council representative, that requires travel outside of the Shire, and travel by motor vehicle is appropriate, travel should be undertaken by Council vehicle where available and appropriate, otherwise private vehicle use is allowed.
4. Costs of vehicle hire, taxi fares and parking which are reasonably required and incurred in attending conferences, seminars, training courses, meetings and functions, will be reimbursed by the Council.
5. Reimbursement of travel expenses are to be paid only on receipt of a formal claim from a member of Council or non-member delegate and are to be calculated on the number of kilometres between the member's principal place of residence or work within the Shire to the venue and return.

Provisions relating to claims for reimbursement of travel costs:-

If a council member lives or works in their own local government district or an adjoining local government district, they may be reimbursed the travel costs from either of those locations. It is not a question of determining which of the residence or workplace locations is the furthest or shortest distance and claiming either the greater or lesser amount. For the claim to be legitimate it must relate to the cost actually incurred so:

- if the council member travelled directly from the workplace to the meeting, then that is the travel cost to be claimed;
- if the council member travelled from the workplace to their home and then to the meeting, they would claim from their place of residence to the meeting; or
- the claim might relate to travel from work to the meeting and then home after the meeting.

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Provision also exists within the regulations for council members who either live or work in a location that is neither in the district nor in an adjoining district. In such cases:

- if the round trip journey is less than 100 km, they may claim the actual costs; or
- if the round trip journey is more than 100 km, they may claim an amount equal to the cost of travelling from the outer boundary of the adjoining district and back to that boundary.

If a council member lives within the district or an adjoining district but works in an outlying area (or vice-versa) it would be possible to claim either:

- on-route from work, from the outer boundary of the adjoining district to the meeting; and
- returning home, from the meeting to the residence; or
- the reverse combination of these.

In all cases, the reimbursement claims must relate to expenses actually incurred. This is clearly a reimbursement, not an allowance. The onus is on the council member to provide sufficient evidence of the expense to satisfy the council (and the auditor).

A suitable claim form will be provided by the Executive Manager Corporate & Community Services upon request.

6.5 Time Limit on Claims and Approval Process

Elected Members requiring reimbursement of expenses in accordance with the provisions of this Policy should submit the appropriate claim form to the CEO, together with supporting documentation, within three (3) calendar months after the month in which the expenses were incurred, and by 30 June of each financial year, in order to facilitate the finalisation of the Shire's annual financial statements. Any claims exceeding the three (3) month timeframe will not be reimbursed

6.6 Allowances and Limits are exclusive of G.S.T

Unless otherwise specified in this Policy, all allowances and limits set out in this Policy are exclusive of GST.

6.7 Supporting Documentation

Documentary evidence is required for all expenses claimed. Original Tax Invoices and receipts are required for audit purposes and to enable G.S.T. to be claimed.

6.8 Other Entitlements

(a) Elected Member Dinners

The Shire will provide a meal for all Council meetings and briefing sessions held in the evening.

(b) Attendance to Staff Christmas Party

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Elected Members are invited to attend the annual staff Christmas party held in late December each year.

(c) Acknowledgement of Service

On retirement, Council will acknowledge the service of Elected Members through the provision of an appropriate gift.

The value of any gift provided to a retiring Elected Member is limited to the prescribed amount set out in Regulation 34AC of the *Local Government (Administration) Regulations 1996*

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2 HUMAN RESOURCES

2.1 C-2SGP01 – Severance/Gratuity Payment

Previous Policy Number – 9.3

PART A - Policy

Objective

The objective of this Policy is to outline the circumstances and manner of assessment upon which the Shire of Dandaragan (Shire) will pay an employee an amount (**severance/gratuity payment**) in addition to any amount to which they are entitled under a contract of employment, award, enterprise bargaining agreement or order by a Court or Tribunal. This policy shall not be considered as a contractual entitlement under the employment relationship.

Policy Statement

The Council and Shire are committed to ensuring legislative obligations are met whilst departing employees are provided with fair and equitable treatment.

Determinations

This policy applies to all employees of the Shire.

Decisions under this policy are to be made –

- (a) by the Council – where the decision involves a severance/gratuity payment to the Chief Executive Officer (CEO); or
- (b) by the CEO – where the decision involves a severance/gratuity payment to any other employee of the Shire

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PART B - Management Procedures

Definitions

Nil.

Detail

The purpose of this procedure is to set down the severance payable to terminating employees for the purpose of Section 5.50(1) of the Local Government Act.

Employees leaving the organization of their own volition for the purposes of retirement or career change will not be paid a severance/gratuity payment except as provided for in this procedure.

1. Circumstances for Payment

The Shire may make a payment in the following circumstances-

- (a) Redundancy- "Redundant" will be taken to mean that the duties of a position will no longer be performed by an employee of the Shire;
- (b) local government boundary changes and amalgamations; and
- (c) to settle such other termination matters (that do not relate to an employee being made redundant) in accordance with clause 5.

2. Exclusions

2.1 A payment will not be made to an employee who-

- (a) is redeployed within the Shire;
- (b) accepts employment with a successful tenderer;
- (c) is dismissed for serious misconduct;
- (d) is employed on either a temporary or casual basis;
- (e) has less than one year's service with the Shire, or
- (f) is classified as a trainee or apprentice or is under probation.

2.2 In addition to the exclusions in clause 4.1, where an employee's position is made redundant as a result of all or part of the functions of that position being undertaken by a contractor, a payment will not be made to the employee but, in this case, the Shire will encourage the contractor to engage the employee.

3. Determination of Payment

3.1 Definition

In the context of a 'payment' to an employee, the term 'weeks pay'-

- (a) means the normal weekly salary or wage payable to the employee including any penalty rates normally paid for ordinary hours but excluding overtime or intermittent payments;
- (b) includes salary or wages specifically sacrificed for additional non-award benefits; and

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- (c) does not include the value of any non-award benefit normally provided for the employee's position (such as a vehicle and where normal use of that vehicle is a non cash component of a salary package, and any over award superannuation provided to employees).

3.2 General Maximum Payment

The maximum payment to an employee under regulation 19A of the *Local Government (Administration) Regulations 1996*, where the employment with the Shire finishes after 1 January 2010, is not to exceed in total –

- (a) the value of the persons final annual remuneration, if the person –
- a. accepts, voluntary severance by resigning as an employee; and
 - b. Is not a CEO or a senior employee whose employment is governed by a written contract in accordance with section 5.39;

or

- (b) In all other cases, \$5,000.

3.3 Gratuity Payment

An employee may be entitled to a gratuity payment as outlined within this policy based on the completed years of service when an employee's services are ceasing with the Shire for any of the reasons identified below:

- resignation (not as a result of any performance management or investigation being conducted by the Shire);
- retirement; or
- redundancy.

An employee, who has been dismissed by the Shire for any reason other than redundancy, will not be eligible to receive any gratuity payment under this policy.

The annual budget will include an allocation sufficient to facilitate payments and the CEO is authorised to make such payments, in accordance with this policy.

Number of years' service	Amount of Gratuity
Continuous service greater than 2 years and up to 5 years	A Statement of Service and a gift, or contribution towards a gift, to the value of \$100.
Continuous service greater than 5 years and up to 10 years	Certificate of Appreciation and a gift to the value of \$200. Items to be presented to the employee by the CEO, or nominated representative at a function to be determined by the CEO.
10 to a maximum of 15 years continuous service	A gift to the value of \$30 per year of continuous service up to a maximum of \$500.

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Number of years' service	Amount of Gratuity
	Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the CEO.
15 to a maximum of 20 years continuous service	A gift to the value of \$50 per year of continuous service up to a maximum of \$1,000. Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the CEO.
Above 20 years' service	A gift to the value of \$70 per year of continuous service up to a maximum of \$5,000. Items are to be presented to the employee by the President or nominated representative, at a function to be determined by the CEO.

3.4 Settlement and other terminations

For the purpose of determining the amount of a payment in respect of a settling a matter under clause 4 (c), the CEO may take into account –

- (a) the advice of an industrial advocate or legal practitioner on the strength of the cases of the respective parties in any litigation or claim in an industrial tribunal;
- (b) the costs of any industrial advocate or legal advice and support;
- (c) the general costs associated with the hearing including witness fees, travel costs and accommodation charges; and
- (d) the disruption to operations.

3.5 Recognition of Service

The Shire will recognise long serving employees with more than 10 years of service during their employment.

In order to recognise long serving employees, the Human Resources Coordinator will advise as to which employees have attained, or will attain, 10, 15, 20, 25, 30, 35 or 40 plus years' service with the Shire at the commencement of each calendar year.

Each employee listed shall receive a letter from the CEO acknowledging their length of service along with the following:

Number of years' service	Recognition of length of service
10 years continuous service	Gift to the value of \$250, certificate and award presented at a function attended by Council, staff and employee's guests
15 years continuous service	Certificate and small gift to the value of \$50 presented at a morning or afternoon tea

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Number of years' service	Recognition of length of service
20 years continuous service	Gift to the value of \$500, certificate and award presented at a function attended by Council, staff and employee's guests
25 years continuous service	Certificate and small gift to the value of \$100 presented at a morning or afternoon tea
30 years continuous service	Gift to the value of \$1,000, certificate and award presented at a function attended by Council, staff and employee's guests
35 years continuous service	Certificate and small gift to the value of \$150 presented at a morning or afternoon tea
40 years continuous service	Gift to the value of \$2,000, certificate and award presented at a function attended by Council, staff and employee's guests

4. Public Notice

Nothing in these procedures prevents Council from determining that in unforeseen circumstances, terminating employees may be paid additional monies or be provided with additional benefits where justified and where it is demonstrably in the best interests of the Shire. If Council so determines, details of the severance pay and benefits shall be published in accordance with Section 5.50(2) of the *Local Government Act 1995*.

5. Financial Liability for Taxation

The employee accepts full responsibility for any taxation payable on the severance payment and agrees to fully indemnify the Shire in relation to any claims or liabilities for taxation in relation to the payment.

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2.2 C-2EAAR02 – Employee Achievement Award and Recognition

Previous Policy Number – Not applicable

PART A - Policy

Objective

The objective of this Policy is to set out how the Shire of Dandaragan (Shire) will appropriately recognise and reward staff who are performing over and above expectations.

Policy Statement

The Shire of Dandaragan values its employees and their contribution to the organisation.

Employees who perform “above and beyond” what is normally expected of their position will be recognised, and may be rewarded, to demonstrate that their achievements are appreciated by the Shire.

The Shire will ensure that outstanding performance is identified and recognised fairly and equitably. Reward for exceptional performance will be given, within the constraints of the Annual Budget, and subject to approval by the Chief Executive Officer.

A system of recognising and rewarding high-performing employees will assist the Shire in attracting and retaining quality employees. In addition, it will help other staff to identify the values and behaviours that the Shire seeks from its employees, and provide motivation for performance improvement.

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PART B - Management Procedures

Definitions

Recognition	refers to the acknowledgement of an employee's good performance or conduct. This may include a simple verbal "thank you", highlighting the performance at a team meeting, or giving a certificate of achievement.
Reward	involves the giving of a gift with monetary value, such as a gift voucher, an inscribed plaque, or a paid day or half-day off work.

Detail

Purpose

To ensure that Shire employees who are performing over and above expectations are appropriately recognised and rewarded.

Procedure

Identifying employee achievement

Employees are encouraged to report achievements or outstanding performance by their fellow staff members to their Manager or Supervisor. Managers and Supervisors need to promote this, perhaps by setting aside time at team meetings for staff to bring others' achievements to the attention of the whole team. They may also wish to set up a nomination process within their team (a readily available form or "suggestion box" type of arrangement).

How will achievement be recognised?

Employee achievement can be recognised either informally or formally through this Policy.

Managers and Supervisors are to informally recognise good performance on an ongoing basis. Both behaviours and outcomes are to be recognised. A note of appreciation, sending a memo to the Executive Manager or Chief Executive Officer (CEO), or mentioning the employee's achievements at a team meeting will ensure that the employee knows that their effort is appreciated.

Where a Manager or Supervisor feels that an achievement deserves formal recognition and/or a reward with a monetary value, they are to advise the CEO in writing.

A full explanation of why the employee's performance warrants reward is to be provided. The CEO may accept or reject this proposal in consultation with the Executive Management Team.

It is important that achievement is recognised in an equitable manner – some service areas, particularly those that deal with the public on a regular basis, are far more likely to receive positive feedback on their performance than those whose duties are more administrative or regulatory.

When will rewards be given?

The awarding of employee rewards should be spread throughout the year, to maintain staff

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interest and enthusiasm, to recognise achievements as they happen, and to inspire other staff to achieve.

What rewards will be given?

Rewards could include a gift voucher, a monetary payment, paid time off, a donation to a charity of the recipient's choice, a plaque or inscribed gift.

The employee may have a specific idea of how they would like to be recognised. A choice of rewards should be made available where possible.

Reward is not a substitute for higher duties, training, or a warranted salary adjustment (for example, where a person's duties change significantly, or where a step increment would normally be given).

An amount for employee recognition will be allocated each year in the Annual Budget. All employee rewards are to be costed to this budget code to ensure that the expenditure is monitored and controlled.

What behaviour or achievements should be recognised?

(from *A Guide to Managing an Ageing Workforce* – Public Sector Commission WA)

1. **Strategic Role Model** – employees who demonstrate a commitment to the Shire's corporate values
2. **Performer** – employees who have achieved an excellent outcome in their area, above and beyond their normal duties
3. **Innovator** – those who develop innovative or creative ideas or solutions
4. **Quiet Achiever** – for consistently hard workers who put in significant effort without drawing attention to themselves
5. **Promoter** – recognises employees who have worked with other local governments or agencies, or provided a service which has enhanced the perception or reputation of the Shire
6. **Leader** – for employees who have demonstrated effective leadership behaviours, such as taking charge of a project, leading by example and inspiring other employees, or leading a change in the Shire
7. **Developer** – for managers who have made consistent and committed efforts to develop their team

Impact of Tax legislation

Fringe Benefits Tax (FBT) and Personal Income Tax (PIT) requirements may have an impact on the awarding of awards.

FBT will apply to any reward/gift voucher with a monetary value above \$300. PIT will apply to any cash reward provided, no matter the amount.

The Executive Manager Corporate and Community Services is to be consulted in regard to any FBT or PIT implications in relation to the proposed rewards.

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2.3 C-2OSH03 – Occupational Safety and Health

Previous Policy Number - 9.2, 9.9

PART A - Policy

Objective

The objective of this Policy is to set out guidance for the Shire of Dandaragan (Shire) to comply with the legislative requirements of the Occupational Safety and Health Act 1984 and maintain an effective Safety Management System that incorporates continuous improvement philosophy and provides as far as is reasonably practical for maintenance of occupational safety and health standards to protect the wellbeing of our staff, stakeholders and the environment.

Policy Statement

The Council and Shire values the health and safety of its staff, contractors, volunteers, visitors and the public. The Shire is resolutely dedicated to minimising workplace accidents, illness and incidents in accordance with the relevant Occupational Safety and Health Legislation.

Safety will continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and consultation.

The Shire is committed to:

- Ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.
- Take such steps as are reasonably practicable to provide and maintain a safe working environment.
- Maintaining and enhancing the wellbeing of our employees, contractors, community and environment, by:
 - Continuously improving our health and safety performance.
 - Respecting and complying with its legal obligations.
 - Seeking opportunities to share its successes.

The Shire will:

- Comply with the Western Australian Occupational Safety and Health Act 1984, all relevant Regulations, Codes of Practice and Australian Standards.
- Ensure staff and stakeholders understand and comply with their obligations regarding relevant Occupational Safety and Health Legislation and Council's policies, procedures and safe systems of work.
- Provide a safe and secure environment for residents and visitors to the Shire who may be impacted by the day to day business of the Shire, as far as is reasonably practical.
- In consultation with staff and stakeholders, manage all safety related matters to reduce risks in the workplace.
- Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.
- Provide induction and ongoing training, information and instruction to staff and relevant stakeholders, regarding Occupational Safety and Health.

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- Ensure that effective purchasing programs, contracts, tenders, leasing, hiring systems and assets comply with and are maintained in line with the Council's Policies and procedures and Australian Standards in relation to the Western Australian Occupational Safety and Health Act 1984.
- Provide an effective system of accident / incident reporting, investigation and recording.
- Ensure that staff and stakeholders are aware of the Emergency Response Plans and their responsibilities.
- Maintain sufficient qualified First Aid Officers and adequate First Aid Kits and ensure that all staff are familiar with their location throughout the organisation.
- Provide and maintain appropriate specialised Resuscitation equipment.
- Protect workers from the harmful effects of the sun by using a combination of sun protection measures including protective clothing, hats, sunglasses, sunscreens, job rotation and utilising shade.
- Establish and maintain a safety management system modelled on Australian Standard 4801:2001.
- Ensure that all Shire indoor premises and motor vehicles will be smoke free at all times.

Staff and Stakeholders will:

- Comply with the West Australian Occupational Safety and Health Act 1984, all relevant Regulations, Codes of Practices and Australian Standards.
- Report all workplace hazards and incidents to supervisors / manager.
- Work in accordance with the policies, procedures and safe systems of work of the Shire.
- Work in a safe manner that will not endanger the safety and health of yourself, your colleagues the public or the environment.
- Consult and cooperate with supervisors and management on matters relating to workplace safety and health.

The development of the Safety Management Program and this Policy and its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of staff and stakeholders.

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PART B - Management Procedures

Definitions

Nil.

Detail

PART 1

1. Occupational Safety and Health – Electrical Tagging and Testing – Workplace Facilities

Purpose

To ensure that all flexible cord-connected electrical equipment / appliances used within the Shire of Dandaragan workplace facilities are in safe working order in accordance with the requirements of AS/NZS 3760:2003 In-Service Safety Inspection & Testing of Electrical Equipment.

Definitions

Term	Definition
Competent person	A person who has acquired, through training, qualification or experience, or a combination of these, the knowledge and skills required to test electrical equipment competently.
Electrical equipment	Electrical articles that are not part of a fixed electrical installation but are intended to be connected to an electricity supply (either fixed installation or generator) by a flexible cord or connecting device. (Typical examples are portable, hand-operated and moveable plug-in electrical appliances, flexible extension cords and power outlet devices).
Fixed or stationery equipment	Equipment that cannot be carried or moved easily by hand. This includes equipment such as freezers, refrigerators, large photocopiers, vending machines, hand-dryers, fixed air conditioning units, lathes, drill presses, fixed grinders, welding equipment etc connected by a flexible cord and plug.
General Purpose Outlet ("GPO")	General purpose power outlet. Also commonly known as a switched socket outlet.
Hostile environment	One wherein the equipment or appliance is normally subjected to events or operating conditions likely to result in damage to the equipment or a reduction in its expected life span. This includes, but is not limited to, excessive cord flexing, physical abuse, exposure to moisture, heat, vibration, corrosive chemicals, and dust.

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Term	Definition
Portable equipment	Equipment that is carried or moved while the electricity supply is connected, that is either designed to be portable (ie laptop computers, power tools, vacuum cleaners, industrial polishers, etc) or can be made portable (ie overhead projectors, power boards, extension leads, urns, heaters etc). Kitchen appliances such as toasters, kettles, jugs, frypans, urns etc are also defined as portable equipment.
Powerboard	Non fixed portable outlet device.
Residual current device	A device intended to isolate supply to protected circuits, socket-outlets or electrical equipment in the event of a current flow to earth that exceeds a predetermined value.
Supply Flexible Cord	A flexible cable or cord, for supply purposes, which has one end connected to a plug with pins designed to engage with a socket outlet, and the other end either.
Tagging	Fitting of a durable, non-reusable, non-metallic tag or other indicator to electrical equipment that has been tested and found to be compliant. The tag must include the name of the person or the company who performed the test, the test or inspection date and may also include a re-test date.
Testing	Electrical testing procedures undertaken by a trained person in accordance with AS/NZS 3760: 2003 In-service safety inspection and testing of electrical equipment.

Detail

Electrical Equipment Testing Intervals

Some examples of testing and inspection intervals for electrical equipment (in accordance with AS/NZS3760:2003 In-service safety inspection and testing of electrical equipment & AS/NZS 3012:2003 Electrical installations—Construction and demolition sites):

- Power tools – six monthly (if in use in a workshop environment).
- Power tools – annually (if used on an occasional basis – two or three times per year).
- Portable electrical equipment (hostile environment) – min three monthly, max six monthly intervals.
- Portable electrical equipment (low risk environment) – annually.
- Kitchen equipment (hostile environment) – min three monthly, max six monthly intervals.
- Extension cords and Power boards – (low risk environment) – annually.
- Extension cords and Power boards – six monthly (if in use in a workshop environment, theatre).
- Printers, monitors, computers, photocopiers (fixed location/position, no cord flexing) – five years.

Note

Every workplace is different and the frequency of testing depends upon the harshness of the environment in question. There may be multiple environments in the one workplace.

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Therefore it is essential that risk assessments are undertaken and plug-in electrical equipment is categorised.

Responsibilities – Facility Managers

- Shire Depots – Executive Manager Infrastructure
- Administration Building – Manager of Building Services
- Libraries – Manager of Building Services
- Recreation Centres – Manager of Building Services
- Wellness Centre – Manager of Building Services

In consultation with Building Maintenance, ensure that a system of inspection, tagging and testing is identified and fully implemented.

Consult with staff as part of conducting a risk assessment and allocating plug-in electrical equipment to a particular risk category (see example). Plug-in electrical equipment must be allocated to a risk category based on the risks posed by particular equipment.

Monitor the electrical equipment testing frequency in accordance with the sample frequency guidelines in AS/NZ3760:2003.

Maintain records on the electrical equipment register.

Ensure personnel comply with this procedure.

All Staff

All Staff are required to comply with this procedure.

Obtain authorisation from facility manager and department manager prior to bringing personal portable electrical equipment into the workplace.

Report any concerns or adverse incidents to their manager / coordinator / supervisor / team leader.

Procedure

Identification of Electrical Equipment

All facility managers will identify and categorise electrical equipment within their control which may come under the scope of this procedure.

All facility managers will review the range of electrical equipment and the frequency of testing required based on the portability of the equipment and the environment in which it is used.

What Needs To Be Inspected, Tested And Tagged And How Often?

All portable electrical equipment and RCDs used in the workplace must be regularly inspected and tested as appropriate. All other workplaces require a risk management approach to determine the type of inspection and if necessary and testing required.

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Inspection needs to be done more frequently in an operating environment where electrical equipment is, during normal usage, subjected to adverse operating conditions likely to result in damage to the electrical equipment. Eg potential exposure to excessive cord flexing, moisture, heat, vibration, corrosive chemicals or mechanical damage.

The risk assessment should determine where more specific testing of electrical equipment is necessary and the frequency of such testing.

Testing and Tagging Of Electrical Equipment

Testing and tagging of electrical equipment is to be undertaken at all Shire of Dandaragan facilities.

Tagging of compliant electrical equipment with a visible and durable tag in accordance with AS/NZS 3760:2003 specifying:

- Date of the test.
- Name of Company performing the test.
- Date of retest.

Non-Compliant Electrical Equipment (Shire of Dandaragan)

Non-Compliant Electrical Equipment is to be labelled with an “Out of Service” tag and removed from service and either repaired or replaced.

A record of non-compliant electrical equipment is to be maintained by facility managers.

If, as a result of the inspection, tagging and testing requirements the equipment is found to be damaged and / or faulty the equipment will be disconnected from the power supply and personal equipment removed from the workplace by the owner forthwith.

Register of Electrical Equipment Testing

A register is to be established and maintained for all electrical equipment within the workplace, which comes under the scope of this procedure.

The register must specify:

- All electrical equipment (portable and fixed) within the Shire of Dandaragan workplace.
- A record of inspections and testing.
- A repair register.
- A record of all faulty equipment showing details of service or corrective actions.
- Any risk assessments completed to establish the required testing frequency of the electrical equipment in hostile, experimental or specific environments to establish category ranking and frequency of testing requirements.

General Electrical Guidelines

In general the use of privately owned electrical equipment by staff is to be discouraged. If there is portable electrical equipment that is the property of a staff member, used by the staff member in their own office or workstation or in a common area, this equipment must be approved for use by the Business Unit Manager and is to be tagged and tested and noted on

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the register.

Double adaptors are not to be used at Shire of Dandaragan facilities.

Power-boards are not suitable for long term use and should only be used pending permanent set up of a work area and subject to review of options re permanent GPOs. Where power-boards are in use they must have the following features:

- Individually switched power-boards (each socket has an individual switch).
- Fixing measure which enables the power-board to be appropriately attached to a fixture in such a way that the face of the board is in the vertical plane and is not susceptible to mechanical or water damage.
- Fitted with an overcurrent device (overload protected).
- Cord not more 1.5 metres long.

2. Human Resources

PART 2

2. Occupational Safety and Health – Protective Clothing

Purpose

This procedure aims to establish a dress code which will:

- Prescribe clothing which will be comfortable and acceptable to the majority of workers; and
- Promote a team spirit and personal pride in the workers with respect of their appearance.

Detail

The Shire of Dandaragan will provide protective clothing, footwear and equipment in the form described below for permanent staff/fulltime employed:

1. Type of Equipment

Staff employed as:

- Works Maintenance crew;
- Works Construction crew;
- Parks and Gardens crew;
- Building Maintenance employees;
- Waste Management staff;
- Mechanic; or
- Rangers

be issued annually with the following:

- i) Three (3) shirts, three (3) pairs of trousers/long shorts, and the choice of one (1) jumper or jacket. (see Section 5 below) of industrial type clothing (drill type). All clothing supplied by the Shire of Dandaragan is to have a Council approved logo or Council's name on it.

The following to be available on a new for old basis after the initial issue at the discretion of the Executive Manager Infrastructure:

- i) one (1) pair of approved safety boots for everyday use;
- ii) one (1) fluorescent wide brimmed hat;
- iii) one (1) pair of sunglasses approved by the Cancer Foundation of WA (Inc.);
- iv) two (2) x 125g tubes of sun cream (SPF 30+) broad spectrum;
- v) appropriate insect repellent;
- vi) an appropriate flask suitable for cold liquid as determined by the Executive Manager Infrastructure at the time;
- vii) one (1) set of approved ear muffs;
- viii) one (1) sharps container and gloves;
- ix) one (1) protector wet weather pants;
- x) one (1) $\frac{3}{4}$ length protector wet weather coat;
- xi) one (1) pair of PVC gloves;

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- xii) one (1) pair leather palm gloves; and
- xiii) one (1) 600mm roll bag.

All staff shall also receive as required the following:

- xi) any other equipment deemed necessary for other duties that are required to be performed.

2. Time of Issue

- i) All staff shall sign an acknowledgement when issued with any article of protective clothing or equipment and shall return that article to the employer when it is no longer required or when employment is terminated.

3. Wearing of Protective Equipment

All staff identified above are required to:

- i) wear the provided protective clothing and footwear at all times whilst in the workplace;
- ii) wear any such protective equipment that is provided (safety vests, ear protectors) or any such other equipment;
- iii) present protective equipment that is damaged or worn to the Executive Manager Infrastructure. If the damage is due to fair wear and tear, the equipment will be replaced at the Shire of Dandaragan's cost. If the damage is due to negligence, the employee will be charged replacement costs; and
- iv) all staff who work for more that one (1) hour per day in the sun are required to wear long sleeve shirts as a form of protection against skin cancer. Either long trousers or long shorts (*see section 5 below*) may be worn depending on what duties are being carried out.

The basic dress code will apply all year around (exceptions may apply based only upon written medical advice). Failure to wear any such protective equipment provided will result in a letter of warning being issued by the Chief Executive Officer.

4. Long Shorts Provision

The wearing of long shorts by outdoor employees is subject to:

- i) signing of the Shire of Dandaragan request form detailing that staff acknowledge the dangers of UV radiation from sunlight and agree to protect exposed skin areas with an approved supplied sunscreen; and
- ii) where specified, work procedures detailed below, or specified by the Supervisor, do require long trousers to be worn for safety reasons and in these circumstances, employees will not be permitted to wear long shorts.

Work procedures where long trousers must be worn:

- mechanical repairs, fitting and welding;
- operating of brush cutters, concrete/bitumen saws and chainsaws;
- handling of bitumen products;
- handling of chemicals, i.e. pesticides and herbicides; and
- other tasks where supervisors deem long trousers for safety reasons must be worn.

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Long shorts may be worn all year round except when duties require long trousers to be worn.

5. Use of Sunscreen Cream

Staff working outdoors shall apply approved supplied sunscreen to the unprotected areas of their body. All outside workers will be supplied with sunscreen cream, which shall be applied to their uncovered skin in accordance with the manufacturer's directions.

In particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 30+ Broad Spectrum type or higher.

6. High Visibility Clothing

Because of the requirements for Shire of Dandaragan to be easily seen by vehicle users, high visibility clothing must be worn by workers while within the Road Reserve or near vehicle access ways, working with or near mobile machinery or equipment.

The use of an overlay garment, in the form of a vest, including reflective tabs is supplied. Should over garments (e.g. jumpers and parkas) be needed, then the overlay garment must be worn over jumpers etc.

When wearing high visibility vests that velcro up at the front, staff are to ensure that they keep the velcro fastened at the front at all times.

7. Non-Permanent Staff

All annual contractors, casual, temporary, part time staff and work experience persons shall comply in full with this Policy. It will be the intention of the Shire of Dandaragan to incorporate in future contractual documentation with contractors the right to terminate contractual arrangements for non-compliance with this Policy. It is the responsibility of supervisors to enforce that non-permanent staff have provided their own basic clothes/equipment to carry out their work.

Supervisors are responsible to ensure that part time employees have appropriate work wear e.g. safety boots

8. Consultation

The Shire of Dandaragan realises that the type of protective clothing worn in the field is of considerable importance to "outside" workers and hence workers or their representatives, will be consulted with respect to changes in style and fabric of clothing as issued.

Wherever practicable, the Shire of Dandaragan having adopted a protective clothing Policy, will ensure that the style and fabric of garments is acceptable and appropriate to the relevant work force, complies with the Shire of Dandaragan duty of care with respect to WorkSafe WA Safety Standards, and is cost effective and meets with the Shire of Dandaragan professional image.

9. Education

2. Human Resources

The Shire of Dandaragan will conduct annual educational awareness programs for outside workers on the needs for protection against the dangers of UV Rays from sunlight and other work practices requiring specialised safety equipment and work procedures.

10. Enforcement

All outdoor employees covered by this Policy shall comply with the conditions of the Policy. Failure to adhere to the conditions of the Policy will result in the formal disciplinary measures. In some circumstances, failure to adhere to the conditions of the Policy may result in termination of employment.

11. Development

Senior Staff will endeavour at all times to make itself aware of new technology and equipment and provide staff, where possible, with the most recent developments in protective equipment.

2. Human Resources

PART 3

3. Occupational Safety and Health – Smoking in the Shire Workplace

Purpose

To ensure that the health of the Shire's employees is guaranteed by eliminating the risks associated with smoking in the workplace in accordance with the Western Australian Occupational Safety and Health Act 1984.

Detail

The Shire of Dandaragan recognises that employees have the right to decide whether to smoke.

The Shire also recognises that passive smoking is hazardous to the health of non-smokers and is committed to the safety and wellbeing of all its employees.

Guidelines and Policy Procedure for Smoking in the Workplace

Smoking by employees, visitors and members of the public is prohibited in all internal or enclosed work areas under the control of the Shire of Dandaragan.

This includes areas within offices and buildings which are regularly occupied by employees, such as:

- Foyers and passageways.
- Lunchrooms, kitchens and common rooms.
- Toilets.
- Meeting rooms.

Smoking is also strictly prohibited:

- In any area or workplaces which are signposted with prohibitive signs.
- Where there is a high fire risk.
- Within 10 metres of an air conditioning intake or five metres from an entrance to a building.
- In all Shire of Dandaragan vehicles.

New employees will be advised of the Shire's smoking guidelines as part of the induction process.

Responsibilities

Applying the duty of care principle, all employees have a responsibility to comply with the Smoking in the Workplace Shire Procedure and to encourage others to comply.

2. Human Resources

PART 4

4. Occupational Safety and Health – First Aid

Purpose

The Shire of Dandaragan will provide a First Aid service which has as its main objectives the provision of emergency and appropriate treatment for person suffering illness or injury at work.

Definitions

Term	Definition
Automatic External Defibrillator (AED)	Means a portable electronic device that automatically diagnoses and treats sudden cardiac arrest (SCA). The treatment, known as defibrillation, consists of determining and delivering an appropriate level electric pulse to re-establish an effective heart rhythm.
Cardiopulmonary Resuscitation (CPR)	Means an emergency procedure often employed after sudden cardiac arrest, combining external cardiac compression and expired air resuscitation to maintain circulation of oxygenated blood to the brain.
First Aid	First aid is the immediate treatment or care given to someone suffering from an injury or illness.
First Aid Kit	Means a kit containing supplies that are used in the treatment of sick or injured persons.
First Aid Qualified	Means an employee of the Shire of Dandaragan who holds a current First Aid Certificate issued by an approved organisation and the staff member if required shall render first aid care within the workplace.
WHASR	Work Health / Safety Representative.

Detail

This procedure applies to all Shire of Dandaragan staff, volunteers, contractors and labour hire personnel.

Specialised First Aid Equipment

Defibrillators

Automated external defibrillator (“AED”) machines are located at the following locations:

- St John WA Jurien Bay Sub Centre
- Jurien Bay Community Resource Centre
- Caltex Starmart Jurien Bay
- Jurien Bay Bowling Club

2. Human Resources

- Senior Citizens Centre Jurien Bay
- Western Power Jurien Bay
- Sandpiper Tavern Jurien Bay
- Jurien Bay Hotel
- Jurien Bay IGA
- CSR Gyprock Jurien Bay Mine Site
- St John WA Cervantes Sub Centre
- Central West Mens Shed Cervantes
- Cervantes Community Club
- Cervantes Pinnacles Motel and Edge Resort
- Cervantes General Store
- Nambung National Park – Pinnacles Desert Discovery Centre
- Badgingarra Community Centre
- Badgingarra Roadhouse
- St John WA Dandaragan Sub Centre
- Dandaragan Community Recreation Club

The AED machines are to be used in conjunction with cardio-pulmonary resuscitation (“CPR”). The AED is not to be used on patients weighing less than 25 kg or less than eight years of age. A response time of six minutes from time of incident to first shock is the ideal time frame in order to increase likelihood of the patient’s survival.

Operation instructions (summary) as follows:

1. Confirm patient is unconscious, no breathing, and no pulse.
2. Turn on the AED and follow the voice and visual prompts.
3. Attach electrode pads to patient’s bare chest (male or female) as indicated.
4. Stop CPR and do not touch patient while AED analysing.
5. Deliver a shock by pressing flashing red light if indicated.
6. Continue two mins cycles CPR between shocks if victim is still not breathing until help arrives.

Eye Wash Stations

Where a first aid risk assessment has identified a requirement for an eye wash station (including portable eye wash stations) at the Operations Centre, operations vehicles, waste facilities, the Manager Infrastructure Operations shall ensure these are appropriately positioned / available within the mechanical workshop, Operations deopt yard areas, waste facilities and within vehicles.

Eyewash stations are to be tested bi-annually, with records of such testing kept on records file no: HU-OHS-019.

First Aid Kits

All staff must be able to access a first aid kit. This will require at least one first aid kit to be provided at the workplace. The first aid kit should be located in a prominent and accessible position. The location should be identified.

A portable first aid kit shall be provided in the vehicles of outdoor or mobile staff (eg Parks, Works, and Waste) and for use at events.

2. Human Resources

The contents of the first aid kit should suit the hazards that are specific to the workplace.

Locations

Offices	-	Jurien Bay Administration Centre
Libraries	-	Jurien Bay, Dandaragan, Cervantes, Badgingarra
Recreations Centres	-	Jurien Bay, Dandaragan, Cervantes, Badgingarra
Other	-	Jurien Bay Operations Depot, Dandaragan Operations Depot
Mobile Plant	-	All work vehicles (outdoor staff)

Use of First Aid Kits – For First Aid Purposes Only

- When the first aid kit is used with the involvement of a first aid qualified staff member an accident / incident form, located from the HR Officer, is to be completed.
- Any personnel accessing the first aid kit for bandaids and other items within the kit which are obtained without the involvement of a first aid qualified staff member are to record the details of the injury, their name and what items were used from the kit in the register attached, inside or alongside the first aid kit.
- The Manager, Coordinator, Supervisor is to be consulted after the incident if corrective action is required in accordance with the Accident / Incident & Investigation Procedure.
- The person responsible for the first aid kit must be informed after its use to enable used stocks to be replenished.

Maintenance and Stocking

The replenishment of all first aid kits is undertaken twice per annum to ensure that the contents listed inside the box lid or on the card supplied are complete and have not deteriorated.

A record is to be kept of the half yearly checks.

Contacting Qualified First Aid Staff

First aid qualified staff posters listing the names of first aid qualified staff are to be positioned near first aid kits and other emergency first aid response locations such as, emergency showers, defibrillators etc.

If a first aid response is required, staff should contact the closest first aid qualified staff member via telephone. If they are not available contact should be made with the next closest first aid qualified staff member from the list.

If no first aid qualified staff member can be contacted and / or the incident occurs outside normal business hours persons should contact their manager or 000 in the case of an emergency.

Employees Who Become Sick At Work

When an employee becomes ill or sustains an injury, they should seek assistance from a first aid qualified staff member in the immediate work area, who will decide upon the appropriate care required in accordance with their training. If the situation requires attention by a qualified medical practitioner, the employee should either contact a general practitioner. Transport can be arranged if required.

2. Human Resources

Legal Liability of First Aiders

First Aid Qualified staff and other individuals who attend to an emergency and render first aid assistance are protected under law from legal actions and claims so long as they act with due care and skill and according to their level of training.

In Western Australia a person is excluded from liability where, in an emergency, they help a person who is or risks being, injured. Such protection from civil liability for an act or omission exists as long as:

- The person rendering assistance does so in good faith (that is, acting honestly, without fraud, collusion, or participation in any wrongdoing).
- The person's action was without expectation of reward or payment.
- The person was not responsible for the injury in relation to which the assistance was provided.
- The person's capacity to exercise reasonable care and skill was not significantly impaired by being under the influence of alcohol or drugs.
- The person exercises reasonable care and skill

Ambulance Services

Should an ambulance be required to be called for an employee for a non-work related injury / illness during work hours, the cost of the ambulance will be the responsibility of the employee, unless it can be demonstrated that exceptional circumstances exist, which will be considered at the discretion of the Chief Executive Officer.

This does not apply where an ambulance is required due to a work-related injury or illness, as the cost will be covered by worker's compensation insurance in such circumstances.

2. Human Resources

PART 5

5. Occupational Safety and Health – Accident and Incident Reporting and Investigation Procedure

Purpose

The purpose of this procedure is to describe the methods and responsibilities for the Shire of Dandaragan's accident prevention program for Occupational Safety & Health. To be effective at minimising risk of injury or illness to employees, volunteers, damage to assets or the environment, information regarding (accidents and near-miss events) is essential to enable the management team to effectively deal with these types of uncontrolled events.

An efficient accident/incident reporting system is one of the tools organisations implement in an effort to monitor and manage safety and protection of the environment in the workplace.

The Accident/Incident Report Form is designed to document accidents or incidents which cause injury to (or have the obvious potential to injure); employees, visitors, contractors, labour hire, volunteer personnel and others in the Shire of Dandaragan workplaces.

Scope

This procedure applies to all Shire of Dandaragan employees and stakeholders, and includes damage to company property or loss to third parties; third party loss could include but is not limited to; personal injury, damage to buildings and vehicles or equipment.

References

Western Australian Occupational Health & Safety Act 1984.
Western Australian Occupational Health & Safety Regulations 1996.

Other Relevant Documentation

- Appendix 1 - Notification under section 23i of certain injuries – Occupational Safety & Health Act 1984
- Appendix 2 - Notification under section 19 of certain diseases - Occupational Safety & Health Act 1984
- Appendix 3 - Flow chart for reporting of accidents / incidents
- Appendix 4 - Accident Incident Report Form

Details

Definitions

Accident – is an unplanned event which causes some sort of loss or damage to people, environment, buildings or equipment. This would include:

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- Any injury/event which requires immediate first aid or makes the person unable to work for 5 to 10 minutes because of temporary incapacity e.g. person walks into something and gets winded and can't breathe properly for a few minutes.
- Any injury which requires the services of a doctor.
- Any damage to the environment, equipment, mobile plant and vehicles.
- Any injury to third parties (the public, visitors etc) which is caused by Company plant, equipment and vehicles; includes damage to the property of members of the public.

Incident – is an event which obviously had the potential to cause accident. An incident may be described as a near-miss. An incident could include:

- A situation where two road vehicles miss each other by less than say 200mm.
- An item rolls or falls off the top of a shelf or cupboard and narrowly misses a person.
- Temporarily losing one's footing on a loose or slippery surface.

Note: The factors which contribute to a "near-miss" event are quite often the same as those which contribute to a serious accident. Hence incidents/near-misses can provide very valuable information, without someone having to get hurt, they are in effect; "Free lessons in safety".

Hazard – is something with the potential to cause harm or injury to a person or equipment, but is not limited to:

- Articles
- Substances
- Plant or machines
- Methods of work
- The work environment
- Aspects of work organisation

Reporting of hazards should be actioned via the "Hazard Reporting" form available from the intranet or see your supervisor for a copy of this document.

Corrective action – is an action taken after an incident to correct the problem and to reduce the risk of a similar incident occurring.

Notifiable work related injuries/disease - *"If, at a workplace, an employee incurs an injury, or is affected by a disease, that –*

- a. results in the death of the employee; or
- b. is of a kind prescribed in the regulations for the purpose of this subsection,

the employer of that employee shall forthwith notify the Commissioner in the prescribed form giving such particulars as may be prescribed."

S19 (3) OS&H Act 1984, Reg 2.4 and 2.5 OS&H Regulations 1996

Lost Time Injury: means a work injury which results in a person being absent from work for a full working shift or more any time after the day or shift on which the injury occurred.

2. Human Resources

Plant: means any machinery, equipment, appliance, implement, or tool and any component or fitting used during the course of employment.

Stakeholders - (includes visitors & contract labour): a person, group, organisation, or system that has a direct or indirect position in an organisation because it can affect or can be affected by an organisations actions, objectives and policies.

Objectives

The primary objectives of accident reporting and investigation are to:

- Identify the factors that contributed to the accident so that action and control procedures can be implemented to prevent the recurrence of a similar accident and injury.
- Identify the “Change” in systems or process that lead to the error.
- Establish a systematic, routine method of reporting and the recording of accidents and injuries.
- Compile an accurately documented record of each reported incident or to which reference can be made.
- Improve the systems of work, policy and procedures.
- Determine compliance with regulations.

Responsibilities

Managers / Coordinators / Supervisors:

- Implementation of this procedure in their area of responsibility and accountability
- Complete an Accident / Incident report form with the injured person as soon as possible after the event, complete the instruction & training, corrective actions sections and ensure that the accident report form is signed off and returned to the OSH Coordinator within 12 – 24 hours.
- Obtain a statement from the injured person or the person who reported the hazard. This may be obtained at a later date if necessary.
- Ensure that the OSH Coordinator is advised as soon as practicable after any reportable event.
- If notified of a serious accident, injury such as a fracture, amputation or fatality immediately contact an Executive Manager as soon as possible.
- All near misses or lost time injuries which could have resulted in a serious incident are to be formally investigated by the relevant Executive Manager.
- Implement corrective action(s) based on the hierarchy of control principles.
- Monitor and review corrective actions to ensure the prevention of future accidents has been achieved.

Shire of Dandaragan Personnel & Contractors:

- Comply with this procedure.

In every case immediately report to manager/supervisor all accidents, injuries and hazards that arise at the workplace

2. Human Resources

Procedure

Who should report accidents / Incidents?

- An accident / incident report must be completed in the event of an accident or incident occurring at, on or near a Shire worksite involving, Shire;
 - Employees (fulltime, part-time, casual, etc)
 - Visitors to Shire worksites
 - Labour hire employees
 - Shire volunteers
 - Others (work experience people, students, trainees, etc)
- The accident / incident report form must be completed with your immediate supervisor or manager as soon as possible after the event, where this is possible.
- Should this not be practicable due to hospitalisation or other factors the HR Officer will arrange for completion of documentation as soon as possible.
- The accident / incident report must be returned to the HR Officer within 12 – 24 hours of the accident/incident occurrence.

Post-accident / incident process

- In the event of an accident or incident involving Shire employees or other people on a worksite, every effort should be made by employees and supervisors present at the scene to minimise further injury and danger to other employees, visitors and the general public.
- Shire employees need to be mindful that this process does not place them into further danger or exacerbate the pre-existing hazardous condition.
- Acting hastily in most cases will end in other people being injured, work may need to cease while safe remedial action is put in place.
- **In every case the respective manager / supervisor of the section must be notified immediately**, but this should not stop any safe work action to mitigate and isolate the hazardous situation.
- The manager or supervisor should **notify** the respective Work Health and Safety Representative as soon as practicable after any reportable event.
- All near misses or lost time injuries which could have resulted in a serious incident will be formally investigated by the relevant Executive Manager. The HR Officer will be involved in any major incident investigations.

Accident / Incident Notification Process

- In every case, in the event of an accident, the person(s) involved should immediately contact their supervisor to notify them of what has happened at the earliest opportunity.

Form Completion

- The relevant supervisor must complete the accident / incident report form, with the person who knows the most about the incident, present at the time.
- The form is available from the HR Officer, Executive Managers, the Shire intranet and depots.

2. Human Resources

The Executive Management team is to check actions and ensure they are carried out effectively.

Accident / Incident Form Distribution

- On completion of all sections the original form must be sent to the **HR Officer** for further action if required (Workers Compensation Action) within 12 – 24 hours of the accident/incident.

NB. All Accident Incident Report Forms should be retained and archived in case they are required in the future for legal purposes.

Internal Notification for Serious Personal Accident / Injury Events

- In the event of accidents or incidents which are covered in the following.

It is essential that the work area is not tampered with in any way to ensure that an appropriate investigation can take place.

For the following events, the relevant Executive Manager should be contacted immediately by phone, SMS, runner, other means:

- Attendance by an ambulance at any Council worksite;
- An amputation;
- Loss of sight of an eye;
- A vehicle accident causing (combined) damage of over \$1000;
- A vehicle accident resulting in personal injury to an employee or a third party.
- Accident / incident involving visitors.

Note: A fatality; is **NOT** to be communicated by two-way radio under any circumstances, but should be phoned directly to the Supervisor who in turn will communicate this to the respective Executive Manager.

Notification to WorkSafe WA

- All workplace fatalities and certain injuries and diseases require notification to Worksafe WA pursuant to Section 23(i) of the Act and OS&H Regulations 2.4 and 2.5.
- Lack of such notification constitutes an offence under the Occupational Safety and Health Act 1984. Details of what is required to be reported and how, can be found at, (**Appendix 1 & 2**)

Reporting and Recording DATA

- It is a requirement of WorkSafe Western Australia that all serious injuries are investigated and reported to the authority as soon as possible after the event, This is not limited to but includes:
 - Death
 - Fracture of the skull, spine or pelvis
 - Fracture of a bone in the arm (other than in the wrist or hand), and in the leg (other than a bone in the ankle or foot).

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- Amputation of an arm, hand, finger, finger joint, leg, foot, toe or toe joint.
- Loss of sight of an eye
- Any other injury that results in, or on the basis of medical advice, appears likely to result in the employee being unable to work for 10 or more days from the day of the injury.
- Infectious diseases as described at s2.5 (1) of the Act.
- The Shire of Dandaragan Accident / Incident reporting procedure shall be followed in order to accurately report all hazards, near miss incidents, minor and major accidents.

Monitoring and Review

- Monitoring and reviewing accident / incident report forms.
- Analyse completed accident / incident forms.

Provision of Information, Instruction and Training

All employees and management are to be trained in the requirements of this procedure.

Management must provide proper instruction and training to employees on how to report hazards, accidents and incidents.

2. Human Resources

Appendix 1

NOTIFIABLE INJURIES AND DISEASES – OCCUPATIONAL SAFETY AND HEALTH ACT 1984

NOTIFICATION UNDER SECTION 23i OF CERTAIN INJURIES

WA OS&H Regulations 2.4 (1) for the purposes of section 23 I of the Act, the kinds of injury incurred by an employee to be notified by an employer to the Commissioner are;

- (a) A fracture of the skull, spine or pelvis;
 - (b) A fracture of any bone –
 - a. In the arm, other than in the wrists or hand;
 - b. In the leg, other than a bone in the ankle or foot;
 - (c) An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;
 - (d) The loss of sight of an eye;
 - (e) Any injury other than an injury of a kind referred to in paragraphs (a) to (d) which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within 10 days of the day on which the injury occurred.
- (2) Notification of an injury to which section 23 I of the Act applies is to be made –**
- (a) On Form 1 in Schedule 2
<http://www.commerce.wa.gov.au/WorkSafe/PDF/Commission/injury-notification.pdf> of the WA OS&H Regulations 1996., or
 - (b) By telephone contact with DOCEP.
- (3) The prescribed particulars for the purposes of the notification of an injury to which section 23 I of the Act applies are –**
- (a) Name and business address of the employer;
 - (b) Name, sex and occupation of the employee;
 - (c) Address of the place at which the injury was incurred;
 - (d) Date and time the injury was incurred;
 - (e) Brief description of how the injury was incurred and the type of machine or equipment, if any, involved;
 - (f) Nature of the injury or, where applicable, report of death, and
 - (g) The place to which the employee has been taken.

2. Human Resources

Appendix 2

NOTIFICATION UNDER SECTION 19 OF CERTAIN DISEASES

WA OS&H Regulations 2.5. (1) For the purposes of section 19(3) of the Act, the kinds of disease affecting an employee to be notified by an employer to the Commissioner are the diseases set out in column 1 of the Table to this regulation that have been contracted in the course of the kind of work set out opposite that disease in column 2 of the Table.

Disease	Work
1. Infectious diseases: Tuberculosis, viral hepatitis, Legionnaires disease and HIV	Work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection.
2. Occupational Zoonoses (infections spread from animals to humans) Q fever, anthrax, leptospirosis, Brucellosis	Work involving the handling of or contact with animals, animal hides, skins, wool, hair, carcasses or animal waste products.

- (2) Notification of a disease to which section 19(3) of the Act applies is to be made –
- (a) In the form of Form 2 in Schedule 2;
<http://www.commerce.wa.gov.au/WorkSafe/PDF/Commission/disease-notification.pdf>
or
 - (b) By telephone.
- (3) The prescribed particulars for the purpose of the notification of a disease to which section 19(3) of the Act applies are –
- (a) Name and business address of the employer;
 - (b) Name, sex and occupation of the employee;
 - (c) Name and address of the workplace where the employee works;
 - (d) Name of the disease; and
 - (e) Date of diagnosis of the disease.

2. Human Resources

PART 6

6. Occupational Safety and Health – Children in the Workplace

Purpose

This procedure aims to provide guidelines and consistency with regard to children in the workplace.

Definitions

Child or children	A person or persons under 18 years of age, and not employed at the Shire of Dandaragan.
Manager	Means a person at the level of Coordinator, Manager or Executive with one or more direct reports.
Parent	A parent of a child is any of the following persons: <ul style="list-style-type: none"> • The child's mother • The child's father • A person who exercises parental responsibility for the child.
Workplace	A workplace is any place where work is, or is to be, performed by a worker. It includes places commonly recognised as workplaces such as construction sites and vehicles supplied by an employer for use by a worker in the performance of work.
"High risk area"	<ul style="list-style-type: none"> • Operations Depots • Mechanical workshops • Sheds and storage areas • Areas where chemicals are stored • Areas where machinery is used • Food preparation areas • IT server rooms • Any other area designated to be hazardous by the Executive Management Team.
Motorised Vehicle/Plant	A motor vehicle designed specifically for use in the construction of roads, buildings and other structures. To include (but not limited to): <ul style="list-style-type: none"> • Bulldozer • Dumper truck • Digger • Road-roller • Earth leveller

2. Human Resources

Detail

The Shire of Dandaragan is committed to providing a safe work environment for all persons and strives to be supportive of family values. The workplace is typically not an appropriate place for children of employees. However, the Shire of Dandaragan recognises that employees may occasionally want to bring children to the workplace for brief visits, specific Shire events, situational convenience, or family emergencies. Appropriate limitations and guidelines are required to protect safety and health and to maintain work productivity and regulatory compliance.

In all cases of children in the workplace, the Shire is not responsible for ensuring the child is safe and well supervised. Parents are fully responsible for the safety and supervision of the child for the entire visit.

Coordinators, supervisors and managers may place additional restrictions on the presence of children in the workplace consistent with the work being performed and the demands of the work area.

Children in the workplace on a regular basis

Children are **not** to be brought to the workplace on a regular basis in lieu of childcare.

Parent Responsibility

An employee who brings a child to the workplace must accept full responsibility for any damage to property or injury to persons caused by the child's behaviour.

Infectious disease

A parent or guardian must consider the health of co-workers before bringing a child with an infectious disease to the workplace.

Guidelines for Children in the Workplace

1. Employees must always obtain permission in advance – where possible from their manager before bringing a child to work.
2. A parent or guardian must provide supervision of the child at all times.
3. Children should not be left alone at any time or left with other employees except in authorised areas as follows:
 - 3.1 Jurien Bay Administration Lunch Room.
4. Children can not interrupt normal workplace activities.
5. Children are not permitted to perform work of any kind at any time.
6. Children are not allowed to ride at any time in any Shire owned motorised vehicle/plant.
7. Children are never permitted in the defined "High risk areas":
 - Operations Depots
 - Mechanical workshops
 - Sheds and storage areas (all locations)
 - Areas where chemicals are stored
 - Areas where machinery is used
 - IT server rooms
 - Any other area designated to be hazardous by the Executive Management Team.

2. Human Resources

8. If there are repeated instances where the parent does not maintain appropriate supervision of the child, the Shire may decide that the risk of injury or harm to the child is too great to allow the employee to continue bringing the child to the workplace.

2. Human Resources

2.4 C-2SPDCST04 – Staff Professional Development, Conferences & Study Tours

Previous Policy Number – 9.13

PART A - Policy

Objective

The objective of this Policy is to set out how the Shire of Dandaragan (Shire) will encourage and support employees in their professional and career development as part of their employment with the Shire and to provide administrative guidelines to facilitate fairness and equity in the application of these general principles.

Policy Statement

The Council and Shire acknowledges that professional development is an important factor in personal job satisfaction, workplace productivity, reward and recognition, and plays an essential part in continuous improvement of the quality of its programs and services.

The Shire is committed to providing a supportive and rewarding environment for its employees and recognises that the quality, responsiveness, and professionalism of its workforce are linked to the further development of their skills and competencies.

This commitment will include providing employees with:

- The opportunity to plan and develop skills, knowledge and attributes that complement organisational and service area goals.
- The opportunity to participate in career development activities that extend and enhance their capabilities and capacity for advancement within the organisation.
- The opportunity to attend relevant professional organisation conferences.
- The opportunity to participate in relevant study tours
- Equity of access to professional development opportunities.

Professional Development opportunities and requirements are an integral component of the annual Performance Review process. Employees are encouraged as part of the performance review process to take an active role in their own ongoing professional and career development and to apply their learning to its most effective use.

2. Human Resources

PART B

Management Procedures

Application

This Policy and Management Procedure applies to all Shire staff.

Definitions

For the purposes of the Policy and these Management Procedures:

Conference/Professional Development	is defined as an activity conducted by a professional body or legitimate interest group to provide professional interaction and networking designed to improve work related knowledge and skills
Staff	refers to individuals employed by the Shire at officer, managerial and executive management level, including the Chief Executive Officer (CEO)
Continuing Professional Development (CPD)	refers to a process of ensuring continual professional and relevant-skills related development. Certain professional societies and associations have a formal CPD system, requiring recording of events attended and activities undertaken as evidence of mandatory CPD

Eligibility

Except where an Employment Contract provides otherwise for a particular staff member, the following eligibility criteria shall apply:-

- All members of staff, other than casuals, employed on a continuing or fixed-term basis are eligible to apply for conference and seminar attendance, provided they have been employed by the Shire for a continuous period of greater than twelve months.
- Attendance at conferences/seminars should have been identified as a learning and development requirement as part of the annual performance review.
- Approval shall be withdrawn should a member of staff tender their resignation from the Shire subsequent to approval being granted but prior to the attendance at the Conference / Seminar.

Members of staff who are due to retire from the Shire will not normally be entitled to apply for approval to attend a conference or seminar.

Interstate Conferences

Attendance at interstate conferences and/or seminars shall be limited to Executive Managers and the CEO, unless extenuating circumstances apply.

2. Human Resources

Attendance at State and Federal Professional Conferences

- 1.1 Members of the Designated Senior Staff are encouraged to attend the Annual State Conference relating to their profession.
- 1.2 Members of the Designated Senior Staff may attend bi-annually, the Federal Conference relating to their profession. (Note: where the officer's professional organisation does not convene a State Conference the officer is encouraged to attend the organisations Federal Conference, annually).
- 1.3 The Chief Executive Officer is authorised to approve the attendance of staff at State and Federal Professional Conferences subject to budget and in accordance with the following guidelines:
 - (a) The Chief Executive Officer is to ensure that attendance at the conference will be beneficial to the officer and/or the Council.
 - (b) The officer is to provide a report on the issues, outcomes, etc. of the conference to colleagues at the next available staff meeting.
 - (c) Budget authority and funding arrangements are to be considered.
- 1.4 Funds for attendance at State and Federal Professional Conferences may be provided specifically where known in each annual budget or provided for generically under the provision for staff training.

International Conferences

Attendance at international conferences and/or seminars shall be limited to Executive Managers and the CEO, unless extenuating circumstances apply.

Any such request for attendance at an international event will require Council approval. The proposal to Council should include:

- the proposed participant(s);
- the objectives for attending the event, including the anticipated quantifiable benefits for the Shire;
- details of the funds available in the budget to cover the anticipated expenses associated with attendance at the event; and
- the overall total cost of accommodation, travel, registration, and any other costs associated with the specific conference/seminar.

Presentations by Shire Staff at Conferences

From time to time Shire staff may be invited to present at a conference / seminar. In such an event staff members must contact the conference/seminar organisers to discuss the monetary contribution that the organisers will make towards the cost of presenting at the conference (including but not limited to travel, accommodation and registration costs). Any attendance by Shire staff for the purposes of presenting at conferences/seminars will require the CEO's approval prior to any papers of applications etc being submitted for consideration.

Any such request will require the submission of a proposal to the CEO which includes:

- the objectives for attending the event and, including the anticipated quantifiable benefits for the Shire;

2. Human Resources

- the proposed participant(s);
- the presentation topic;
- details of the monetary contribution that the conference organisers will make;
- details of the funds available in the budget to cover the anticipated expenses associated with attendance at the event; and
- the overall total cost of accommodation, travel, registration, and any other costs associated with the specific conference.

Special Provision

To provide an opportunity to network with Federal Ministers, Members of Parliament and/or Senior Departmental Officers on issues affecting this Council, the Chief Executive Officer and the Shire President may attend an appropriate interstate conference that can incorporate a visit to Canberra on an annual basis.

2. Human Resources

2.5 C-2SH05 – Staff Housing

Previous Policy Number – 5.1

Policy

Objective

To provide clear parameters in relation to the provision of the Shire of Dandaragan's (Shire) employee housing.

Policy Statement

A Housing budget exists for the ongoing maintenance and repairs, renovation, rates and insurances associated with the staff housing portfolio.

1. Housing Availability

In the towns of Jurien Bay and Cervantes, Shire staff or employees other than the Chief Executive Officer are required to provide their own accommodation unless an alternative arrangement is negotiated as part of the salary package.

2. Responsibilities

The following are the specific responsibilities for both the Shire and the Employee (Tenant) during the period of occupancy:

Lease Agreements

All tenants must sign a Tenancy Agreement in accordance with the *Residential Tenancies Act 1987*.

In signing it, the tenant acknowledges they have read and understood their eligibility for housing and are aware of their specific responsibilities of the tenancy.

Bonds

A security Bond equivalent to four weeks rent is to be paid by tenants. Tenants may choose to pay the bonds either in full or via Payroll Deductions over and up to four consecutive pay periods.

Bond monies shall be held in a trust account by the Shire for the duration of the lease. It shall be returned to the tenant in full or part depending on the state of repair and cleanliness of the accommodation upon final inspection.

If the accommodation requires cleaning and /or maintenance deemed to be the tenant's responsibility, then an appropriate amount shall be deducted from the bond to cover all associated expenses. Inspections shall be conducted by an independent professional and appointed by the Chief Executive Officer (CEO).

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Insurance

Insurance coverage for buildings and contents owned by the Shire is the responsibility of the Shire.

The insurance of personal possessions is the Tenant's responsibility.

Maintenance Issues

Is the responsibility of the Tenant to report any maintenance issues to the Shire, as soon as a problem is identified.

This must be done in writing and sent to, or handed in at the Administration Office.

Grounds and Gardens

The Tenant is responsible for maintaining the premises, outbuildings and grounds including regular watering of gardens.

Where the tenant does not perform these duties, the tenant will be responsible for all costs associated with any repairs or replacements caused by careless use or neglect.

Pets

Tenants who reside in Shire managed housing shall seek prior approval regarding the keeping of pets.

All costs related to pets are the responsibility of the owner. At the termination of the lease, the Tenant is required to have the carpeted areas of the house shampooed and the house sprayed internally for fleas and ticks by a reputable pest control company.

The tenant is required to provide documentation to verify the work has been carried out.

Smoking

Shire supplied housing are smoke free environments and no smoking indoors shall be permitted at any time.

Where smoke odours or stains are evident during the course of house inspections and if additional costs are incurred in removing such orders and stains, such costs shall be the responsibility of the tenant.

Water

The Shire will subsidise the cost of water consumed by occupants of staff housing where the tenants maintain the gardens and surrounds to a satisfactory standard.

The charge will be at a rate of 30% of the total water consumption bill. The following conditions and provisions will apply:

- (i) In order to assist tenants to maintain gardens and surrounds in a suitable manner, the Shire will provide free of charge, shrubs, trees and lawn where appropriate and

2. Human Resources

- available, to enable the tenant to plant, maintain and water them,
- (ii) If the tenant does not maintain the gardens and surrounds to a satisfactory standard in accordance with the tenancy agreement, the tenant is in breach of the lease and may forfeit their bond and will not qualify for the water subsidy.
 - (iii) If any occupier of Shire housing is unsure as to their responsibility in regards to the standard to which the gardens and surrounds are to be maintained, then a meeting with the Manager Building Services is to be arranged so that Council's policy can be explained and understood.

Rates

Shire Rates, Water Rates and Land Tax are the responsibility of the Shire.

Telephones

The tenant is responsible for any fees incurred for connection or reconnection of the telephone.

Tenants are responsible for all accounts in relation to this service (unless otherwise negotiated). Accounts are to be held in the tenant's name.

Internet Connections

Connection, disconnection and ongoing costs associated with the internet service are the responsibility of the tenant (unless otherwise negotiated via employment contract).

Electricity

The tenant is responsible for any fees incurred for the connection of the electricity supply and are to contact the Electricity Supply Company prior to moving in to transfer the account into their name.

Tenants are responsible for the payment of all accounts related to electricity supply.

Replacing Light Globes and Batteries

Tenants are responsible for replacing light globes and smoke detector batteries annually.

Gas

Gas bottles are supplied and listed as part of the inventory where applicable.

The Tenants are to arrange and meet all costs associated with refilling gas bottles (including cost of gas and transportation). The Shire is responsible for the annual rental of all gas bottles. Gas bottles are not to be removed from Shire owned properties without prior consent (unless otherwise negotiated).

Air-conditioning

Tenants are to ensure air-conditioning filters are cleaned regularly.

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The Shire will service air-conditioning units annually at the Shires cost.

It is the responsibility of the tenant to advise Shire staff of any maintenance needs as soon as possible.

Pest Treatment

Treatment and inspection for white ants and other pests is carried out annually by the Shire.

The Shire will respond to additional reports of termite activity, however during the intervening periods, it is the responsibility of tenants to take whatever action deemed necessary to address incidences of other pest activity including such things as cockroaches, spiders, rodents and ants etc.

The tenant must keep all vegetation away from the sides of the house and must not store goods against the external walls of the house.

Garbage Bins

Garbage bins are provided by the Shire, any loss or damage to garbage bins should be reported to the Shire.

House Inspections

All residences should be inspected at least once a year by the Manager Building Services or independent property manager. Inspections will also be made when changes in occupancy occur. The tenant will be given at least seven (7) days' notice of the Shire's intention to inspect the premises.

Termination of Lease by Tenant

The tenant must refer to the Checklist for Vacating a Property and ensure all items are attended to prior to vacating the premise upon vacating the premises.

The completed checklist must be presented to the Shire prior to departure.

3. Housing Rentals

House rentals are considered a valuable tool in the attraction and retention of staff, and as such may not reflect market value. Rentals will be reviewed by Council in April of every second year. Any changes to rents will be effective from the first pay period in the following financial year.

In reviewing rents, Council may take into consideration the consumer price index for Perth issued by the Australian Bureau of Statistics and market values.

4. Sub-letting of Housing

Any tenant shall submit an application to the CEO for approval for persons other than Shire staff, employees and their families or partners to occupy Shire accommodation for periods greater than three (3) months.

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5. Staff housing - installation and / or Dismantling of Equipment in Shire Houses

- 5.1 Shire employees, or any other person authorised to occupy Shire accommodation shall not, without the prior written approval of the CEO remove from the exterior, interior or curtilage of the building any fittings, fixtures or window treatments that are in the premises when occupancy first takes place.
- 5.2 No fittings, fixtures or window treatments shall be added to the premises during occupancy unless written permission is granted by the CEO.
- 5.3 Any requests to install additional equipment or to repair or replace existing equipment shall be made in writing to the CEO.
- 5.4 An employee, having been granted permission to install new or to replace existing equipment shall not, on vacating the premises remove any such equipment until negotiations have been finalised with the CEO in regard to agreed compensation for allowing all or some of the equipment to remain at the premises.
- 5.5 Where approval is granted to install any fitting or fixture for the purpose of heating, cooling, television reception or any other purchases which necessitates cutting any opening in a wall, ceiling or floor, the opening shall be made by a competent tradesperson.
- 5.6 Should any of the aforementioned fittings or fixtures be removed by the occupant, having been given permission to do so by the CEO, the resultant aperture shall be made good in a tradesman like manner with materials similar to the existing. Where external walls have sheet cladding, the aperture shall be covered with a full sheet of similar cladding. In all cases the replacement work shall be painted in a similar shade to the existing finish.
- 5.7 Where installation or removal of equipment has occurred in any part of the building, the Building Surveyor (Manager Building Services) shall be satisfied with the standard of workmanship. If Council is required to rectify any defective workmanship the cost of doing so shall be deducted from the tenancy bond.

6. Termination of Employment

Upon termination of employment occupants of housing must pay a commercial rate of rent and vacate within 21 days of termination.

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SHIRE OF DANDARAGAN – PROPERTY INSPECTION CHECKLIST

ADDRESS OF RESIDENTIAL PREMISES: _____

	CLEAN	DAMAGED
ENTRY		
front door		
screen door/security door		
walls/picture hooks		
windows/screens		
Ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
LOUNGE ROOM		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
TV/power points		
floorcoverings		
DINING ROOM		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
KITCHEN		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		

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light fittings		
blinds/curtains		
power points		
floorcoverings		
cupboards/drawers		
bench tops/tiling		
sink/taps		
stove top/hot plates		
oven/griller		
exhaust fan/range hood		
MASTER BEDROOM		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
SECOND BEDROOM		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
THIRD BEDROOM		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		
light fittings		

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blinds/curtains		
power points		
floorcoverings		
FOURTH BEDROOM		
doors/doorway frames		
walls/picture hooks		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
MASTER BATHROOM		
doors/doorway frames		
walls/tiles		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
bath/taps		
shower/screen/taps		
wash basin/taps		
mirror/cabinet/vanity		
towel rails		
toilet/cistern/seat		
toilet roll holder		
heating/exhaust fan/vent		
SECOND BATHROOM		
doors/doorway frames		
walls/tiles		
windows/screens		
ceiling		

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light fittings		
blinds/curtains		
power points		
floorcoverings		
bath/taps		
shower/screen/taps		
wash basin/taps		
mirror/cabinet/vanity		
towel rails		
toilet/cistern/seat		
toilet roll holder		
heating/exhaust fan/vent		
LAUNDRY		
doors/doorway frames		
walls/tiles		
windows/screens		
ceiling		
light fittings		
blinds/curtains		
power points		
floorcoverings		
washing machine taps		
exhaust fan/vent		
washing tub		
SECURITY/SAFETY		
smoke alarms		
electrical safety switch		
keys/other opening devices		
GENERAL		
garden		
lawn/edges		
letterbox/street number		
water tanks/septic tanks		
garbage bins		

2. Human Resources

paving/driveways		
clothesline		
garage/carport/storeroom		
garden shed		
hot water system		
gutters/downpipes		

2. Human Resources

2.6 C-2SUOV06 – Staff Use of Vehicles

Previous Policy Number – 9.12

Policy

Objective

To clarify the conditions of use for the Shire of Dandaragan (Shire) supplied vehicles by staff and Councillors and to ensure:

- (i) the maximisation of vehicle availability for business use;
- (ii) the minimisation of Fringe Benefit Tax (FBT) liabilities; and
- (iii) an attractive employment benefit for staff.

Policy Statement

The Shire is charged with responsibility for providing a range of services to meet the needs and wants of the local community. To enable effective delivery of services and management of resources the Shire provides a range of vehicles, plant and equipment.

Definitions

Fully Maintained	means that the Shire of Dandaragan meets all costs associated with the operation of the vehicle during all approved use. This includes the cost of licensing, insurance, fuels and oils, tyres and servicing by an authorised service centre.
Shire Supplied	means a vehicle either purchased by or leased by the Shire of Dandaragan.
Unrestricted Private Use	means a fully maintained, Shire supplied vehicle allocated for use by an officer, the spouse or partner, for private purposes outside of working hours including periods of approved leave (<i>except long service leave and leave without pay if not otherwise addressed by the employee's contract</i>).
Restricted Private Use	means a fully maintained, Shire supplied vehicle allocated for use by an officer, for private purposes outside working hours.
Commuter Use	means the use of a fully maintained Shire supplied vehicle for the purpose of commuting between the officer's place of employment and residence.

General Conditions

- (i) Shire owned vehicles remain the property of the Shire at all times.

2. Human Resources

- (ii) The vehicle is housed in a secure and preferably off street location, and kept locked at all times when not in use.
- (iii) Shire owned vehicles shall be included in a car pool for use during business hours. The vehicle will be available for Shire business on a daily basis (excluding approved periods of leave). This will take precedence over private use.
- (iv) All Shire owned vehicles with a level of private use shall carry a log book which must be completed for a minimum of three (3) months per annum by all drivers of the vehicle.
- (v) The nature and type of vehicle to be allocated shall be based on business requirements unless approved otherwise by the Chief Executive Officer.
- (vi) In regards to Restricted Private Use, during periods of leave that exceeds two (2) days, the vehicle is to be assigned to another staff member for use, as determined by the Chief Executive Officer, unless the Officer's Contract of Employment states otherwise.
- (vii) Officers not entitled to use of the vehicle on Annual Leave in excess of two (2) days are required to relinquish the vehicle at the conclusion of their final working day prior to going on leave and collect it on the morning of their first working day after the conclusion of their leave.
- (viii) When the vehicle is not required during annual leave it is to be garaged at the Shire Depot unless approved by the Chief Executive Officer.
- (ix) Only authorised persons (employee or nominee) may drive a Shire vehicle. In an emergency any person holding a WA Drivers Licence may drive the vehicle provided the employee is a passenger in the vehicle at the time the vehicle is being driven.
- (x) No smoking is permitted in Shire vehicles at any time.
- (xi) Excessive speeding or alcohol and drug offences while driving may result in the Shire withdrawing the use of a vehicle.
- (xii) An employee's employment contract or engagement letter will specify the type of private use (if any) is applicable to their position.

Employee Responsibilities

- (i) Sign their acceptance to the Shire's conditions of use of a Shire vehicle, which governs use, care and maintenance as detailed in this document.
- (ii) Acknowledge that all persons driving a Shire owned vehicle shall hold a current Western Australian Driver's Licence.

An employee whose licence has been suspended shall immediately advise their supervisor and arrange for the vehicle to be returned to the Shire Depot.

The employee will notify the HR Officer of the situation and arrange to have any deduction of payments (if being made) discontinued until the suspension expires and / or private use rights are resumed.

- (iii) The Officer/Councillor, whilst the vehicle is being driven by that Officer/Councillor, or their spouse or partner, will be responsible for any traffic infringements or parking fine received.
- (iv) In the event of an accident or damage to a vehicle to:
 - (a) Report as soon as practicable to the HR Officer, any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle.
 - (b) Report any accident in a motor vehicle to the Police where required by law.

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- (c) Not accept or acknowledge any liability on behalf of the Council arising from an accident.
- (d) Complete as soon as practical after the accident, the appropriate claim form and in consultation with the employee's supervisor, an incident report, and return them to the HR Officer.

Employees or their nominated person found to be driving a Shire owned vehicle under the influence of drugs or alcohol will be held personally responsible for any repairs or legal action resulting from any accident in which they are involved.

Similar conditions shall apply to damage occurring as a result of inappropriate behaviour.

Full costs relating to damage will be recovered from the employee. The employee would not normally be liable for any insurance excess costs involved if damage to the vehicle occurs in circumstances defined within authorised use.

- (v) Ensure the vehicle is maintained and cleaned. This will include:
 - (a) Weekly check of oil, water and tyres.
 - (b) The vehicle is to be maintained in a clean and tidy condition at all times. Cleaning (internal and external) will be undertaken during the employee's own time.
 - (c) Additional features including advertising material, shall not be added to the vehicle unless it can be determined that these are required to undertake the functions of the person using the vehicle.
 - (d) The vehicle is to be made available for service maintenance and repairs as required. Mechanical defects are to be resolved via local mechanics or authorised dealerships for warranty work as soon as practicable
- (vi) Acknowledge that all vehicles are designated as work places and shall be used in accordance with the Shire's Occupational Safety and Health Policies including the maintenance of a smoke free environment.
- (vii) Ensure that the first aid kit and fire extinguisher supplied, where fitted, with the vehicle is kept fully serviceable at all times.
- (viii) Ensure all vehicles shall be used in a manner that is appropriate and consistent with the nature of work requirements. Vehicles other than 4-wheel drives should not be taken off-road.

Employees shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately.

Reconditioning costs at change over may be recovered from staff if the vehicle is excessively damaged through negligence. The Executive Manager Infrastructure shall report excessive reconditioning costs to the relevant Chief Executive Officer. The Chief Executive Officer shall decide if excessive costs are required to be paid by the officer.

2. Human Resources

- (ix) Employees are to ensure that passengers and load limits are not exceeded at any time. Off-road use is not permitted except where the vehicle is designed for such use.

Fringe Benefit Tax Reporting

All Fringe Benefits Tax (FBT) reporting requirements are to be completed and submitted to the Human Resources Coordinator by the due date. These include:

- (i) Log books of vehicle use are to be completed when requested.
- (ii) Annual returns giving details of:
 - (a) any employee using the vehicle,
 - (b) the start and finish dates/times of each period of use, and
 - (c) details of the vehicle use when allocated to another person.
- (iii) Employees allocated vehicles for commuting or private use are required to notify the Senior Finance Officer of any changes to the allocation of the vehicle (e.g. during leave or staff rotation etc.). Failure to do so will result in the Shire assuming the vehicle is still under the employees control and associated fringe benefits will be attributed to the employee.
- (iv) The responsible Officer must provide fuel receipts which were paid for personally, by that Officer, to the Accountant by the 10 April of each year to verify contributions made by that Officer for Fringe Benefit Tax (*FBT*) purposes.
- (v) Employees superannuation surcharge and government benefits may be affected by their reportable FBT and employees allocated a vehicle are expected to actively take part in reducing the Shire's FBT liabilities.
- (vi) Employees are required to submit a log book of their business and non-business related travel for a period of 90 days during any FBT year (1 April – 31 March).

Breach of Conditions of Use

If the Officer responsible for the vehicle fails to meet any of the conditions of use, the Chief Executive Officer may, after considering the seriousness of the non-compliance, withdraw the use of the vehicle for other than work related activities for a period considered appropriate by the Chief Executive Officer.

Any such action shall be notified in writing to the officer and a copy placed on the Officer's personnel file.

2. Human Resources

2.7 C-2ME09 – Equal Employment Opportunity

Policy

Previous Policy Number – 9.5

Objective

To recognise the Shire of Dandaragan's obligations under the Equal Opportunity Act, 1984 and 1993 (as amended).

Policy Statement

Equal employment opportunity principles apply equally to Councillors and employees.

The principles of equal employment opportunity are:

- promotion of equal employment opportunity based solely on merit to ensure that discrimination does not occur;
- provision of training that is consistent with equal opportunity principles;
- ensuring that all promotional policies and opportunities are directed towards providing equal opportunity to all employees;
- ensuring that all offers of employment are directed to providing equal opportunity;
- refusal to tolerate harassment within the workplace; and
- provision of an enjoyable, challenging, involving, harmonious work environment for all employees where each employee has an opportunity to progress to the extent of their ability.

The Shire of Dandaragan has an ongoing commitment to raise awareness for the need and desirability of Equal Employment Opportunity practices and to ensure compliance with the requirements of the Equal Opportunity Act.

To ensure that equal employment opportunity practices are implemented, there is a need to establish a management plan which will include provision for:

- establishment and periodic review of consultative committee;
- appointment of grievance officers;
- appropriate training programmes;
- review and monitoring of personnel practices and policies;
- periodic review of the EEO policy; and
- periodic review of all Policies to eliminate any discriminatory practices.

The Shire of Dandaragan recognises its legal obligations under the Equal Opportunity Act 1984 and Amendments 1993 (as amended) and will actively promote amongst Councillors and employees equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of sex, marital status, pregnancy, race, impairment, religious or political convictions, age, family status and responsibility.

All employment training with the Shire of Dandaragan will be consistent with providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional Policies and opportunities with the Shire of Dandaragan will be directed towards providing equal opportunity to all employees provided their relevant experience, skills

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and ability meet the minimum requirements for such promotion.

All offers of employment within the Shire of Dandaragan will be directed towards providing equal opportunity to prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

The Shire of Dandaragan will not tolerate harassment within its workplace. Harassment is defined as any unwelcome offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, material status, age, family status and responsibility or impediment (impairment).

The equal employment opportunity goals of the Shire of Dandaragan are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

3. Finance

3 FINANCE

3.1 C-3I01 – Investments

Previous Policy Number – 2.1

PART A - Policy

Objective

The objective of this Policy is to set out how the Shire of Dandaragan (Shire) will invest surplus funds in a manner that maximises returns whilst balancing social and environmental benefits, with due consideration of risks, whilst protecting the initial capital investment and future cash flows.

Policy Statement

The Council and Shire are committed to ensuring all investments of surplus funds maximise return within agreed risk parameters.

The Shires investments are subject to the following principles:

- (a) preservation of capital is the principal objective of the investment portfolio;
- (b) the investment portfolio will ensure that there is sufficient liquidity to meet all reasonably anticipated cash flow requirements as and when they fall due, without incurring significant costs due to the unanticipated recall of an investment;
- (c) investments will be managed with care, diligence, and skill that a prudent person will exercise

The Chief Executive Officer or their delegate under the powers delegated is to invest surplus funds in accordance with Council Policy and Management Procedure, and Section 6.14(1) of the *Local Government Act 1995* and the associated Regulations.

It is incumbent upon the Chief Executive Officer or their delegate to ensure:

1. That funds surplus to immediate requirements may be placed in any of the following authorised deposit taking institutions (ADI's), being licensed banks as defined under the *Banking Act 1995*, for a period not exceeding 12 months:
 - (a) Western Australian Treasury Corporation
 - (b) Australian and New Zealand Banking Group
 - (c) National Australian Bank
 - (d) Westpac
 - (e) Bank West
 - (f) Commonwealth Bank
 - (g) IMB Ltd
 - (h) St George Bank Ltd
 - (i) Bendigo Bank
 - (j) ING Bank Australia Limited
 - (k) Suncorp Bank
 - (l) Bank of Queensland
 - (m) Rabobank

3. Finance

2. The Banks as listed in 1 above may be amended by Council from time to time.

3. Prohibitions

The investment policy prohibits any investment carried out for speculative purposes including:

- (a) derivative based instruments;
- (b) principal only investments or securities that provide potentially nil or negative cash flow; and
- (c) stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind.

4. Annual Review

The combined level of Commonwealth and State Government Guarantee on funds invested should be reviewed annually.

5. Council Review

The Short Term Investment Portfolio schedule shall be presented monthly to Councillors as part of the Monthly Financial Statements Report.

6. Australian Currency

Funds invested are required to be in Australian currency.

3. Finance

PART B - Management Procedures

Purpose

To ensure effective controls and procedures are in place with respect to the investment of surplus funds, with consideration of risk and the most favourable rate of return available to it at that time.

Definitions

For the purpose of the Policy and these Procedures the following definitions apply:

ADI	Authorised Deposit – Taking Institution (“ADIs”) are corporations that are authorised under the <i>Banking Act 1959</i> to take deposits from customers.
Credit Risk	Credit risk is the risk of loss to an investor due to counterparty’s failure to pay the interest and / or repay principal on an investment.
Interest Rate Risk	Interest rate risk is the risk that the fair value of future cash flows will fluctuate because of changes in market interest rates.
Investment Portfolio	A collection of investments placed with varying ADIs.
Preservation of Capital	Preservation of capital refers to an investment strategy with the primary goal of preventing losses in an investment portfolio’s total value.
Responsible Officer	The responsible officer is the Chief Executive Officer or his delegate.

Detail

It is necessary for a responsible officer when investing to do so with care, skill, prudence and diligence that a prudent person would exercise. When selecting investments and weighing up relevant factors in relation to products, consideration is to be given to diversification, appropriateness, risk and anticipated return of investments by completing an investment policy checklist for each investment.

Surplus funds should be placed in approved ADIs as per the investment policy. The responsible officer should provide monthly reports to Council on the performance and value of the investment portfolio.

Preservation of the capital is the principal objective of the investment portfolio. Investments are to be conducted in a manner that seeks to secure and safeguard the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Council’s risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

Monthly reporting of investment activity should include, but not limited to, the following:

- A list of securities by maturity date.

3. Finance

- The nature and location of the investment.
- The transactions related to each investment.
- The percentage of the portfolio held by investment type and by counterparty.
- The value of the investment portfolio.
- Reporting on investment category and disclosure of market value maturity dates.
- A note on compliance with investment policy or explanation of any breaches.

3. Finance

3.2 C-3SAP02 – Significant Accounting Policy

Previous Policy Number – N/A

PART A - Policy

Objective

The objective of this Policy is to detail the accounting policies that form the basis of the Statement of Significant Accounting Policies published in the notes to the Annual Financial Report and the annual Budget of the Shire of Dandaragan (Shire).

Policy Statement

The Annual Financial Report, Budget and monthly financial report will be prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Australian Accounting interpretations, other authoritative pronouncements of Australian Accounting Standards Board, and the Local Government Act 1995 and accompanying regulations.

The Local Government (Financial Management) Regulations 1996 take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or any other sporting or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Basis of Preparation - Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

Local Government Reporting Entity

All Funds through which the Shire controls resources to carry out its functions will be included in the Financial Statements forming part of the financial reports (annual, monthly and budget).

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In the process of reporting on the local government as a single unit, all transactions and balances between Funds (for example, loans and transfers between Funds) have been eliminated.

TRUST FUND

All monies held in the Trust fund are to be excluded from the financial statements.

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

Grants, Donations and Other Contributions

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period are obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in a separate note.

That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current period.

Investments

Investment revenues will be recognised as they accrue.

Interest Earned on Reserve Investments

Interest earned from investing moneys held in reserves will be classified as operating revenue and then transferred to the relevant Reserve Account.

Land Held for Resale

Land purchased for development and/or resale is valued at cost or net realisable value. An independent market valuation is obtained to revise the value of the land disclosed in the financial statements. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Taxation

The Shire will comply with Australian Taxation Office (ATO) applicable taxation laws, including Fringe Benefits Tax (FBT), Goods and Services Tax (GST), Pay as You Go Tax, and Withholding Tax.

3. Finance

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the ATO. Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

Contingent Liabilities

Contingent liabilities are disclosed as a note to the financial statements where the expected contingent liability is material.

Borrowings

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Events Occurring After Balance Date

Events occurring after balance date are disclosed as a note to the financial statements where the amount is material.

Reconciliation of Accounts

All account balances disclosed in the financial statements are reconciled to verify their balance and ensure the integrity of the accounts. External evidence or a calculation showing the derived balance support the reconciliation of an account.

The reconciliation must be signed and dated by the employee performing the reconciliation and reviewed by their supervisor. Procedures will ensure major accounts are reconciled at least monthly.

Accounts and Records

The Executive Manager Corporate Services must keep and retain comprehensive and accurate records and accounts for the Shire and will ensure that the financial accounts and records are properly maintained and archived to ensure the Shire complies with applicable laws.

3. Finance

Payments

Payments made must be in accordance with Regulation 11 of the *Local Government (Financial Management) Regulations 1996*.

A listing of payments made is to be prepared in accordance with Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996*.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Procedures are required to be in place to ensure all cash is properly controlled, secure and can be accounted for at all times. Periodically, and at least once each year, holders of cash advances (petty cash and till floats) will be required to certify the balance of these advances.

Fixed Assets

Asset Classes

The Shire will categorise assets in accordance with the following asset classes:

- Land.
- Buildings
- Plant and Equipment
- Furniture and Equipment
- Infrastructure – Roads
- Infrastructure – Footpaths.
- Infrastructure – Drainage.
- Infrastructure – Parks and Reserves
- Infrastructure – Other

Asset Valuation

The fair value of fixed assets is determined within a period of at least three years but no more than five years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions.

This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

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Asset Capitalisation Process

Assets are to be recognised in the Asset Register as an individual asset for the purpose of depreciation if their acquisition or construction has been completed. For most asset classes acquisition or construction are generally completed in the year the items were budgeted and they may be capitalised and depreciated from their purchase or completion date.

For the infrastructure and building asset classes, construction for some projects may extend over financial years. In these cases, expenditure for these projects is recognised as “work in progress” and included in the Asset Register at the end of the financial year but not depreciated. Infrastructure asset class projects which are completed during the financial year are valued and recorded in the Asset Register at the end of the financial year and depreciated.

Asset Capitalisation Thresholds

All purchases of a capital nature will be considered for recognition as an asset if their value exceeds the threshold value guides or their expected benefit to the organisation in terms of value and useful life justifies their inclusion as an asset.

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

Items below the above thresholds may be expensed as operating costs in the year of acquisition and in the case of items which are readily portable, at risk of being stolen and valued between \$2,500 (excluding GST) and \$5,000 (excluding GST) they will be included in an Excluded Portable and Attractive Assets Register.

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset’s useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation periods used for each class of depreciable asset are:

Buildings	25 - 50 years
Furniture and equipment	5 - 20 years
Plant and equipment	2 - 20 years

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Infrastructure Roads	
Formation – All roads	Perpetual life
Pavement – Thin Surfaced Flexible Rural	100 years
Pavement – Thin Surfaced Flexible Urban	100 years
Pavement – Unsealed Rural	50 years
Pavement – Unsealed Urban	50 years
Surface – Asphalt	100 years
Surface – Brick	60 years
Surface – Chip seal	60 years
Surface – Concrete	100 years
Surface – Slurry Seal	100 years
Infrastructure - Footpaths	
Black Asphalt	36 years
Brick Paving	36 years
Concrete Slabs	36 years
Gravel	12 years
Insitu Concrete	48 years
Red Asphalt	36 years
Sand	12 years
Timber	36 years
Unknown	48 years
Infrastructure - Drainage	60 years
Infrastructure - Other	5 - 80 years
Infrastructure - Parks and reserves	10 - 45 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

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Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Bad Debts

When a debt, other than a rates debt appears to be irrecoverable it is to be written off in accordance with the provisions of Section 6.12 (1) (c) of the *Local Government Act 1995*. The cost is to be expensed against the appropriate Section.

If a rates debt appears to be irrecoverable it is to be reported to Council and written off in accordance with the provisions of Section 6.12 (2) of the *Local Government Act 1995*.

Provision

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an

3. Finance

unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

Monthly Financial Reports

Monthly financial reports are to be prepared in such form as the Local Government considers to be appropriate in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Budget Review

A detailed mid-year budget review is to be conducted and reported to Council during the financial year. This is to be reported to Council by the end of March of that financial year.

Annual Financial Reports

In accordance with section 6.4 of the *Local Government Act 1995* and Regulation 36 of the *Local Government (Financial Management) Regulations 1996*, the CEO must provide an annual financial report for each financial year. This report must be submitted to the auditor by 30 September after the end of that financial year.

Annual Report

In accordance with sections 5.53 and 5.54 of the *Local Government Act 1995*, the Chief Executive Officer must provide an annual report for each financial year. This report must be accepted by Council no later than 31 December after the end of that financial year.

Annual Budget

The Chief Executive Officer must provide to Council by the 31 August in each financial year

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an operating and capital budget in accordance with Division 2 of the *Local Government Act 1995*.

Auditors

The appointment of auditors and the conduct of audits are to be in accordance with in Part 7 of the *Local Government Act 1995*.

The accounts and annual financial report of the Local Government will be audited by an approved auditor(s). This will occur each financial year.

The auditor is required to prepare a report by 31 December each year. This report is to be forwarded to the Shire President with copies to the CEO and the relevant Minister.

3. Finance

3.3 C-3SSL03 – Self-Supporting Loans

Previous Policy Number - 2.2

PART A - Policy

Objective

The objective of this Policy is to set out how the Shire of Dandaragan (Shire) will undertake the provision of self-supporting loans in a fair, equitable and balanced process, to groups within the community, for the purpose of capital projects only.

Policy Statement

The Annual Financial Report, Budget and monthly financial report will be prepared in accordance with the accounting concepts, standards and disclosure requirements of the Australian Accounting Standards, the *Local Government Act 1995* and accompanying

The Shire values the contribution to the community of Dandaragan by its community organisations and may provide financial assistance to these groups through the provision of self-supporting loans for approved capital work programs, subject to the following conditions:

1. The project being assessed as meeting a need required within the community
2. The community group being assessed as financially viable and able to meet all loan repayments.
3. The loan for capital improvements or other approved capital expenditure.
4. Whether or not a more suitable source of funding exists;
5. The Shire's debt service ratio; and
6. The community group signing a Self-Supporting Loan Agreement, which includes a requirement for the payment of all loan repayments, interest on outstanding debts, administration or other fees incurred by the Shire with respect to the agreement.

3. Finance

PART B - Management Procedures

Definitions

Self-Supporting Loan – an amount of money raised by the Shire in its own name through a specific loan for an agreed period provided to an approved community group through a Self-Supporting Loan Agreement

Detail

Applying for a Self-supporting Loan

The Shire will only provide access to self-supporting loans in exceptional circumstances and when financial circumstances of the Shire permit, and where there is compelling evidence of positive benefits to the community and the organisation seeking the self-supporting loan.

The organisation is to apply in writing, advising the following information:

- amount of loan principal required;
- purpose for which loan is to be expended;
- term of proposed loan;
- the last annual audited financial statements of the organisation;
- current monthly financial statement of the organisation;
- number of financial members of the organisation;
- financial viability of group to repay loan;
- whether the group is incorporated or not; and
- other information considered appropriate and requested by Council.

Conditions for Self-supporting Loans

Council will consider providing self-supporting loans to community organisations where the following conditions are met:

- In exceptional circumstances to mitigate serious risks and/or to meet urgent capital requirements that will deliver significant benefits to the community as a whole and in keeping with priorities set by the Corporate Business Plan.
- Where it does not have any adverse effect on the Long Term Financial Plan, and the forecast debt financial capacity of the Shire.
- Where Financial Ratios are not materially impacted.
- Where capital works are not materially impacted during the financial year.
- When there is no material impact on asset renewal / replacement funding requirements.
- Where in the view of Council, the use of Shire's borrowing for the intended purpose will deliver greater benefits to the community that far outweighs benefits for alternative purposes from which the said borrowings would have been diverted.
- Where in the view of Council there is compelling justification for the Shire to act as lender instead of a bank or other financial institution.
- Is able to demonstrate it has the capacity to service the loan repayments out of its normal operations.

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Assessments

If an application has no significant or adverse impact in relation to the abovementioned general principles and it also meets the criteria and guidance principles, the application will be assessed based on the following:

1. Provision of an appropriate fully completed application.
2. Provision of proof of incorporation.
3. Provision of latest set of audited financial statements (Operating Statement, Cash flow and Financial Position Statements).
4. Provide a track record with the Shire of paying its invoices within 60 days of issuance of invoices.
5. Provision of a forward financial plan in line with the required term of borrowing.
6. Provision of compelling evidence of ongoing capacity to service and repay the loan from existing operations.
7. Provision of a business case in support of the asset acquisition or development proposal to be financed by the requested self-supporting loan.
8. Report prepared for Council with the supporting application for Council consideration supported by the business case.

Separate Self-Supporting Loan Agreement

When a self-supporting loan is being raised, a separate "Self-Supporting Loan Agreement" needs to be completed between the Shire and the community organisation, covering the period of the loan and executed as contractual evidence of repayment on the loan.

The costs associated with the preparation and stamping of the "Self-Supporting Agreement" shall be the responsibility of the community group or sporting club.

Interest on Unremitted Loan Funds

Where the full costs of a project utilising loan funds have been drawn down but not spent on the project interest at the rate of 3% on the un-remitted funds will be credited to their debtors account.

Loan Repayments by Recipients

All loan repayments for a self-supporting loan are to be received by the Shire a minimum of 14 days before the Shire is required to make its loan repayments.

Interest on Debtors Balances

When a debtor's account is raised for the value of the next instalment of the loan, and this is not paid on time, interest will accrue and be charged on the overdue balance in accordance with the conditions of the "Self-Supporting Agreement".

Administration Costs

The following costs incurred by the Shire will be recovered from community organisation applying for self-supporting loans:

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- Actual advertising costs inclusive of GST;
- Stamp duties or and any legal expenses associated with the drawing up and registering the "Self-Supporting Agreement".

Defaults in Loan Repayments

Community organisations in financial difficulty and not meeting their loan repayments may come to terms of arrangements with the Shire to repay the overdue portion of their debt over a longer term, provided they meet their current commitments.

3. Finance

3.4 C-3AM04 – Asset Management

Previous Policy Number – 2.4

PART A - Policy

Objective

The Policy provides clear direction in the provision and management of all the Shire's assets. It seeks to ensure that assets support the Shire's strategic vision and objectives, deliver sustainable service outcomes and are provided at appropriate service levels for present and future stakeholders.

Policy Statement

The Shire will provide and manage assets that support the delivery of services in line with its Strategic Vision (Strategic Community Plan). Through a commitment to continuous improvement in its organisational asset management, the Shire will develop, adopt and implement a Vision, a Strategy and Management Plans.

The Shire will manage its assets in a whole-of-life and economically, environmentally, culturally and socially sustainable manner. Asset management decisions will consider other key Shire policies and priority will be given to existing assets and services over new ones. Long term resource needs (Asset Management Plans) will be balanced against availability (Long Term Financial Plan).

Scope

The Shire considers assets (such as infrastructure, land, plant and equipment) to be any that support the delivery of one or more of the following services:

- Property
- Recreation
- Transport
- Fleet

This Policy applies to all assets which are required to be managed by the Shire, where their components have a useful life of more than one year and a replacement cost greater than \$5,000.

Framework

The Shire's Asset Management Vision shall be achieved through the implementation of an integrated planning and reporting framework. As a minimum:

- The Asset Management Strategy shall define the Shire's asset management Vision, Objectives, Outcomes, Enablers (e.g. Roles and Responsibilities, Training etc.), Performance Monitoring and Implementation Plan.
- The Asset Management Plans shall be driven by community informed service levels, future demand, long term sustainability and risk management.

3. Finance

3.5 C-3CCC05 – Corporate Credit Card

Previous Policy Number – 1.4

PART A - Policy

Objective

The objective of this policy is to ensure effective controls, policies and procedures are in place with respect to the issue and use of corporate credit cards

Policy Statement

To enable the Shire to transact its business in an efficient manner, from time to time it is more cost effective and convenient to utilise a corporate credit card facility rather than a pre-purchase or purchase and reimbursement process.

Therefore, the use of corporate credit cards has been implemented

Corporate credit cards should be recognised as a valuable tool for enhancing the day-to-day operations of the Shire and not as a benefit assigned to specific individuals.

Corporate credit cards are not to be used for private expenditure under any circumstances.

3. Finance

PART B - Management Procedures

Part 1

Definitions

For the purposes of this Policy and Management Procedure, the following definitions apply:

Credit Card	A plastic card having a unique identification for each cardholder (including a magnetic stripe for storing certain information (which enables goods to be obtained on credit from merchants (i.e. Businesses or traders) which accept the card.
Corporate Business Account	Each card is allocated an "account" by the card company in which is recorded all transactions by the cardholder. With the Corporate/Business Card each of these accounts is a subset of the Municipal Account.
Corporate Business Card	A Card on which liability for charges attached to the corporation for which the cardholder works rather than to the individual cardholder.
Card Company (or card issuer)	The company (in this case Bankwest Bank) issuing the Corporate/Business card which pays the merchant and provides credit on the transactions.
Cardholder	The person in the organisation to whom the Corporate/Business Card, is issued. The card is embossed with the person's name and bears his/her signature.
Merchant (or trader)	any person, business or organisation accepting the corporate card in payment for goods or services.
Credit Limit	The limit, determined by Policy, on the total value of transactions (payments, purchases) on each Corporate Card in each billing period.
Billing Period	The cycle agreed with the card company for payment for charges on all the department cards; the arrangement with Bankwest Bank provides for immediate settlement from the Statement date.

Part 2

Authorised Card Holders and Credit Limits:

Chief Executive Officer	\$6,000
Executive Manger Development Services	\$5,000
Executive Manager Corporate & Community Services	\$5,000
Executive Manager Infrastructure	\$5,000

Part 3

Conditions Applicable to all Card

- No cash advances to be made on the card.
- All credit card voucher slips to be retained by the card user and to be submitted to the Executive Manager Corporate & Community Services once a month in order for verification to be carried out on the account.
- Payments to be made within specified time limit so that interest penalties are not incurred.
- Each credit card voucher slip is to have details attached as to what the purchase

3. Finance

was for in order for the purchase to be allocated to the correct cost centre.

- General Instructions that must be complied with are provided in Appendix 1.
- Cardholder Procedures that must be complied with are provided in Appendix 2.
- Cardholders must sign an acknowledgement of Terms and Conditions of use (as provided in Appendix 3) prior to receiving the credit card.

Part 4

Detail

1. GENERAL INSTRUCTIONS

1.1 Introduction

The Shire has entered into an agreement with the Bankwest Bank for the supply of a Corporate Business Card which will operate on the Bankwest Bank Master card.

The objectives for introducing the Corporate Card are:

- to allow the Shire's suppliers to receive speedier payments.
- to reduce paperwork for both the Shire and its suppliers.
- to reduce the number of enquiries concerning unpaid accounts.
- to facilitate productivity gains to the various departments of Council.
- to reduce requirements to obtain petty cash and to reduce the possibility of cash theft from staff.
- to take advantage of discounts being offered for early payment.
- to make use of Internet based purchased for overseas/inter-state payments.

It is not intended that Cards be used to bypass the current system of ordering goods and services by requisition through Procurement Services.

1.2 Goods and services for which the credit card can be used

The Corporate/Business Card can be used to procure goods and services up to the value of financial limits approved by Policy and to which expenditure is authorised and provided for the Council's Budget.

However, the card cannot be used to draw cash for any purposes.

Situations in which the Card may be used:

- (a) Costs in relation to attendance at approved conferences, seminars and training where such attendance is directly related to the person's performance of duties under their contract of employment;
- (b) Subscriptions/publications;
- (c) Entertainment (see appendix for definition) on occasions deemed appropriate by the cardholder;
- (d) Entertainment (see appendix for definition) on occasions that the cardholder considers it is in the furtherance of the cardholder performing duties under his/her contract of employment;
- (e) Other purchases directly related to the person's performance of duties under their contract of employment

3. Finance

1.3 Establishment Arrangements

Executive Manager Corporate & Community Services is responsible for arranging the issue of the Corporate/Business Card.

1.4 Responsibilities

(1) Accounting Services

The following will be the responsibility of Executive Manager Corporate & Community Services:

- Arrange the issue of the Corporate/Business Card.
- Act as liaison point with Bankwest Bank.
- Arrange for each Corporate/Business Cardholder to be advised of their responsibilities and that guidelines are issued before issue of the card.
- Ensure the original "Cardholder Agreement" is retained in a secure place and that a copy is provided to the cardholder.
- Provide written notice of any changes made to a cardholder's billing limits and transaction limits. The original of the notice will be kept with the original "Cardholder Agreement".
- Maintain a master register of cardholders.
- Arbitrate, if necessary, on any disputes occurring with the Bankwest Bank billing statement.
- Regular reconciling of the cardholders' sale dockets against the billing statement.

(2) Cardholder

The following are the responsibilities of cardholders:

- Ensure invoices are processed as a matter of urgency and ensure payment of the relevant account by the due date by forwarding dockets, invoices to Accounting Services.
- Monitor adherence to the policies and procedures in relation to the card and ensure financial limits are adhered to.
- Cardholder must ensure that the tax invoices and payment authorisation forms include:
 - *A full and proper description of the goods purchased on the tax invoice (ie. Descriptions like "goods" are not acceptable). Similarly, where purchases of goods are not made over the counter (e.g. by telephone) cardholders need to record purchase details on a substitute tax invoice.*
 - *Allocate account numbers and appropriate costing details, relative to the expenditure and sign accordingly and return to the Accounts Payable Clerk for processing of account.*
- Process the account for payment to ensure the payment deadline is met to avoid credit charges being incurred.
- Cardholders must return the Card to the Executive Manager Corporate & Community Services immediately, if the officer:
 - *resigns or is terminated for whatever reason;*
 - *is absent from work for 4 or more consecutive weeks on authorised leave (unless a special written exemption is provided by the CEO); or*
 - *is instructed to relinquish the card.*
- If the cardholder disagrees with any transaction on the billing statement, the cardholder

3. Finance

must advise Accounting Services in writing, as soon as possible once aware of the issue. The Executive Manager Corporate & Community Services is to be informed on any disputes.

- Cardholders will collect the card from Accounting Services and will be required to sign for receiving the Card and acknowledge the Conditions of Use of the Card. If the cardholder loses a tax invoice, a substitute tax invoice which is acceptable to Accounting Services and the officer's Director (or similar) should be completed with a signed notation that it is a duplicate and that the original was lost.

Before proceeding on any extended leave (being 4 or more consecutive weeks duration), cardholders must ensure all tax invoices are forwarded to Accounting Services for processing. (The Corporate/Business Card is issued to the authorised officer and cannot be used by another officer or any other person).

The Cardholder must **immediately** report loss or theft of the Corporate/Business Card to the Executive Manager Corporate & Community Services.

The Shire, if it deems necessary, will hold the Cardholder personally liable for unauthorised use of or excessive amounts debited to the card by the Cardholder.

The Shire will seek reimbursement of such monies from the cardholder.

2. CORPORATE/BUSINESS CARDHOLDER PROCEDURES

1. You have been approved to be a holder of a Shire of Dandaragan Corporate/Business Card, the following information and guidelines are provided for your information.

1.1 While the card will be issued in your name, the card is a "corporate" card and all transactions made with it are the responsibility of the Shire of Dandaragan.

The use of the Card will in no way effect your personal credit rating.

1.2 The card is issued to you on condition that it will be used only for authorised purposes directly related to the Cardholders performance of duties under their contract of employment.

1.3 Under no circumstances is the Cardholder entitled to use the card for personal or private purposes.

1.4 The Cardholder is at all times responsible for and accountable to the Shire for use of the corporate credit card.

1.5 Any unauthorised use or excessive amounts on the card may result in disciplinary action to the cardholder, including possible termination following investigation.

1.6 You will be required to sign a statement acknowledging the limitations imposed on the use of the card and your responsibilities for its care and proper use.

1.7 The card is:

- a) Not to be used to draw cash or to purchase goods and services where the Cardholder may/will gain private advantage through the transaction, e.g. Special offers that benefit individuals rather than agencies such as Fly Buys and Frequent Flyers.

3. Finance

- b) To be used only as authorised.
- c) To be used only for the purchases to which funds have been provided for in the Budget.

- 1.8 It will be necessary for you, as the Cardholder, to ensure that a **full** and proper description of the goods/service is recorded on the sales docket when issued.
- 1.9 In the event of the card being lost or stolen, you must **immediately** advise Bankwest Bank by phone during normal banking hours and afterhours) **and** the Executive Manager Corporate & Community Services, such notification to be in writing.
- 1.10 The cardholder must complete the Accounting process for all expenditure within 5 working days of advice from Accounting Services to do so.

2. Purchasing of Goods in Person

- 2.1 The Cardholder is to present the card at the time of purchase and ensure that the following information is placed on a tax invoice:
 - a brief description of the goods e.g. Nails, PVC fittings, not “various” or “goods”.
 - name of supplier/merchant is legible quoted on the docket.
 - the exact value of the transaction.
 - date of purchase of goods and/or service.
 - the Cardholder signs the docket at the time of purchase.
 - The Cardholder enters the appropriate account code on the docket.

3. GST

GST will be payable on all items purchased where applicable.

4. Entertainment Expenses - Fringe Benefits Tax Definitions

Entertainment expenses are expenses incurred in respect of food, drink or recreation.

For nominated cardholders, this relates to the purchase of food and beverages only, on occasions which have the potential to provide a benefit to the Shire and when accompanied by stakeholders of the Shire, including industry colleagues, business associates, Government representatives, Elected Members and/or Staff.

3. Finance

Attachment 1

CARDHOLDER ACKNOWLEDGEMENT

Acknowledgement of Terms & Conditions of use - Council Credit Card

I, the undersigned hereby acknowledge receipt of Shire Policy "S-FIN 01 - CORPORATE CREDIT CARD" and associated General Instructions and Procedures.

As an authorised requisitioning officer I am aware of the Shire's general purchasing policies. As a card holder of a Shire of Dandaragan Master card, I hereby acknowledge that I have read the terms and conditions which must be adhered to, as listed in the general Instructions and procedures for use of the Corporate Credit Card, a copy of which I have been provided with for my own use and information.

Signed: _____

Date: _____

Name: _____

Position in Organisation: _____

3. Finance

Attachment 2

AUTHORITY PURCHASE FORM



CREDIT CARD PURCHASE DECLARATION

Name of person who made the purchase: _____

Company / business purchased from: _____

Description of purchase: _____

Amount: \$ _____

Date of purchase: _____

Signature authority of purchase: _____

ATTACH THE TAX INVOICE

CODE TO THE FOLLOWING ACCOUNT	
G/L	
DEPT	
ACTIVITY	
LOC	

Name of credit cardholder: _____

Signature of credit cardholder: _____

Date signed: _____

4. Community Amenities / Public Health

4 COMMUNITY AMENITIES / PUBLIC HEALTH

4.1 C-4DWM01 – Domestic Waste Management

Previous Policy Number – 6.3

PART A - Policy

Objective

The objective of this Policy is to set out how the Shire of Dandaragan (Shire) will provide an effective domestic waste management service on a cost recovery basis.

Policy Statement

The Council and Shire are committed to providing an effective and efficient domestic waste management service that recognises the needs of its residents, whilst meeting appropriate public health and safety standards and sustainable environmental practices.

Domestic waste collection services will be provided within:

- the townsites of Jurien Bay, Cervantes, Badgingarra, Dandaragan;
- in the Rural Residential areas of Alta Mare, Hill River Heights, Marine Fields and Koorungal Vale; and
- the Rural Development Zone of Jurien Bay Heights.

by a suitable contractor or engaged by the Council.

This service is subject to the Residential Refuse Removal Charge as adopted by Council for each financial year

4. Community Amenities / Public Health

PART B - Management Procedures

Definitions

Nil.

Detail

1. The domestic waste collection service authorised to be undertaken in accordance with this Policy and Management Procedures is subject to the Residential Refuse Removal Charge adopted by Council for each financial year.

It is Council's intention to charge a Pensioner Refuse Removal Charge to those pensioner properties at a charge which is approximately 15% less than the standard refuse removal charge as set by Council.

2. The Residential Refuse Removal Charge as mentioned in (1) above entitles the ratepayer to a once weekly removal of one (1) 240 litre mobile garbage bin for refuse and a once fortnightly removal of one (1) 240 litre mobile garbage bin for recycling.

Properties Zoned Industrial within the towns will be provided with a service on the basis that only domestic type waste is to be disposed of, no industrial waste e.g. metals, engine parts etc. will be accepted. Only refuse placed in the mobile garbage bins will be removed. Refuse placed alongside the bin will not be removed.

3. All properties subject to Residential Refuse Removal Charge will be issued with four (4) tip passes each year. The intent is that the tip passes are for household refuse only as the tip pass system is in lieu of a bulk kerbside domestic refuse collection. If a bulk kerbside collection were implemented, then Commercial and Industrial would not be offered this service, hence no tip passes. If people mislay their tip passes and request a replacement, they are required to complete a Statutory Declaration to this effect, only then will another set of tip passes be issued.
4. Council will set a charge each year for rural properties wishing to dispose of 240 litres of refuse each week and will issue four (4) tip passes. A register of residents receiving this service will be kept by the Shire and the Waste Attendants will consult the register when resident are disposing of their refuse at the designated sites. The charge will be less than the standard refuse charge due to the fact that Council does not offer a refuse collection and will also not supply a 240 litre mobile garbage bin.
5. Additional bins may be requested (i.e two (2) bins for a Residential property) to be picked up. The second bin is to be charged as a multiple of the standard refuse charge, i.e two (2) bins equal two (2) standard charges. The ratepayer will only receive one set of tip passes per property regardless of the number of Residential Refuse Removal Charges applicable to the property.
6. Where requested, a service may be provided to non-rateable properties and charges at the standard refuse removal charge as set by Council.
7. Rubbish bins are to be located within one (1) metre of the kerb or sealed pavement of the road. Should the Shire consider that due to the nature of the premises or age or health of the occupier it would be unduly onerous on the occupier to place the bin in

4. Community Amenities / Public Health

the designated location then the Contractor shall be required to empty and remove household refuse from the bin placed in an alternative position as determined by the Shire in its absolute discretion.

8. Where the Shire provides a domestic refuse collection service on a regular basis, the annual charge levied against a property / dwelling unit for that service shall not be waived by reason that the premises are only occupied on a part time basis. All dwellings on residential properties within the town sites are required to be serviced by the kerbside rubbish collection.
9. A replacement 240 litre mobile garbage bin will be provided to the ratepayer on request at the current market cost. If a request for a replacement bin is accompanied by a Police Report advising that the bin has been stolen, the replacement 240 litre mobile garbage bin will be provided to the ratepayer at no charge. If it is proven that damage occurred to the 240 litre mobile garbage bin during normal collection process, a replacement 240 litre mobile garbage bin will be provided to the ratepayer at no charge.
10. The Shire's designated Waste Management Sites are located at the following:
 - (i) Jurien Bay Waste Management Facility - Reserve 35885, Canover Road, Jurien Bay.
 - (ii) Cervantes Waste Management Facility - Reserve 36638, Cervantes Road, Cervantes.
 - (iii) Badgingarra Waste Management Facility - North West Road, Badgingarra.
 - (iv) Dandaragan Waste Management Facility - Reserve 26950, Gold Drive, Dandaragan.
11. Council has adopted a charge per volume on refuse received at all of its designated Waste Management Sites with a disposal fee per cubic metre of refuse as determined by Council annually.
12. A person who has the care, control or management of either a Caravan / Camping Ground or Park Home Park shall make provision for the hygienic collection and disposal of all domestic refuse originating from those premises in accordance with the *Caravan Park and Camping Grounds Regulations 1997*.

In the case of Resorts or Chalets, rubbish storage and removal shall be determined at Development Approval stage.

Bins shall be maintained in a good, hygienic, serviceable condition. Refuse from any of the above facilities will be disposed of at an approved Shire of Dandaragan Waste Management Facility.
13. With regard to the Sandy Cape Recreational Park, the Shire shall provide rubbish removal in accordance with the adopted Management Plan.
14. Event organisers of community events held in public places are responsible for arranging refuse disposal for the event. In cases where refuse produced as a result of the event, in excess of what can be serviced by existing receptacles at the public organiser's expense. The receptacles must be removed by the event organisers as frequently as is necessary with the minimum requirement being at the conclusion of the event.

4. Community Amenities / Public Health

15. Where the event organisers apply for a contribution from the Shire to run the event through the Shire's Community Grant scheme or other schemes the contribution is designed to be inclusive of refuse disposal costs.

Nevertheless, the Council may in certain circumstances, grant exemption from these charges for an event of significance to the district, both socially and economically and where the entire proceeds are given to local community groups; charitable organisations; and other charitable causes.

16. The Shire recognises that the towns of Jurien Bay and Cervantes are subject to an increase in tourist populations at certain times of the year and that additional refuse services are required during these periods. The following strategies are supported by Council:

- (i) Skip bins will not be available at the information bays;
- (ii) Public street bins in parks and reserves within the townsites will be emptied on a regular basis as determined by the Executive Manager Infrastructure in consultation with the Operations Supervisor - Jurien Bay; and
- (iii) Public bins located at the shopping centres will be emptied three times a week during the Christmas / New Year period and the Easter long weekend as determined by the Executive Manager Infrastructure.

4. Community Amenities / Public Health

4.2 C-4FRCEP02 – Food Regulation Compliance and Enforcement Policy

PART A- Policy

Previous Policy Number - 4.1

Objective

The objectives of this policy are:

- to provide for consistency and efficiency in approach to the enforcement activity;
- to provide transparency to consumers and the food industry on how the Shire of Dandaragan makes decisions on enforcement action;
- to guide decision making and action by the Shire of Dandaragan in the consistent use of enforcement options commensurate with risk; and
- to use compliance and enforcement strategies in such a way as to best achieve legislated objectives and encourage compliance with legislated provisions.

Policy Statement

Refer to the following policy from the Department of *Health* “*WA Food Regulation: Department of Health Compliance and Enforcement Policy*” via website

5. Community Amenities / Recreation

5 COMMUNITY AMENITIES / RECREATION

5.1 C-5SRF01 – Sport and Recreation Funding

Previous Policy Number – 6.6

PART A- Policy

Objective

The objective of this Policy is to set out how the Shire of Dandaragan (Shire) will provide assistance to sporting and recreational groups for:

1. replacement and improvement of capital infrastructure for sporting and recreational facilities;
2. purchase or improvement of non-consumable sporting and recreational equipment. (Tronox); and
3. capital funding of major indoor recreation facilities

Policy Statement

The Council and Shire recognises and values the important part, that excellent sporting and recreational facilities and equipment, plays in the community and is committed to ensuring that adequate funding is provided to assist in the provision and maintenance of these facilities and the groups that utilise them.

In order to meet this objective, the Shire has established the following two funds through which annual grants will be made available:

1. Sporting and Recreational Capital Works Fund; and
2. Tronox Equipment and Small Grants Fund

In addition to the above the Council and Shire through the Major Indoor Recreation Facilities Fund, will consider on an as needs basis requests for funding of major indoor recreation facilities, in line with established criteria.

5. Community Amenities / Recreation

PART B - Management Procedures

Definitions

Major indoor recreation facility - any indoor community recreation facility that cannot be financed from the Shire of Dandaragan and Tronox Joint Venture Sporting and Recreation Facilities Fund or Sporting and Recreational Capital Works Fund

Detail

1. Sporting and Recreational Capital Works Fund

1.1 Funding and Purpose

The Shire will in its annual budget allocate \$50,000 to assist sporting and recreational groups with the replacement, renewal and improvement of capital infrastructure

Funding for projects will comprise no more than one third (1/3rd) of the total project cost.

1.2 Funding cycle

Applications to the program will be advertised in April of each year and closing in late June.

Because projects under this scheme are major type projects clubs are requested to plan more than one year in advance.

1.3 Eligible Applications.

To be eligible for funding under this program applicants must have;

- (i) Submitted a Community Sport Recreation Facilities Fund Application (CSRFF) to the Department of Sport and Recreation or submitted an application to another funding source for the project.
- (ii) Be contributing a minimum of 20% of the total cost in cash.
- (iii) In determining applications to this fund the Council will give priority to applications that;
 - (a) have successfully sourced CSRFF funds or other source of funding;
 - (b) can demonstrate that their organisation has a strong membership base and is financially sustainable;
 - (c) can demonstrate strong demand for the proposed infrastructure; and
 - (d) can deliver projects without the organization requiring loan funds.
- (iv) Applicants that have not successfully sourced CSRFF or other funding remain eligible for funding under this program, provided the applicant provides 50% of the total project cost in cash.
- (v) Requests must be for a total project cost of greater than \$40,000 (exc GST).

5. Community Amenities / Recreation

1.4 Funding of Projects

The funds may be distributed to one or more projects depending on the type of applications received in any one year.

Where more than one request is received in any year, projects will be prioritised by Council, Council may allocate the full \$50,000 or part thereof to the requests for funding received.

1.5 Unallocated Fund Monies.

Unless specifically determined by Council any unallocated funds from a given year will be transferred to the Sport and Recreation Reserve.

Where in any year funds have not been allocated, then Council may allocate these funds in any subsequent year, with a maximum allocation of \$50,000 to any single project.

2. Tronox Equipment and Small Grants Fund

2.1 Funding and Purpose.

The Shire will in its annual budget allocate \$15,000, to be matched by Tronox, to fund the Tronox Equipment and Small Grants Program

The purpose of the program is to assist community based organizations in the purchase of durable equipment and small grants to undertake improvements.

2.2 Funding cycle.

Applications to the program will be advertised in April of each year and closing in late June.

2.3 Eligible Applications.

To be eligible for funding applicants must meet the following criteria:

- (i) Applications must be for durable items of equipment.
- (ii) Applications must have a total project cost of less than \$40,000 (exc GST).
- (iii) Applications must be accompanied by the organisations financial statement from the previous year.
- (iv) Applications must be for 50% or less of the total cash project cost.
- (v) Applications must include a written quote from the proposed supplier of the goods/service.
- (vi) The applicants matching funding must be their own and not another grant source.
- (vii) Applicants must be an incorporated sporting club, service organisation, community group or Parents and Citizens Association.
- (viii) Applicants may submit multiple applications.
- (ix) Applicants must show how the proposed project will aid or improve services provided for the purposes of sport and recreation in the community.

5. Community Amenities / Recreation

2.4 In-eligible Applications

The following will be deemed to be ineligible applications:

- (i) Funding of any equipment or project commenced or purchased prior to the determination of applications.
- (ii) Applications for non-durable equipment, ie balls, consumables.

2.5 Assessment of Applications.

A committee comprising of two representatives from each of the Shire's communities shall be established on an annual basis to make recommendations to Council in relation to the funding of the applications.

In making its recommendation the Committee shall give priority to the following:

- (i) The membership base of the applicant's organisation.
- (ii) The demonstrated need for the equipment/project.
- (iii) The financial sustainability of the applicant's organisation.
- (iv) The extent of previous funding under this program to the applicant organisation, for a period of no more than ten (10) years.
- (v) The extent to which the applicant has attempted to seek funding from alternative sources.
- (vi) All applications seeking funding in excess of \$5,000 must provide written evidence that at least one application to another funding body has been made.

2.6 Determination of Applications

In determining the applications the Council will give consideration to;

- (i) The recommendations of the Committee.
- (ii) The Committees assessment criteria.
- (iii) Whether or not applications are consistent with the strategic direction of the Shire.

3. Major Indoor Recreation Facilities Fund

The following is Council's criteria for funding of major indoor recreation facilities

- (1) A major indoor recreation facility is any indoor community recreation facility that cannot be financed from the Shire of Dandaragan and Tronox Joint Venture Sporting and Recreation Facilities Fund or Sporting and Recreational Capital Works Fund.
- (2) The Council requires that a minimum of one-third of the total estimated cost of the project is to be met by the community concerned. A minimum of one half of the community's contribution is to be made in cash. Applications for specified area rate can only be for a maximum of 50% of the community's contribution. Any monies sourced via specified area rate does not constitute cash for the purposes of the community's cash contribution.
- (3) The Council will consider funding portion of the community's contribution by way of a specified area rate on the understanding that the Council would be carrying out a

5. Community Amenities / Recreation

- written survey of ratepayers involved and that Council would require a substantial number of the ratepayers to agree to the specified area rate before proceeding.
- (4) Council will consider contributing approximately one-third of the estimated cost of the project on the understanding that the Department of Local Government, Sport and Cultural Industries or another external body will also contribute approximately one-third of the total estimated cost. The community will be required to meet the balance of the actual cost involved.
 - (5) The Shire will maintain control over the design of the facility to ensure the facility is adequate without being excessive.
 - (6) The total cost of the project is to include the cost of earthworks (site), supply of power and water, professional fees and a reasonable cooking facility (eg. stove and hotplates). The Council will provide at its cost, a reasonable supply of tables and chairs. Any additional furnishings, fittings, etc. are to be the responsibility of the community.

5. Community Amenities / Recreation

5.2 C-5PMMCC02 – Provision, Management and Maintenance of Community Centres

Previous Policy Numbers 6.4 & 6.7

PART A - Policy

Objective

The objective of this Policy is

- (i) to provide a framework and guidance for the provision, management and maintenance of Community Centres within the Shire of Dandaragan (Shire); and
- (ii) to brief and bring to the attention of each Community Centre Management Committee, the tasks, responsibilities and considerations associated with the management of a community facility.

Policy Statement

The Council and Shire recognise the benefits and important function that excellent community facilities play in providing a hub for the social wellbeing of the community and their activities.

To meet these objectives the Council and Shire are committed to providing well-resourced and managed community centres in the major centres of the district, including:

- (i) furniture and equipment; and
- (ii) kitchens in accordance with the established criteria.

Provision and Operator of Community Centres

The Shire has provided four community centres:

- (i) Badgingarra Community Centre - operated by the Badgingarra Community Association.
- (ii) Cervantes Community Centre - operated by Cervantes Community Recreation Centre.
- (iii) Dandaragan Community Centre - operated by the Dandaragan Community Centre Management Committee.
- (iv) Jurien Community Centre - operated by the Jurien Bay Community Centre Management Committee.

Management

In 1993, Council adopted an Information Resource Manual for the benefit of the Community Centre Management Committees and Council.

The Information Resource Manual will be reviewed and updated periodically with supplementary information following discussions between the Community Centre Management Committees and Council representatives. All Community Centre Management Committees and Councillors shall receive a copy of the Information Resource Manual

5. Community Amenities / Recreation

Funding

It is intended that the any Shire funded upgrades will be financed by the Shire's community centre reserve or building reserve

The management committee will be responsible for the cost of additional works over and above the Shire committed program.

The committee's cost can be funded in any way the committee chooses except for the Shire of Dandaragan and Tronox Sporting and Recreation Facilities Fund or community budget submissions process [See policy C-5SRF01 – Sport and Recreation Funding].

5. Community Amenities / Recreation

PART B - Management Procedures

Definitions

Nil.

Detail

1. Management

Management refers to the 'Information Resource Manual for Community Centre Management Committees and Council' which outlines the agreed responsibilities for the buildings, facilities and furniture and equipment.

1.1 Furniture and Equipment

Furniture and equipment provided in the Badgingarra Community Centre, Dandaragan Community Centre, Cervantes Community Recreation Centre, Jurien Bay Community Centre and the Jurien Bay Hall may be used in any other Council building with approval of the Building's Management Committee and provided suitable arrangements are made to safely transport the furniture and equipment.

The furniture and equipment provided by Council shall not be lent or hired to any individual or organisation for use outside of a Council owned building

1.2 Kitchens

The Shire recognises that the kitchens located in these four buildings are provided to service community uses and whilst they should be functional, safe and hygienic, they are not intended to be supplied for commercial use.

(i) Minimum Standard

Standard 3.2.3 of the Australian New Zealand Food Standards Code outlines the minimum standard for food premises. The Code requires that a food premises must be:

- (a) appropriate for use;
- (b) constructed to be easily and effectively cleaned;
- (c) an adequate size for the expected activities (the kitchen floor area is recommended to be at least 25% of the associated dining floor area);
- (d) effectively ventilated;
- (e) connected to an approved method of sewage disposal and to potable water;
- (f) supplied with hand wash basins; and
- (g) provided with food contact surfaces and fittings that;
 - are not likely to cause contamination;
 - don't absorb grease and food particles; and
 - are made of material that doesn't contaminate food.

The Shire will provide a minimum standard kitchen to all of the community centres consisting of:

5. Community Amenities / Recreation

- (a) two ovens of adequate size (catering style ovens, not commercial ovens, is preferred);
- (b) one four burner hot plate of adequate size (preferably with hot plates set apart to accommodate large pots);
- (c) one range hood of adequate size;
- (d) one glass front fridge and one freezer OR two fridge / freezers of adequate size;
- (e) one double bowl sink;
- (f) one hand basin;
- (g) benches / cupboards, constructed of smooth and impervious material, which span the internal walls of the kitchen only ie not island benches;
- (h) wall tiling to ensure a minimum splashback behind food preparation surfaces, cooking areas and wash up areas;
- (i) suitable floor surfaces;
- (j) all necessary plumbing including a retractable shower faucet to the food preparation sink;
- (k) all necessary electrical installations including, subject to appropriate power capacity, a 15 amp power outlet to accommodate a bain-marie and lighting; and
- (l) where existing island bench surfaces are deemed to be replaceable, then Shire will carry out the work. If a new island bench is required, then the management committee is responsible for this

Note: 'adequate size' referred to above shall be determined by the Manager Building Services.

All additional fittings and appliances such as pie warmers, microwaves, cool rooms, additional ovens and fridges etc will be the responsibility of the management committee.

It is not assumed that the Shire will replace like with like ie if a stainless steel bench is currently supplied the replacement may not necessarily be stainless steel.

(ii) Responsibilities

(a) Shire of Dandaragan's responsibility:

- (1) hot water system replacement;
- (2) standard stove (supplied by the Shire) replacement;
- (3) vinyl floor coverings replacement due to normal wear and tear; and
- (4) floor tiles repair or replacement.

(b) Community Centre Committee responsibility:

- (1) hot water system repairs;
- (2) refrigerators (not supplied by the Shire);
- (3) ovens which were originally supplied by the committee;
- (4) coolroom repairs and replacement (as these are profit making ventures for the committees);
- (5) dishwasher repairs and replacement;
- (6) hot plate repairs and replacement (if supplied by committee); and

5. Community Amenities / Recreation

(7) new island benches

(iii) Procedure

- (a) Eighteen months prior to the beginning of the financial year, in which the kitchen upgrade is scheduled, the Manager Building Services will inspect the kitchen and compile a schedule of works including an estimate of costs to refurbish the kitchen to the agreed minimum standard.
- (b) The schedule of works, estimate of costs and a floor plan will be submitted to Council for endorsement.
- (c) The schedule of works, once endorsed by Council, will be communicated to the relevant management committee with the understanding that any recommended changes, by the committee, will be borne by the committee.
- (d) Should the management committee request additional works, than outlined within the Manager Building Services report, then they are required to provide Council with the details of the proposed works, an estimate of overall costs and the funding source prior to April of the financial year preceding the year the works are scheduled for.

This procedure has been structured to allow the necessary timeframe for applications to external funding sources ie. CSRFF and Lotterywest should the committee wish to utilise these as their contribution.

5. Community Amenities / Recreation

5.4 C-5WMJBBCD04 – Waste Management at Jurien Bay, Badgingarra, Cervantes and Dandaragan

Previous Policy Number 6.3

PART A- Policy

Objective

To establish the Shire's approach to effective domestic waste management. The aim is to have waste management on a cost recovery basis across the Shire of Dandaragan.

Policy Statement

1. A rubbish collection service will be provided within the townsites of Jurien Bay, Cervantes, Badgingarra, Dandaragan and in the Rural Residential areas of Alta Mare, Hill River Heights, Marine Fields and Koorungal Vale and the Rural Development Zone of Jurien Bay Heights by a suitable contractor or engaged by the Council. This service is subject to the Residential Refuse Removal Charge as adopted by Council for each financial year.
2. The Residential Refuse Removal Charge as mentioned in (1) above entitles the ratepayer to a once weekly removal of one (1) 240 litre mobile garbage bin for refuse and a once fortnightly removal of one (1) 240 litre mobile garbage bin for recycling.

Properties Zoned Industrial within the towns will be provided with a service on the basis that only domestic type waste is to be disposed of, no industrial waste e.g. metals, engine parts etc. will be accepted. Only refuse placed in the mobile garbage bins will be removed. Refuse placed alongside the bin will not be removed.

3. All properties subject to Residential Refuse Removal Charge will be issued with four (4) tip passes each year. The intent is that the tip passes are for household refuse only as the tip pass system is in lieu of a bulk kerbside domestic refuse collection. If a bulk kerbside collection were implemented, then Commercial and Industrial would not be offered this service, hence no tip passes. If people mislay their tip passes and request a replacement, they are required to complete a Statutory Declaration to this effect, only then will another set of tip passes be issued.
4. Council will set a charge each year for rural properties wishing to dispose of 240 litres of refuse each week and will issue four (4) tip passes. A register of residents receiving this service will be kept by the Shire and the Waste Attendants will consult the register when residents are disposing of their refuse at the designated sites. The charge will be less than the standard refuse charge due to the fact that Council does not offer a refuse collection and will also not supply a 240 litre mobile garbage bin.
5. Additional bins may be requested (i.e two (2) bins for a Residential property) to be picked up. The second bin is to be charged as a multiple of the standard refuse charge, i.e two (2) bins equal two (2) standard charges. The ratepayer will only receive one set of tip passes per property regardless of the number of Residential Refuse Removal Charges applicable to the property.

5. Community Amenities / Recreation

6. Where requested, a service may be provided to non-rateable properties and charges at the standard refuse removal charge as set by Council.
7. Rubbish bins are to be located within one (1) metre of the kerb or sealed pavement of the road. Should the Council consider that due to the nature of the premises or age or health of the occupier it would be unduly onerous on the occupier to place the bin in the designated location then the Contractor shall be required to empty and remove household refuse from the bin placed in an alternative position as determined by the Council in its absolute discretion.
8. Where Council provides a domestic refuse collection service on a regular basis, the annual charge levied against a property / dwelling unit for that service shall not be waived by reason that the premises are only occupied on a part time basis. All dwellings on residential properties within the town sites are required to be serviced by the kerbside rubbish collection.
9. A replacement 240 litre mobile garbage bin will be provided to the ratepayer on request at the current market cost. If a request for a replacement bin is accompanied by a Police Report advising that the bin has been stolen, the replacement 240 litre mobile garbage bin will be provided to the ratepayer at no charge. If it is proven that damage occurred to the 240 litre mobile garbage bin during normal collection process, a replacement 240 litre mobile garbage bin will be provided to the ratepayer at no charge.
10. It is Council's intention to charge a Pensioner Refuse Removal Charge to those pensioner properties at a charge which is approximately 15% less than the standard refuse removal charge as set by Council.
11. Council's designated Waste Management Sites are located at the following:
 - Jurien Bay Waste Management Facility - Reserve 35885, Canover Road, Jurien Bay.
 - Cervantes Waste Management Facility - Reserve 36638, Cervantes Road, Cervantes.
 - Badgingarra Waste Management Facility - North West Road, Badgingarra.
 - Dandaragan Waste Management Facility - Reserve 26950, Gold Drive, Dandaragan.
12. Council has adopted a charge per volume on refuse received at all of its designated Waste Management Sites with a disposal fee per cubic metre of refuse as determined by Council annually.
13. A person who has the care, control or management of either a Caravan / Camping Ground or Park Home Park shall make provision for the hygienic collection and disposal of all domestic refuse originating from those premises in accordance with the Caravan Park and Camping Grounds Regulations 1997.

In the case of Resorts or Chalets, rubbish storage and removal shall be determined at Development Approval stage.

Bins shall be maintained in a good, hygienic, serviceable condition. Refuse from any of the above facilities will be disposed of at an approved Shire of Dandaragan Waste Management Facility.

14. With regard to the Sandy Cape Recreational Park, Council shall provide rubbish removal in accordance with the adopted Management Plan.

5. Community Amenities / Recreation

15. Event organisers of community events held in public places are responsible for arranging refuse disposal for the event. In cases where refuse produced as a result of the event, in excess of what can be serviced by existing receptacles at the public organisers expense. The receptacles must be removed by the event organisers as frequently as is necessary with the minimum requirement being at the conclusion of the event.
16. Where the event organisers apply for a contribution from the Shire to run the event through the Shire's Community Grant scheme or other schemes the contribution is designed to be inclusive of refuse disposal costs.
17. The Shire recognises that the towns of Jurien Bay and Cervantes are subject to a increase in tourist populations at certain times of the year and that additional refuse services are required during these periods. The following strategies are supported by Council:
 - Skip bins will not be available at the information bays;
 - Public street bins in parks and reserves within the townsites will be emptied on a regular basis as determined by the Executive Manager Infrastructure in consultation with the Operations Supervisor - Jurien Bay; and
 - Public bins located at the shopping centres will be emptied three times a week during the Christmas / New Year period and the Easter long weekend as determined by the Executive Manager Infrastructure.

5. Community Amenities / Recreation

5.5 C-5R05 – Reserves

Previous Policy Number 6.5

PART A- Policy

Objective

To provide guidance regarding the usage and leasing arrangement of Shire Reserves.

Policy Statement

1. Lease Provisions - Reserves

Where Council resolves to lease a Reserve Vested in its control or resolves to lease land owned by it to a local sporting or community organisation, the following notes are to form the basis for the lease agreement:

- (a) Length of lease to be for twenty-one (21) years unless otherwise terminated. (Maximum permissible under management order).
- (b) Annual rental to be “a peppercorn”.
- (c) The Lessee shall not carry out any permanent structural improvements on the reserve without the prior written approval from the Council.
- (d) All structural improvements on the reserve shall be and remain at law, the property of the Shire. The Club shall have the sole use, benefit and enjoyment of the reserve and all structural improvements thereon during the operation of the lease.
- (e) The Lessee shall comply with all Acts of Parliament, Orders, Regulations, Local Laws, etc, that apply to the reserve and structural improvements.
- (f) The Lessee shall keep the Reserve area and all structural improvements in a maintained, clean and tidy condition at all times and shall comply with any directions of the Council that may be issued requiring works to have the Reserve area and structural improvements placed in a maintained, clean and tidy condition.
- (g) The Lessee shall not disturb the surface soil and vegetation in a manner likely to cause erosion. If erosion damage does occur, the Club shall take remedial action as directed by the Council.
- (h) The Lessee shall permit the Shire’s officers access to the Reserve and structural improvements at all reasonable times to ensure that the lease conditions are being complied with.
- (i) The lease may be terminated by the Council if the Club fails to comply with provisions of the lease agreement. The Council shall give the Lessee at least thirty (30) days notice in writing requiring the Club to rectify the breach of lease before taking action to terminate the lease under this provision.
- (j) The Lessee shall not assign or part with possession of any Crown lease without prior approval from the Council and the responsible Minister.
- (k) The Lessee shall meet all costs in relation to preparing and stamping the lease document.
- (l) Any leases entered into relating to Council’s Reserves are to include a plan completed by a licensed surveyor depicting the area of land to be leased as an attachment to the lease document.

5. Community Amenities / Recreation

2. Ovals - Seasonal Use

Priority for the use of the Ovals shall be given to sporting organisations playing their principal sport within the appropriate season.

3. Use of Council Sports Grounds

Requests for the use of all Council Sports Grounds (eg Circus or Roadshow) and any conditions will be determined by the Chief Executive Officer.

Fees and Charges set in accordance with Council's Annual Budget will apply.

4. Fencing - Adjoining Council Controlled Land

- a) Council will not contribute financially to the erection of fencing which adjoins Council controlled land (eg. Reserves, Public Access Ways and Road Reserves). Drainage Reserves that are required to be fenced will be carried out as part of the cost of subdivision as per the Dividing Fence Act.
- b) Council will contribute 50% of the cost of fencing in relation to Council owned freehold land.

5. Lights - Shire Ovals

Permission to erect lights on Shire ovals will only be granted subject to all future maintenance and running costs etc being the responsibility of the organisation that installs the lights.

6. Shade Structures over Playgrounds - Community Requests

Council will consider applications from community groups / organisations for the erection of shade structures over playgrounds under the following conditions:

- a) all costs associated with the construction, maintenance and future capital replacement would be the responsibility of the community group and not the Shire of Dandaragan which is to be acknowledged in writing;
- b) all structures are to comply with relevant standards and building requirements;
- c) community group applications for approval to construct shade structures are to be considered by Council for approval prior to accepting any funding from third parties or grant providers; and
- d) shade structures will become an asset of the Shire of Dandaragan.

6. Engineering

6 ENGINEERING

6.1 C-6ARMM01 – Acquisition of Road Making Material

Previous Policy Number - **New**

PART A- Policy

Objective

The objective of this Policy is to provide a framework and clear guidelines for the Shire of Dandaragan's (Shire) for the acquisition of gravel and sand for construction and maintenance purposes.

Policy Statement

The Shire from time to time requires road making materials from private property to utilise for a variety of public purposes such as road maintenance and construction.

The Shire and Council are committed to ensuring that when materials for construction and maintenance purposes need to be sourced from private land, it will endeavour to obtain such material by consultation with the landowner or his/her authorised representative, in accordance with Schedule 3.2 of the *Local Government Act 1995*, with the Shire responsible for:

- (i) Satisfactory rehabilitation of the pit area.
- (ii) Construction where necessary and satisfactory repair of affected haul roads, gates, fences or other structures.
- (iii) Negotiated compensation to the landowner for materials extracted and associated justifiable imposts.

Where landowners contribute to road works by providing, without claim for compensation, gravel materials (for road construction or maintenance) or sand (for road construction, maintenance or general use), private works at the request of the landowner, to the valuation of the landowner's contribution to the road works may be authorised.

6. Engineering

PART B - Management Procedures

Definitions

Nil.

Detail

Locating a suitable quantity and quality of material is often difficult and the Shire will attempt to find the most advantageous deposits to reduce lead times and the cost to the ratepayer of Shire works.

1. Acquisition

The following procedure shall be the Shire's normal practice in securing road making materials from private property:

- (i) Request permission to search for materials from the owner. Entry powers to be used as a last resort.
- (ii) The approximate requirement for the project or yearly requirement of materials from the proposed pit shall be calculated as will the expected life of the pit.
- (iii) If suitable material is located a written agreement (as attached) is to be reached with the owner as to compensation for materials removed.
- (iv) Priority must be given at all times to reasonable negotiation to reach an amicable agreement mutually acceptable to the Shire and the owner.
- (v) Should agreement for the removal of the road making materials not be reached with the landholder, procedures to resume an area sufficient for immediate and future needs may be instigated.

2. Compensation

The rate of gravel and sand is to be aligned with the compensation rate listed in Main Roads WA Operational Guideline 95 - Extracting Road Building Materials from Land in WA. An additional \$1 per m³ will be calculated on top of this rate.

Where landowners contribute to road works by providing, without claim for compensation, gravel materials (for road construction or maintenance) or sand (for road construction, maintenance or general use), the Executive Manager Infrastructure be authorised to carry out private works at the request of the landowner, to the valuation of the landowner's contribution to the road works as assessed by the Executive Manager Infrastructure.

Such works may include works on the landholder's property such as grading, gravel sheeting, drainage works or works to enlarge or improve entrances or merely pushing gravel for the owner

The private works above may only be carried out on the property from which materials have been extracted, and subject to plant availability.

3. Pit Rehabilitation

Works to rehabilitate the gravel pit once materials have been removed shall take place and will take the form of such works agreed upon before material extraction takes place.

6. Engineering

These works may include;

- (i) Fencing;
- (ii) tree planting;
- (iii) deep ripping;
- (iv) levelling;
- (v) stockpiling of original topsoil and spreading after extraction is completed

4. Completion of Works

Upon completion of all requirements of the agreement in part 1 (iii), the Executive Manager Infrastructure shall ensure the landholder is adequately satisfied, by way of written confirmation

5. Delegated Authority

Negotiations and final approval for gravel agreements is delegated to the Chief Executive Officer or Executive Manager Infrastructure.

6. Engineering

Forms



SHIRE OF DANDARAGAN GRAVEL / WATER AGREEMENT

Preamble:

0001

This is an agreement between the Shire of Dandaragan (the Shire) and the Landholder / Manager of the property in respect to the removal of gravel / water by the Shire.

Details:

Property Name: _____

Landholder / Manager: _____

ABN: _____

Postal Address: _____

Telephone: _____

Email Address: _____

Location of Pit / Water Source: _____

Agreement:

- The Shire of Dandaragan intends to remove approximately _____ m³ / kL of gravel / water from the above location and will compensate the Landholder / Manager at the rate of \$ _____ per m³ / kL.
- The Shire will keep all records of gravel removed.
- The Shire agrees to reinstate the pit and haul roads after the completion of extraction, as agreed with the Landowner and at the expense of the Shire.
- Payment will be within 14 days of receiving an invoice from the Landholder / Manager.

Notes: _____

Signed: _____

(for Shire of Dandaragan)

Signed: _____

(for Landholder / Manager)

Name: _____

Name: _____

Date: _____

Date: _____

6. Engineering

6.2 C-6PE02 – Plant and Equipment

Previous Policy Number – 7.1

PART A- Policy

Objective

To establish Council's Policy in respect of the use and loan of Shire plant, equipment and other property.

Policy Statement

1. Shire Plant

Employees access to Shire owned plant and equipment is restricted to sundry plant ie lawnmowers, brushcutters at the discretion of the Chief Executive Officer.

Use of plant and equipment by community groups will only be considered where the request is part of a CSRFF, Shire of Dandaragan / Tiwest Recreation Fund or Community Grants application.

The Shire provide in-kind site works for the construction of buildings and other infrastructure by community groups on reserves vested within the Shire at the discretion of the Chief Executive Officer.

Access roads to sporting / recreational clubs will be graded free of charge as part of the Shire's road maintenance program.

2. Portable Toilets

The Shire's two (2) portable toilets may be utilised as a donation for community and sporting based projects subject to the following:

The event organisers take responsibility for collection of the two (2) portable toilets and return following the event.

The event organisers arrange with Shire staff to have the two (2) units pumped out at their cost.

The portable toilets will not be made available to individuals i.e. parties, etc.

6. Engineering

6.3 C-6S03 – Signs

Previous Policy Number – 7.2

PART A- Policy

Objective

To provide direction regarding the erection, maintenance and removal of certain types of signs within the Shire where these are not adequately or presently covered in the Shire's Local Laws.

Policy Statement

1. Main Roads Western Australia - (Control of Advertisements) Regulations 1996 and Guide to the Management of Roadside Advertising

Council is not prepared to take on the role of administering the signs on behalf of Main Roads Western Australia (MRWA), however Council will adopt the guidelines as part of Council's Policy.

2. School Bus Signs

The Chief Executive Officer will arrange erection of school bus stop and turn around signs on request from the Principal of the school.

3. Business Sign Posting - Townsites

Business signs approved by the Chief Executive Officer under the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law are to be in accordance with the following:

- a) The signs to be professionally manufactured fingerboard type with white lettering minimum 120 mm high on blue board 200 mm deep.
- b) The sign legend to be brief eg. "Jurien Bay Chalets" and contain the international symbol when applicable.
- c) The signs are to be erected on the existing road name signposts, immediately below the road name sign plate.
- d) The applicant to be responsible for all costs associated with the purchase, erection and maintenance and replacement (when necessary) of the signs. The Chief Executive Officer to approve and control siting and erection.
- e) All signs are to conform to the requirement of Local Planning Policy 8.6 Advertising Devices (Signage).

The Shire of Dandaragan reserves the right to instruct the applicant to modify, relocate, remove and maintain the signs as is deemed necessary.

4. Business Sign Posting - Rural Areas

Business Direction Signs in the rural areas, approved by the Chief Executive Officer under the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law are to be in accordance with the following:

6. Engineering

- a) The signs to be professionally manufactured fingerboard type with white lettering 120 mm high on blue board 200 mm deep.
- b) The sign legend to be brief, eg "Cameroon Stud".
- c) The signs to be erected at the maximum of only two (2) intersections involving local roads, in addition to the Brand Highway (if applicable).
- d) If the project involves a sign on a road under the control of Main Roads Western Australia (MRWA), the applicant is to obtain written approval from them.
- e) The signs are to be erected on the existing road name signposts, immediately below the road name sign plate.
- f) The applicant to be responsible for all costs associated with the purchase, erection and maintenance and replacement (when necessary) of the signs. The Chief Executive Officer to approve and control siting and erection.
- g) The Shire of Dandaragan reserves the right to instruct the applicant to modify, relocate, remove and maintain the signs as is deemed necessary.
- h) All signs are to conform to the requirement of Local Planning Policy 8.6 Advertising Devices (Signage).

5. Farm Sign Posting

Farms signs approved by the Chief Executive Officer under the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law are to be in accordance with the following:

- a) signs on Road Reserves only to display farm and/or owners' names;
- b) only one sign per farmhouse permitted;
- c) maximum size of signs permitted on road reserve is 1200 mm long x 600 mm high. Larger signs may be located within the property boundary;
- d) the signs to be manufactured of approved materials;
- e) signs erected on the Road Reserve to be located at a suitable distance from the constructed road surface or water table dependent on road reserve width;
- f) applicant to meet all costs associated with the manufacture of the signs, posts, erection and maintenance; and
- g) the Shire of Dandaragan reserves the right to instruct the applicant to modify, relocate, remove or carry out maintenance of the signs as deemed necessary.

6. Shire Boundary Signs

The Shire of Dandaragan will maintain entry signs at;

- Brand Highway
- Indian Ocean Drive
- Dandaragan Road

7. Locality Signs

The Shire of Dandaragan will maintain locality signs throughout the Shire.

6. Engineering

6.4 C-6ST04 – Streetscapes - Townsites

Previous Policy Number – 7.3

PART A- Policy

Objective

To provide the community with direction regarding the development, maintenance, use and vegetation to be used in verges within townsites.

Policy Statement

1. Backfill of Kerb and Reinstatement - Jurien Bay and Cervantes

In order to prevent backfill material from being blown onto the street and away from the kerb caused by the adverse winds experienced on the coast the following is to be undertaken:

Prior to the installation of the kerbing Shire staff consult with the property owners adjacent to the road verge affected to identify their requirements in accordance with the options available below.

- (a) The following materials may be used as backfill:
 - (i) If there is evidence that the road verge prior to the kerbing being installed has been watered on a regular basis that yellow sand be used.
 - (ii) Other material approved by Executive Manager Infrastructure.
- (b) Gravel is not to be used as backfill material.
- (c) If reticulation equipment has been installed and operating prior to the installation of the kerb and or the widening of the road verge, the Shire of Dandaragan will arrange to replace or carry out the required repairs to the same standards.
- (d) Existing crossovers will be reinstated to the same standard as previously installed.

2. Verge Development - Street Lawns and Reticulation

Any owner or occupier of land within the townsites may plant lawn on the street verge adjoining their property, without obtaining approval from the Council.

Street lawns are to be maintained by the owner or occupier of the property.

Any person wishing to install reticulation within a street verge for watering a street lawn or for any other purpose is required to apply in writing to the Chief Executive Officer in accordance with Clause 2.2(i)(1) of the activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

Any approval to install reticulation in a street verge is to contain a condition that the Council will not under any circumstances be responsible for any damage caused to the reticulation whether that damage is caused by the Council, another public authority or any other agent or individual. A further condition of approval is that the reticulation is to be located so that it will not create a hazard for pedestrians.

Any person wishing to develop a street verge with anything other than lawn, e.g. brick

6. Engineering

paving, bitumen, native plants, etc., is required to make application in writing, to the Chief Executive Officer.

Approved Design Guidelines will over-ride the provisions of this section.

3. Cervantes Townsite - Memorial Park Tree Planting

Any person wishing to undertake a private planting in Memorial Corner, Cervantes is required to liaise with the Cervantes Memorial Park Committee and disputes to be referred to the Chief Executive Officer for determination.

Shire of Dandaragan will approve the planting of:

- Melaleuca
- Bottlebrush
- Templetonia
- Other native plants (not growing higher than two (2) metres).

The applicant is to be urged to maintain the plant (pruning, etc) however, if not done, the Shire of Dandaragan will undertake this work in its normal maintenance programme.

Any plaques to be installed are to be no larger than 300mm x 300mm and placed no higher than 300mm off the ground. The applicant to be urged to make the plaque as secure as possible because the Shire of Dandaragan will not accept responsibility for damage or removal.

The Shire of Dandaragan does not oppose the disposal of ashes at the site of the plantings.

6. Engineering

6.5 C-6TSRRF05 – Trees – Streets, Road Reserves and Foreshores

Previous Policy Number – 7.4

PART A- Policy

Objective

To promote the use of appropriate trees within the public places within the Shire, including foreshore area, urban streets and rural roads.

Policy Statement

1. Tree Planting - Foreshores

Foreshore tree planting is to generally consist of a variety of trees that would not obscure the views of nearby residents however, the planting of some larger trees can take place where resident's views will not be affected.

2. Street Trees - Townsites

The planting of street trees will be subject to the following provisions;

Street trees are to be positioned as follows:

- 3.5 metres from the fenceline.
- No closer than 10 metres apart.
- No closer than 9 metres from corners.
- No closer than 4.5 metres from driveways.

The landowner is to water and maintain any trees supplied.

Approved variety trees are:

Coastal Towns

- Norfolk Island Pine
- Coastal Moort (Eucalytus Utilis)
- New Zealand Christmas Tree
- Bushy Yate (Eucalyptus Lehmannii)
- Illyarrie (Eucalyptus Erythrocorys)
- Tuart (Eucalyptus Gomphocephala) (only on sides of streets where no power lines exist)
- Peppermint (Agonis Flexuosa)

Inland Towns

- Banksia
- Red Flowering Gum (Corymbia ficifolia)
- River Gum (Eucalyptus Camaldulensis)
- Callistemon "Kings Park Special"
- Illyarrie (Eucalyptus Erythrocorys)

6. Engineering

- Tuart (*Eucalyptus Gomphocephala*) (only on sides of streets where no power lines exist)

Requests for trees other than those of an approved variety are to be submitted for consideration by the Council.

3. Street Trees - Rural Areas

The planting of street trees will be subject to the following provisions;

- a) The Shire will generally encourage the planting of trees in rural road reserves, with the exception of 20 metre road reserves.
- b) The Shire will generally encourage the planting of trees in areas that have been denuded of natural vegetation.
- c) In areas approved by the Chief Executive Officer (following consultation with adjoining landowners and the Executive Manager Infrastructure) the Shire will provide up to 50 trees free of charge for the landowners to plant.
- d) The Shire will endeavour to assist with any clearing and earthworks required provided such work does not require excessive use of Shire plant and providing the plant is in the general vicinity.
- e) Trees must be planted by the adjoining landowner and must be tended by the owner during the first summer following.
- f) Trees should not be planted any closer than 14 metres from the centre line of a road.
- g) All farmers who are renewing fencing along road reserve be encouraged to relocate new fencing 5 to 10 metres inside their property.
- h) No tree planting should be carried out on Shire of Dandaragan road reserves without prior approval for the Shire.
- i) Any person wishing to plant trees is to contact 'Dial Before You Dig' to ascertain the location of any cables to ensure trees are not planted where they may affect underground telephone services.
- j) Trees are not to be planted where they may interfere with Western Power transmission lines and are not to be planted at curves where they may obstruct sight/vision of motorists.
- k) The Shire prohibits the taking of any timber from Shire reserves and road reserves.

6. Engineering

6.6 C-6TSRRF06 – Restricted Access Vehicle Routes

Previous Policy Number – 7.5

PART A- Policy

Objective

To designate those roads on which Restricted Access Vehicles (RAV) will be permitted and the conditions applicable.

Policy Statement

The following conditions are to be applied to all approvals given for the use of Restricted Access Vehicles, including road trains and extra mass permits:

1. As of 31 March 1997, Main Roads Western Australia (MRWA) became solely responsible for the issuing of heavy vehicle permits.

Lists of roads approved by Council are held by Main Roads Western Australia (MRWA) - Transportation Section (*as listed in items 3 – 6*). These lists form the basis of a common endorsement issued to any operator wishing to travel on any of the said roads.

A vehicle is classed as a Restricted Access Vehicle (RAV) if that vehicle alone or together with any load, exceeds one or more of the following limits:

- a) mass limit prescribed in Part 3 of the Road Traffic (Vehicle Standards) Regulations 2002; or
 - b) one of the following dimension limits:
 - c) a width of 2.5 metres;
 - d) a height of 4.3 metres;
 - e) a length of 12.5 metres in the case of a motor vehicle that is not part of a combination; or
 - f) a length of 19 metres in the case of a combination;
2. Roads may only be added or deleted from the list with Council approval.
 3. Approval for the operation of Restricted Access Vehicles shall be conditional on:
 - a) Possession by the operators of the appropriate permits issued by MRWA;
 - b) Speeds on all gravel road surfaces being limited to 80 kph;
 - c) Gravel roads that are affected by rain, operators must contact the local authority for advice if heavy rain has fallen in the area;
 - d) School buses operate on most local authority roads operators must show all courtesy to school buses and local traffic;
 - e) Roads listed in item 7 of this Policy are only to be used for accessing local properties in the Shire of Dandaragan and these roads are not to be used as through routes i.e. no short cut to gain access from one main bitumen road to another, in this case roads as detailed in point 5 must be used; and
 - f) Council reserves the right to withdraw or amend its approval at any time.
 4. In considering roads which are suitable for use under this policy, Council shall have regard to the following criteria:

6. Engineering

- a) there should exist bitumen and/or strong gravel pavement with good road shoulders; and
 - b) the existence and location of bridges and intersections will all be factors which have a bearing on the acceptability or otherwise of a road for these operations.
5. Restricted Access Vehicles up to RAV Category 4, as classified by Main Roads WA Restricted Access Vehicles – Prime Mover, Trailer Combinations – Operating Conditions, are allowed to use the following roads:

SHIRE ROAD NO.	NAME	SECTION
1	Cataby	Full length
2	Dandaragan	Full length
5	North West	Full length
6	Badgingarra	Full length
26	Koonah	Full length
227	Munbinea	Intersection of Bibby Road to Jurien Bay East Road
8	Watheroo	Full length
7	Rowes	Full length
	Bibby	Full length
	Jurien Bay East	Full length
	Cervantes	Full length
MAIN ROADS WESTERN AUSTRALIA (MRWA)		
Brand Highway		Within Shire of Dandaragan
Indian Ocean Drive		(from Jurien Bay townsite north to Sandy Cape Road) (from Cervantes Road to Cervantes townsite)

6. The use of Indian Ocean Drive by Restricted Access Vehicles be restricted to a route that would allow access to the nearest east west link road to the Brand Highway in recognition that the Brand Highway will remain the heavy haulage route and that Indian Ocean Drive be utilised by “as of right” vehicles and as a tourist route only.
7. Limited haulage vehicle movements, for Restricted Access Vehicles up to RAV Category 4, to access properties on the following roads is allowed subject to having delivery or receipt dockets which must be carried and produced on demand to confirm that the vehicle is on the road to access a property on that road and that it is not being used as a “through” route:

SHIRE ROAD NO.	NAME	SECTION
15	Agaton	
132	Banovich	
20	Barberton West	
59	Bidgerabbie	
52	Black Arrow	
38	Boothendarra	
21	Boundary	

6. Engineering

SHIRE ROAD NO.	NAME	SECTION
9	Cadda	Full length
65	Canover	
47	Cantabilling	
50	Cantabilling	
46	Capitella	
122	Caro	
141	Cataby	
19	Coalara	
51	Cockleshell Gully	
48	Cooljarloo	
32	Coomberdale West	
121	Cowalla Peak	
35	Cowalla	
11	Dambadgie	
42	Dewar	
126	Dinner Hill	
56	Eragilga	
228	Fred Weston	
10	Gillingarra	
49	Goonderdoo	
169	Herschell	
225	Jam Hill	
34	Kayanaba	Jam Hill Road 11.98 SLK to Rowes Road 18.28 SLK
120	Koodjee	
18	Koojan Pool	
221	Little Nylagarda	
129	Mahomet	
14	Marchagee Track	
189	Mazza	
40	McKays	
12	McNamara	
130	Menardie	
27	Mimegarra	
33	Minyulo	
91	Moochamulla	
23	Mullering	
4	Munbinea	Bibby Road to Wongonerrah Road.
25	Mungedar	
30	Muthawandery	
37	Namban West	
80	Nambung	
28	Nammegarra	
220	Nylagarda	
127	Sandy Cape	
81	Stockyard	
16	Waddi	

6. Engineering

SHIRE ROAD NO.	NAME	SECTION
58	Walyering	
60	Walyoo	
45	Wandawallah	
142	Wathingarra	
13	Winjardie	
24	Wolba	
62	Wongonderrah	
90	Woolka	
43	Yandan	Brand Highway 0.00 SLK to 9.19 SLK
22	Yerramullah	

8. No Restricted Access Vehicle movements whatsoever will be allowed on the following roads. The inclusion of the roads listed below does not restrict the movement of General Access Vehicle (“as of right”) combinations eg prime mover and single trailer, however extreme caution must be taken and knowledge of the road conditions must be known prior to them being used.

SHIRE ROAD NO.	NAME	SECTION
29	Beacon	
64	Bootoo	
148	Airstrip	
79	Cairn	
123	Chelsea	
143	Golf Drive	
31	Hill River	
34	Kayanaba	
57	Kolburn	
131	Lupin Valley	
236	Marridale	
163	Scenic Drive	
222	Vine Cottage Lane	
140	Walyer Walyer	
125	Warro	
63	Wedge Island	
92	Winja	
249	Woodbine	
43	Yandan	9.19 SLK to 11.99 SLK terminating at Menardie Road

This section does not restrict the movement of General Access Vehicles. General Access Vehicles may operate state-wide provided they are:

- not a road train or b-double;
- within regulation axle mass limits;
- 19 metres or less in combination length (or a maximum 12.5 metres for rigid vehicles);
- total combination mass less than 42.5 tonnes;
- width less than 2.5 metres (excluding mirrors and lights); and

6. Engineering

- f) height less than 4.3 metres.
9. The use of Restricted Access Vehicles through the townsites of Jurien Bay, Dandaragan (except Dandaragan Road), Badgingarra (except North West Road and Meagher Drive) and Cervantes will need to be considered by the Chief Executive Officer on an “application by application basis”, eg specific route for the delivery of fuel etc. Applications for the use of Restricted Access Vehicles in the townsites would be for a twelve month period and renewable on application by the operator at 30 June each year.

6. Engineering

6.7 C-6EDRR07 – Exploratory Drilling On Road Reserves

Previous Policy Number – 7.6

PART A- Policy

Objective

To set down the basis upon which exploratory drilling on road reserves will be permitted.

Policy Statement

The Chief Executive Officer is authorised (*see Delegations Register*) to approve applications for approval to carry out exploratory drilling on road reserves within the Shire District without reference to the Council, with the following conditions attached to the approval:

- (a) A plan is to be provided showing the approximate location of each hole to be drilled.
- (b) The applicant is to pay a Licence Fee at a per hole rate prior to commencement of the drilling. The fee will be included in the Schedule of Fees and Charges as part of the annual budget.
- (c) The applicant is to agree that all precautions will be taken to ensure that the drilling operations will not cause any interference or danger to traffic. With sealed roads, drilling is not to take place on the carriageway or within four (4) metres of the edge of the carriageway.
- (d) The applicant to agree to refill or cap all holes.
- (e) The applicant to agree to advise the Shire of Dandaragan of the details of any water supplies located during drilling.
- (f) The applicant to agree not to intentionally damage and to make good any damage to adjoining fences without any cost to the owner of the fence.
- (g) The applicant to agree to keep any damage to the roadside vegetation to the absolute minimum and in the case of excessive damage, the applicant is to meet the total cost of re-instatement.
- (h) Should any section of the road reserve lie within a total dieback management area the applicant shall, prior to undertaking any work whatsoever within the reserve, submit a management plan for dieback control to the Shire.
- (i) The applicant will indemnify the Shire of Dandaragan against any action being taken which may arise as a result of the activity.
- (j) Should the applicant cause any damage to the road running surface then it will be repaired by Council at the applicant's cost.
- (k) The applicant must obtain the approval of the Minister for Mines.
- (l) The applicant must obtain a "clearing permit" should it be required.

6. Engineering

- (m) The applicant must commission a “dial before you dig” report prior to any drilling commencing.

6. Engineering

6.8 C-6DMRDW8 – Dust Management Requirements for Development Works within the Shire of Dandaragan

Previous Policy Number – 7.7

PART A- Policy

Objective

The purpose of this policy is to:

1. Incorporate the Shire's "Guidelines for the preparation of dust management plans for development sites within the Shire of Dandaragan" into this policy.
2. Adopt the Department of Environment and Conservation procedure for the assessment of the potential for a development site to generate dust prior to site works commencing.
3. Not allow bulk earthworks on Class 3 and 4 development sites between 1 October and 31 March.
4. Put in place measures and contingency arrangements to manage the potential for dust leaving the site during and after development.

Policy Statement

Extensive clearing of vegetation as part of subdivisional and development works during summer months has generated a substantial number of complaints received by the Shire of Dandaragan. This has resulted in the creation of this policy to proactively control the timing of bulk earthworks.

The Shire's guidelines describe the problems associated with airborne dust emissions from development sites. The Shire requires the preparation of dust management plans for construction works associated with development sites and subdivisional works. These dust management plans are required to be submitted and approved prior to the commencement of works.

The Shire's dust management guidelines are for the assistance of developers in preparing dust management plans. These guidelines are largely based on the Department of Environment and Conservation document titled "[A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities \(January 2011\)](#)". The Department of Environment and Conservation guidelines outline that during the summer of 1994-95, more complaints regarding dust impacts from land development sites were received by the Department of Environment and Conservation than for any previous summer. This prompted the preparation of the Department of Environment and Conservation guidelines, which deal with issues such as the;

- timing of development, development staging;
- treatment of vegetation on site;
- stabilisation of cleared areas;
- hydromulch, chemical stabilisation;
- contractual arrangements; and
- procedure for the assessment and management of dust lift off (Site Classification Assessment Chart).

6. Engineering

It is the developer's responsibility to schedule works on land development at the time in the year and in a way that reduces the potential impacts of dust to a practical minimum. The time of the year when these activities are carried out is critical since the least number of complaints occur during winter months.

Definitions

For the purpose of this policy the following definitions are applicable:

- a. Land development sites - are premises (larger than 1,500m²) on which any works are to be done to develop the land for any use.
- b. Land uses - are items of value which would be adversely affected by exposure to excessive quantities of dust and wind-borne material and include houses, commercial buildings, commercial activities, market gardens, schools, factories, roads, parks and recreational areas.
- c. Bulk earthworks - refers to works such as vegetation clearing, topsoil removal, land re-contouring and cut and fill operations.
- d. Civil earthworks - refers to works such as construction of retaining walls, installation of sewers, installation of stormwater drainage, installation of services and construction of roads / parking areas.
- e. Stabilisation - the placement of gravel or other approved stabilisation agent onto completed earthworks.

Conditions

1. All subdivisions and development must comply with the Environmental Protection Authority guidelines for dust control in subdivisional areas.
2. All earthworks on development sites must be undertaken in compliance with a dust management plan approved by the Shire, prepared in accordance with the "[A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities \(January 2011\)](#)" (Department of Environment and Conservation).
3. All development sites shall be classified in accordance with the document "[A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities \(January 2011\)](#)" (Department of Environment and Conservation).
4. Bulk earthworks will be prohibited on Class 3 or 4 development sites between 1 October and 31 March annually. Bulk earthworks must cease by the 30 September and any extensions beyond this date will not be considered.
5. Any Class 3 or 4 development sites which have undergone bulk earthworks prior to 1 October shall be completely stabilised between 1 October and 31 October, so as to remain in a stable condition with no wind borne dust being generated from the stabilised site. The standard of stabilisation required shall be achieved by applying a 60mm layer of gravel as per the Shire's procedural note for the use of gravel as a stabilisation agent.

6. Engineering

6. Bulk earthworks will be permitted in all months on Class 1 and 2 development sites, subject to approval of a dust management plan.
7. In accordance with the approved dust management plan, civil works will be permitted to be undertaken on all classes of sites all year round, subject to an ongoing program of stabilisation on all exposed land prior to the completion of lots.
8. Post subdivision responsibility for dust suppression lies with the landowner.

This policy should be read in conjunction with the following documents:

1. [A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities \(January 2011\)](#) (Department of Environment and Conservation).
2. Guidelines for the preparation of dust management plans for development sites within the Shire of Dandaragan.
3. Shire of Dandaragan's procedural note for the use of gravel as a stabilisation agent.

6. Engineering

6.9 C-6VBP9 – Verge Bond Policy

Previous Policy Number – 7.8

PART A- Policy

Objective

To provide clear guidance to builders and their contractors of the Shire of Dandaragan's policy regarding Verge Bonds and the applicable fees.

Policy Statement

A Verge Bond will be required to protect Shire verge assets for all building development within townsites in accordance with the following process.

Builders will be required to pay the Verge Bond at the time of submitting a Building Permit application.

The person obtaining the Building Permit is required to give notification 7 days prior to the commencement of works. After which Shire staff will then carry out a pre-construction inspection. At the pre-construction site inspection, the existing condition of the verge and footpath assets will be documented and photographed.

On completion of the building works, the builder will request the refund of the bond by submitting an Application for Verge Bond Refund along with a BA7 Notice of Completion which will trigger a second site inspection and subsequent assessment of the Shire's verge assets which will be documented and photographed.

If there is no damage to the Shire's verge assets the bond is refunded. If there is damage the builder is given 21 days to rectify the damage otherwise the Shire will repair the damaged asset using the bond funds. Following the rectification works and if any bond funds remain, they will be refunded to the builder.

If the verge asset damage is above the deposited bond value, an invoice will be forwarded to the builder for the additional works.

The value of the Verge Bond will be determined annually by Council and published in the Schedule of Fees & Charges.

Responsibility for ensuring there is no damage to the verge and footpaths lies with the original Building Permit applicant and not any subcontractors that may carry out work on the site.

7. Law, Order and Public Safety

7 LAW, ORDER AND PUBLIC SAFETY

7.1 C-7BFAAM01 – Bush Fire Act – Administrative Matters

Previous Policy Number – 3.1

PART A- Policy

Objective

To provide direction to the staff and community regarding the management, control and implementation of the Bush Fires Act within the Shire, particularly in matters relevant to discretionary decisions which may be made by the Shire in accordance with the Bush Fires Act 1954 and its regulations. (See *Chief Executive Officer Operation Manual*).

Policy Statement

1. Senior Bush Fire Control Officer

The position of Chief Bush Fire Control Officer will be combined with the position of Fire Weather Officer so that the person occupying the position carries out the duties associated with both appointments.

2. Clover burns

Area limitation

It is the Council's policy to decline to establish a standard maximum area for clover burns as provided for in Section 24(b)(i) of the Bush Fires Act. The Permit Issuing Officer may use discretion and impose a maximum area if he considers it necessary and details of any maximum area set are to be specified in the permit.

Commencement time

In accordance with Regulation 19(3) of the Bush Fire Regulations, it is Council policy that the clover Permit Issuing Officer has sole discretion regarding the burning commencement times, and being between the hours of 4.00pm and midnight.

3. Burning of Shire Road Reserves

All applications to burn Shire Road Reserves within townsites and rural areas, will require assessment / pre-inspection (Appendix 1) by the Chief Bush Fire Control Officer (CBFCO) or the Community Emergency Services Coordinator. The Chief Bush Fire Control Officer, Chief Executive Officer and Community Emergency Services Coordinator (CESC) may or may not issue a permit depending on inspection outcome.

When a permit to burn is issued (Appendix 2), it is the responsibility of the permit holder to ensure that all conditions set out in the permit are complied with at all times. The CBFCO and CESC reserve the right at any stage to cancel or suspend any permit issued; if at any stage they believe that the permit holder is non-compliant with the set of conditions or safety is compromised. The permit holder will be responsible at all time for containment and suppression of any escape of fire.

7. Law, Order and Public Safety

4. Notice of intention to burn

On the day of a proposed burn and prior to the fire being lit, all landowners and occupiers outside of the townsites, are required to notify the Shire office of their intention to burn during restricted burning times.

5. Burning on Sundays and public holidays

Permits will not be issued for burning on Sundays or public holidays, unless approved by the Chief Bush Fire Control Officer during the restricted burning period.

6. Clearing burns

Fire permits are required for burning of bush until the 30 April each year.

7. Bush fire control

Bush fires on Crown land

The control of fires on unallocated Crown land in order to protect privately owned land is at the discretion of the Chief Bush Fire Control Officer.

Shire staff may utilise Shire plant and equipment to control fires following a request for assistance from the Chief Bush Fire Control Officer. Only adequately trained Shire staff may drive Shire plant at fires.

Standard operating procedures

Fire and Emergency Services Authority (FESA) Operating Procedures, with the exception of the clause relating to personnel operating from the rear of vehicles while fighting fires, is the adopted procedure for fire fighting within the Shire of Dandaragan. Copies of the procedure are distributed to all Bush Fire Brigades.

8. Harvesting

Harvesting is permitted on Sundays and all public holidays with the exception of Christmas Day, Boxing Day and New Years Day.

9. Fire fighting appliances in paddock

It is a requirement of the Shire of Dandaragan that an approved fire fighting appliance be present in the paddock being harvested whilst crop harvesting operations and straw raking and baling are being carried out during restricted and prohibited periods. Further, that the unit must be in a state of readiness and is to have a minimum of four hundred (400) litres of water on board.

10. Firebreaks on road reserves

Consideration for firebreaks within road reserves will only be given to those road reserves which are larger than thirty (30) metres width where it is clear that the firebreak would not detract from the amenity of the area. In all other cases, the applications are to be submitted to the Council for determination.

7. Law, Order and Public Safety

Approvals granted under this policy do not remove the obligation of the landowner to provide firebreaks inside of external boundaries in accordance with the Firebreak Order.

7. Law, Order and Public Safety

Appendix 1 - PRE-INSPECTION CHECK LIST TO BURN SHIRE RESERVE'S



0051

SHIRE of DANDARAGAN

PO Box 676, 69 Bashford Street Jurien Bay 6516

PRE-INSPECTION CHECK LIST TO BURN SHIRE RESERVE'S

To be completed by CBFCO & CESC Shire of Dandaragan

Mr/Mrs/Miss..... of
(Full Name) (Town – Residential) Address)

Postal Address

.....
(Home Phone) (Mobile Phone) (Email Address)

Location of proposed Burn

Purpose of the Burn: Weed Control Fuel Reduction Burn Regeneration Burn Protection Burn

Can the area be controlled by other means: Yes No Slashing Spraying Mulching

Declared Rear Flora & Fauna: Check with the Department of Parks and Wildlife if there is any DRF or threatened Fauna within the Reserve. Check Completed: Yes No

If DRF or Priority Species present Burn is not to be approved.

Please indicate if the following infrastructure is present:

School Bus Route	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Telecommunication	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Western Power Transmission Lines	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Water Corporation Valves/Pipes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Gas Pipelines	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Road Signage	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Culverts	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Guide Post/Marker	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Will Firebreaks need upgrading or installing within the Shire Reserve: Yes No

Other items not listed above:

INSPECTION COMPILED BY:

CBFCO (Signature) (Date)

CESC (Signature) (Date)

7. Law, Order and Public Safety

Appendix 2 - PERMIT TO BURN SHIRE RESERVE'S



0051

SHIRE of DANDARAGAN
PO Box 676, 69 Bashford Street Jurien Bay 6516
PERMIT TO BURN SHIRE RESERVE'S

I, Mr/Mrs/Miss of
(Full Name) (Town - Residential Address)

Postal Address

Apply to the Shire of Dandaragan for permission to burn Shire Road Reserve/Reserve's for the

Purpose of.....on.....
(Fuel Reduction, Strategic Protection, Weed Management or other) (Road Name)

.....Distance to be burnt.....
(Location) (Metre/Kilometres)

Date of Burnto.....

Timing of the Burn is to take place betweenam..... pm

Specified Wind Directions.....

Fire appliances to be in attendance.....

Numbers of personnel in attendance.....

Special Conditions

Road Signage must be installed by the Shire prior to burn commencing. Signage to remain in place if smoke is still present or by request of the CBFCO/CESC. Radio notification must be completed by the Shire prior to commencing the Burn.

Other Special condition:

APPROVALS:

CHIEF BUSH FIRE CONTROL OFFICER
(Signature) (Date)

COMMUNITY EMERGENCY SERVICES COORDINATOR
(Signature) (Date)

CHIEF EXECUTIVE OFFICER
(Signature) (Date)

It is the responsibility of the Permit Holder to ensure that all condition set out in the above approval is complied with at all time. The CBFCO/ CESC reserves the right at any stage to cancel or suspend the Permit to burn shire reserves, if at any stage they believe that the Permit Holder is not in compliance with the above conditions or safety is compromised. The Permit Holder will be responsible at all time for containment and suppression of any escape of fire. Assistance with suppression by the shire may result in the recouping of costs from the Permit holder.

Permit Holder
(Signature) (Date)

7. Law, Order and Public Safety

7.2 C-7FO03 – Bush Fire Advisory Committee Meetings

PART A- Policy

INTRODUCTION

This policy specifies when Bush Fire Advisory Committee meetings are to be held.

Objective

To specify a minimum number of Bush Fire Advisory Committee meetings to be held in a year.

To specify what items are required to be considered at these meetings except, general agenda items.

Policy Statement

1. The Bush Fire Advisory Committee shall meet a minimum of once per year with a meeting to be held in the February / March period.
2. The following items shall be considered at the February / March meeting of the Bush Fire Advisory Committee each year:
 - a. The report of each Brigade Equipment Officer required under Clause 3.7 of the Bush Fire Brigades Local Law.
 - b. Nominations for the National Medal.
 - c. The members of the Advisory Committee are to consist of the following representatives:
 - Chief Bush Fire Control Officer
 - 1 x representative from the Department of Parks & Wildlife
 - 1 x representative from the Department of Fire and Emergency Services (DFES)
 - 1 x representative from each Bush Fire Brigade
 - Community Emergency Services Coordinator
 - Rangers

7. Law, Order and Public Safety

7.3 C-7FO04 – Bush Fire Control Officer Appointments

INTRODUCTION

This policy provides a guide for suitability for a person to be appointed as a Bush Fire Control Officer (BFCO).

Objective

Council will encourage all Bush Fire Control Officers to attend Bush Fire Control Officer Training and to maintain these qualifications where possible.

Policy Statement

1. Council acknowledges the importance of formal training and qualifications, and encourages all persons to engage in formal training if and where possible. Council will support all persons who engage in formal training.
2. A Bush Fire Control Officer will be appointed until the person resigns from the position of BFCO or unless revoked by Council.

8. Economic Services and Development

8 ECONOMIC SERVICES AND DEVELOPMENT

8.1 C-8RD01 – Relocated Dwellings

Policy

Objective

To control and guide the overall finished appearance of all relocated dwellings which are relocated to within, or from within the Shire of Dandaragan.

Policy Statement

For the purpose of this policy, a relocated dwelling is described as any dwelling which is of prefabricated construction and is therefore classified as a transportable dwelling, i.e. constructed by a manufacturer and transported to a predetermined site, placed on stumps or other Council approved materials and used for the purpose of human habitation.

1. Application

An application for the relocation of a transportable dwelling is to be accompanied by a certificate from a practising Structural Engineer, stating that the house has been built as a transportable house, that it is in sound condition and when relocated and set in place, will comply with all relevant requirements of the Building Code of Australia 1988.

The house when relocated is to be repaired where necessary, painted internally and externally.

All applications are to be accompanied by coloured photographs showing all elevations of the house.

All applications are to be submitted to Council for determination of approval or otherwise.

Council, when determining applications, may have regard to such matters as:

- a. the age of the structure and general overall condition;
- b. the impact such a structure may have on the surrounding areas where these relate to the local character and the amenity of the area generally;
- c. it may be desirable with some applications to require the construction of front and/or rear verandahs to the dwelling to enhance the overall finished appearance; and
- d. that all asbestos must be removed externally from the dwelling in accordance with legislative requirements and disposed of at a designated landfill site, prior to the building being removed from its existing location.
- e. Where a transportable house is proposed to be located from a townsite within the Shire of Dandaragan to a rural area in the Shire of Dandaragan, the house may be relocated without removing the asbestos subject to;
 - (i) the applicant providing a certificate from a certified asbestos remover / inspector, certifying that the condition of the asbestos is suitable for relocation without being removed from the house; and
 - (ii) the dwelling being transported is no more than three sections and if those sections contain asbestos they cannot be substantially dismantled.

8. Economic Services and Development

A bond of \$2,000 is applicable for relocated dwellings in all townsites and Special Rural Zones and is also applicable to applications in Rural areas that abut Rural Residential Zoning. The bond money is to be refunded when the applicant has complied with Council's requirements and the dwelling inspected by Council's Building Surveyor (Manager Building Services). The bond or part thereof will only be returned after the relocated dwelling has achieved an acceptable minimum level of finish as determined from an inspection by Council's authorised person.

2. Perimeter of House

Relocated dwellings are to have the perimeter of the dwelling enclosed only when the dwelling is relocated into townsites or on land zoned other than Residential where it abuts Residential Zoning and is to be of a material acceptable to the Building Surveyor (Manager Building Services).

3. Relocation of Conventionally Constructed Homes

There may be occasions when approval is sought from Council or the CEO under delegated authority to relocate a conventionally constructed house.

All such applications are to be judged on their merits by Council.

The aforementioned matters will be taken into account when determining such applications.

8. Economic Services and Development

8.2 C-8CVRL02 – Clearing of Vegetation from Residential Lots

PART A- Policy

Objective

To provide guidelines to owners when they are undertaking development and/or clearing vegetation from their properties.

Policy Statement

- a) Any vegetation, or fallen timber requiring removal from the lot on which development is to occur is to be removed and disposed of in a designated Landfill Site/Waste Transfer Station.
- b) Any such vegetation or fallen timber is not to be pushed on to, or deposited or dumped at the rear or side of the lot or on Crown Land or upon any adjoining properties.

8. Economic Services and Development

8.3 C-8CVRL03 – Outbuildings and Temporary Accommodation in Rural Residential and Special Use-Rural Development Zones

PART A- Policy

Introduction

Part 2 of Shire of Dandaragan Local Planning Scheme No 7 provides for the local government to prepare local planning policies to assist it in making decisions under the Scheme.

This policy provides direction and guidance on the floor area and height of outbuildings, and approval processes for outbuildings, within Rural Residential and Special Use-Rural Development zones of the Shire of Dandaragan.

This policy does not exempt compliance with all other requirements of the Shire of Dandaragan Local Planning Scheme and any other policy of Council.

Objective

To ensure outbuildings in Rural Residential and Special Use-Rural Development zones do not adversely affect the amenity of neighbouring properties or the locality generally.

To establish appropriate procedures for the consideration and determination of outbuilding applications within Rural Residential and Special Use-Rural Development zones.

To provide guidelines for those wanting to build an outbuilding on land zoned Rural Residential and Special Use-Rural Development.

To provide guidelines to a Rural Residential and Special Use-Rural Development Lot owner of Council's requirements for temporary accommodation approval on a lot where a permanent dwelling is being constructed.

Definitions

"Ancillary Accommodation" is a self-contained living accommodation on the same lot as a single house which may be attached to, integrated with or detached from the single house.

"Lean-to" is a roof extension to an outbuilding that extends the roof profile only and is designed to accommodate one or more motor vehicles, unenclosed except to the extent that it abuts an outbuilding.

"Outbuilding" is an enclosed non-habitable structure that is required to meet the standards of the Building Code of Australia and is detached from any dwelling.

"Self-contained" is a structure that has its own kitchen, bathroom, and toilet not shared by others.

8. Economic Services and Development

Statutory Powers

This policy is made pursuant to the Shire of Dandaragan Local Planning Scheme.

Policy Statement

Positioning of Outbuildings

1. Where there is a designated building envelope for a lot, an outbuilding is to be located within that building envelope, unless an alternative building envelope is granted planning approval.
2. Where there is no designated building envelope, adjoining landowners shall be consulted regarding any application for planning approval to an outbuilding on that lot.
3. Any application for planning approval for an outbuilding on a lot without a designated building envelope that is subject of objection from adjoining landowner(s) requires Council approval.
4. In considering such applications, the Council shall have regard to boundary setback requirements of the Local Planning Scheme but also the nature of any reasonable objections based on planning grounds. If Council believes the objections can be addressed by modifying the location of the outbuilding, then Council may require the outbuilding to be relocated.

Fill for Building Pads

5. Any fill or retaining in excess of 500mm above natural ground level as part of any outbuilding development plans requires planning approval.
6. Proposed cut and fill needs to be shown on plans submitted with an application for planning approval.
7. For the purposes of measuring wall / ridge height and for any cut / fill, natural ground level will be measured from the midpoint point of the natural ground for the area where development is proposed.
8. Adjoining landowners shall be consulted regarding any proposal for an alternative base point.

Lean-tos

9. Subject to compliance with other provisions, lean-tos not exceeding a roof area of 54m² and not resulting in a total roof area of greater than 216m² do not require consultation with adjoining landowners and shall be approved.
10. The Council may approve applications for lean-tos that exceed the size limits defined in Clause 9 where the following criteria apply:
 - a) The lean-to is located to the rear of an existing outbuilding or is otherwise located in a way that Council considers makes it difficult to see the lean-to from street frontage(s) and any other key view points;

8. Economic Services and Development

- b) The Council comes to the conclusion that the lean-to will not adversely affect the streetscape or amenity of the area;
 - c) The lean-to is adequately screened with landscaping to lessen the visual impact on adjoining properties and streetscape; and
 - d) Notification to adjoining landowners has been obtained.
11. All lean-tos shall be constructed of materials that match or complement the outbuilding to which they are attached.

Outbuildings

12. The following approval processes apply to the related area and height specifications for outbuildings in Rural Residential and Special Use-Rural Development zones:

External Cladding	Floor Area (In Aggregate)	Wall Height	Ridge Height	Neighbour Consultation	Determination by Council
Zincalume, White Colorbond and Off White Colorbond	Up to 12m ²	Up to 2.4m	Up to 4.2m	Not required	Not required
Non-Reflective Material	Up to 162m ²	Up to 4.0m	Up to 5.5m	Not required	Not required
	> 162m ² – 216m ²	> 4.0m – 4.2m	Up to 5.5m	Required	Only required if objections received from adjoining landowners
Non-Reflective Material Hill River Heights	Up to 120m ²	Up to 3.6m	Up to 4.5m	Not required	Not required

13. The Council shall not approve outbuildings with a floor area greater than 300 m² in aggregate.
14. Any application for an outbuilding proposing to exceed 216m² in size and a wall/ridge height exceeding the above will need to be supported by information justifying a larger outbuilding and evidence demonstrating to Council's satisfaction that:
- the outbuilding will be compatible with the setting;
 - the amenity of the locality will not be adversely affected; and
 - the height, bulk, scale, orientation and appearance of the outbuilding is acceptable in relation to development on adjoining land or on other land in the locality.
15. Where neighbour consultation is required, Council will provide adjoining landowners (and any other landowners Council believes could be affected) shall be provided a copy of the proposed plans for the outbuilding, including elevations. Landowners who receive a copy of the proposed plans will be given a period of 14 days to lodge a written submission to the Council. If no submission is received, it shall be assumed that they have no objection to the outbuilding.

8. Economic Services and Development

16. In the Hill River Heights Rural Residential zone, there is a presumption against placement of outbuildings on lots prior to construction of a dwelling. Outbuildings will only be approved in the Hill River Heights Rural Residential zone where it can be demonstrated that the visual impact of the proposed outbuilding from Indian Ocean Drive is unobtrusive or where it can be shown that the visual impact can be suitably moderated so it will be unobtrusive.
17. Where there is an existing dwelling on a lot upon which an outbuilding is proposed, the outbuilding should be located behind the dwelling, as viewed from the primary street frontage, a minimum distance of 1.8m (please note that in Hill River Heights, Indian Ocean Drive is not the primary street frontage).
18. Wall and roofing materials used in the outbuilding should match or complement the existing dwelling on the property.
19. Where there is not an existing dwelling or an outbuilding is not proposed behind the existing dwelling, the application will be determined having regard for the criteria set out under Clauses 12 and 14 above.

Temporary Accommodation and Habitation of Outbuildings

20. The Building Surveyor (Manager Building Services) is authorized to approve/refuse an application for temporary accommodation on a Rural Residential and Special Use – Rural Development lot upon which approval for the construction of a permanent dwelling has been issued subject to the requirements.
21. Temporary accommodation is defined by Council as a self-contained structure which includes:
 - a) A habitable caravan.
 - b) A portable habitable single room structure.
 - c) A habitable room not exceeding 50m² in area.
 - d) An outbuilding having a habitable area not exceeding 50m².
22. The temporary accommodation is to be subject to the following:
 - a) To be supplied with a drinking water supply to the satisfaction of Council.
 - b) Connected to a power supply from Western Power.
 - c) Connected to an approved onsite effluent disposal system.
 - d) Be provided with a laundry, shower, toilet facilities and kitchen sink all connected with a supply of water and an onsite effluent disposal system.
 - e) The structure must be brought up to the minimum standards of a dwelling house as specified in the Building Code of Australia
 - f) The conditions of the development approval specifying the purpose of the habitation, its duration and its reversion following cessation of temporary habitation.
23. Approval is limited to a period of twelve (12) months, or the completion of the permanent dwelling, whichever occurs first, at which time habitation of the temporary accommodation is to cease immediately and be decommissioned.

8. Economic Services and Development

24. Subject to Clause 23 above, the temporary accommodation is to be decommissioned so as to not be self-contained by the removal of all kitchen facilities (bathroom and toilet facilities can be retained).
25. If the applicant wishes to reapply for temporary accommodation, given that a permanent dwelling has not been completed, an application must be received by Council prior to expiration of the approval issued. Subject to this clause, habitation of the temporary accommodation is permitted to continue until a determination is made on the subject application.
26. The accommodation is not to be used as ancillary accommodation unless approval is granted by Council.
27. Application for Temporary Accommodation is to be accompanied with a completed application for planning approval form and a non-refundable planning application fee as outlined in the Shire of Dandaragan's Annual Budget.
28. The Building Surveyor (Manager of Building Services) is to maintain a register of these properties that Council has approved under this Policy and report non-compliance of Clause 23 to Council.

8. Economic Services and Development

8.4 C-8ORA04 – Outbuildings – Residential Areas

PART A- Policy

INTRODUCTION

This policy provides direction and guidance on the area and height of outbuildings that the Shire of Dandaragan will permit within Residential areas, inclusive of Beachridge Estate. The policy provides the basis for determining applications for outbuildings that do not meet the 'deemed to comply criteria' of the Residential Design Codes (2013).

Objective

To provide some flexibility in the requirements for outbuildings in residential areas.

To ensure that the design principles of the Residential Design Codes (2013) are appropriately addressed.

To improve customer service standards through the timely processing of planning and building applications for outbuildings

DEFINITIONS

'Carport' is a roofed structure designed to accommodate one or more motor vehicles unenclosed except to the extent that it abuts a dwelling or a property boundary on one side, and being without a door unless that door is visually permeable.

'Garage' is any roofed structure, other than a carport, designed to accommodate one or more motor vehicles and attached to the dwelling.

'Outbuilding' is an enclosed non-habitable structure that is detached from any dwelling, but not a garage.

'Residential Area' is an area with a density zone of Residential R20 or less.

STATUTORY POWERS

In accordance with the provisions of the Residential Design Codes (Clause 5.4.3 - Outbuildings), where an outbuilding exceeds an area of 60m² (or 10% of the site area, whichever is the lesser) or has a wall height greater than 2.4m or a ridge height greater than 4.2m, Council's approval should be sought under the design principles.

The design principles relative to outbuildings (Clause 5.4.3) states:

"Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties."

This policy does not alter or change in any way the design principles of the Residential Design Codes (2013).

8. Economic Services and Development

In accordance with the provisions of the Residential Design Codes (Clause 3.3.1), where a component of the proposal proposes to apply one or more design principle (s), it is necessary to assess that component of the design against the relevant design principle(s). Additional supporting information shall include:

- (a) identification of all design elements that are not deemed-to-comply; and
- (b) written justification as to how the application/proposal meets the design principles and objectives of the R-Codes and any relevant scheme and local planning policy objectives and requirements

Policy Statement

Carports and Garages

1. All garages and carports shall not exceed a floor area of 40m², a wall height of 3.0m or a ridge height of 4.5m.
2. The Council may consider applications for carports and garages that exceed the size limitations defined in Part 1, where the following criteria are, in the opinion of Council, satisfactorily addressed;
 - a) the garage or carport is attached to and forms part of the adjoining dwelling;
 - b) the garage or carport is situated under the roof line of the adjoining dwelling;
 - c) the garage or carport is located at least 0.5m behind the dwelling alignment (excluding any porch, verandah or balcony);
 - d) the garage or carport will not have an impact on the streetscape or amenity of the area; and
 - e) the garage or carport complies with any design guidelines adopted by Council.
3. All carports and garages shall be constructed of materials that match or complement the dwelling on the site.
4. The use of zincalume wall cladding in garages and carports will not be permitted.

Outbuildings

5. An outbuilding within a Residential area shall be deemed as meeting the performance criteria of Clause 5.4.3 of the Residential Design Codes where the following area and height requirements can be achieved:

Outbuilding External Appearance	Permitted Area of Outbuilding	Permitted Wall Height	Permitted Ridge Height
Reflective Cladding	12m ²	2.4m *	4.2m *
Non-Reflective Cladding or Masonry	80m ² , or 10% of the site area, whichever is the lesser	3.6m *	4.5m or the highest point of the roof cladding of the residence whichever is lesser *

* Note that total wall / ridge heights are measured from the ground level at the closest common boundary

6. When giving consideration to an application for an outbuilding, the Shire of Dandaragan shall have regard to the design principles contained in section 5.4.3 of the Residential

8. Economic Services and Development

Design Codes, namely that outbuildings do not detract from the streetscape or the amenity of residents or neighbouring properties.

7. All outbuildings are to otherwise maintain a minimum rear / side setback in accordance with the Residential Design Codes Tables 2a and 2b. Any variation to these setback requirements will require the submission of a Planning Application with adjoining property owner comment for a council decision.
8. Where a parapet/boundary wall is proposed (ie a wall within 600mm of a boundary), a maximum wall height of 3.0m and length of 9m will apply. Any variation to this requires comment from the affected adjoining property owner/s for a Council decision
9. This policy does not exempt compliance with all other requirements of the Residential Design Codes (2013) and any other policy of Council.
10. A wall height in excess of 3.6m (to a max. of 3.9m) to the top of a skillion or curved type of roof construction may be permitted at the discretion of the Shire Building department where the following criteria can be achieved;
 - the higher end of the sloping wall is adequately screened from the roadside;
 - the higher wall is orientated away from the closest common boundary/s;
 - the skillion roof is pitched between the lesser wall span; and
 - boundary setbacks are as per clause 7.
11. A Building application will not be approved for an outbuilding on a vacant residential property, unless said property has a substantially commenced dwelling onsite.
12. All outbuildings must be located behind the existing dwelling on a property or as pursuant to clause 13.
13. Applications to locate outbuildings adjacent but not forward of an existing dwelling will be considered for approval dependant on the written comment of adjoining property owners and the structure being of matching construction to the dwelling.
14. The wall and roofing materials used in the outbuilding should match or complement the existing dwelling on the property.
15. Any proposed shed outbuildings with a floor area of 9sqm or less and a wall height of 2.1m or less are exempt from needing Shire building approval.
16. Council will take into account the rural amenity of the townsites of Badgingarra and Dandaragan when outbuildings are considered, that do not comply with the requirements under table 5.

8. Economic Services and Development

8.5 C-8ADSP05 – Advertising Devices (Signage) Policy

PART A- Policy

PURPOSE

The purpose of this Policy is to ensure that the display of advertisements within the Shire of Dandaragan does not adversely impact on the amenity of surrounding land while providing appropriate exposure for businesses, activities or services.

For the purposes of this Policy, the erection, placement and display of any advertisement (other than an exempted advertisement) and the use of land, buildings or vehicles for that purpose is classed as development requiring the approval of Council.

The erection, placement and display of any proposed hoardings or advertising structures, on or in the vicinity of any road under the care and control of Main Roads WA, will also require approval in accordance with the *Main Roads Act 1930*, in addition to the approval required by Council.

This Policy should be read in conjunction with “Shire of Dandaragan Local Government Property Local Law” and the “Shire of Dandaragan Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law”, both made pursuant to the Local Government Act 1995.

Objective

- To enable businesses and community groups to effectively advertise goods and services;
- To provide valuable information for travellers and tourists that will be easily understood while ensuring the safety of all road users is maintained.
- To ensure that the display of advertisements does not adversely impact on the amenity of surrounding land;
- To avoid a proliferation of signs on individual sites and buildings;
- To improve the streetscape of major roads;
- Encourage the rationalisation of advertising signs on individual premises;
- Encourage the consideration of advertising signs as part of the design of buildings; and
- To ensure that signs are not discriminatory or offensive;

SIGN TYPES NOT LISTED

If a Sign Type or a particular advertisement sign is not mentioned in this Policy or the Scheme, then the sign shall be assessed on its individual merits in accordance with the objectives of the Shire of Dandaragan’s Local Planning Scheme.

EXEMPT SIGNS

An exempt sign for the purpose of this Policy is:

- (a) any sign which is classified as exempt under Schedule 5 of Local Planning Scheme No.7;
- (b) any sign which is the subject of an existing approval made prior to the date of effect of this Policy;
- (c) any advertisement affixed to or painted on a shop window by the occupier of the shop and relating to the business carried on in the shop;

8. Economic Services and Development

- (d) any sign within a building;
- (e) any building name sign on residential flats or home units which has a single line of letters not exceeding 300mm in height, fixed to the facade of the building;
- (f) any newspaper poster;
- (g) one freestanding sign. The sign is to be placed or erected only to direct attention to a place, activity or event during the hours of that activity or event;
- (h) a sign placed on or in front of a property advertising the sale or lease of a building, property or business, providing;
 - i. the aggregate area of such onsite signage does not exceed 3m² in area;
 - ii. the signage is contained within the property boundary, unless in the instance that the sign will be substantially obstructed, in which case the sign can be located on the road reserve providing it does not obstruct public visibility or access; and
 - iii. the signage does not protrude above surrounding elements of the landscape.
- (i) a flag sign associated with a commercial property, where;
 - i. the aggregate area of surfaces that provide advertising is 0.2m² per 1m of street frontage of the subject tenancy (max aggregate area of 2m²);
 - ii. minimum ground clearance of 2.4m
 - iii. maximum height is less than 3m above ground level; and
 - iv. project less than 0.6m from the façade of building.
- (j) a banner used for a temporary period and not longer than fourteen days.

Policy Statement

1. STANDARDS COMMON TO ALL SIGNS

All signage within the Shire of Dandaragan must consider the following general requirements.

1.1 Design and Amenity

- 1.1.1 A sign shall be designed and located so as to not significantly obstruct or impede all or part of a view of a river, the sea or other place or feature which in Council's opinion is of significance to the district.
- 1.1.2 Every sign attached to buildings shall be incorporated into the features of the building in placement, style, proportions, materials and finish and shall be designed, constructed, finished, installed and professionally maintained.
- 1.1.3 The design, number or variety of signs within an area shall not be injurious to the amenity or natural beauty of the locality.
- 1.1.4 All signs shall be simple and provide for instant recognition.
- 1.1.5 A sign shall not contain any discriminatory or offensive material.
- 1.1.6 All permanent signs shall have sign writing, design work, lettering and colouring that is clearly legible for the intended audience (i.e. whether the reader is a pedestrian, cyclist or motor vehicle occupant).
- 1.1.7 Materials of construction and placement should bear consideration of long term maintenance and repairs.
- 1.1.8 All signs shall be maintained in good order and clean condition.
- 1.1.9 Every sign shall be designed to utilise colour schemes and materials that fit in with the overall style of the surrounding development and/or precinct. (size, placement / location and style)

8. Economic Services and Development

1.2 Safety

1.2.1 A sign shall:

- a) be securely fixed to the structure by which it is supported, without affecting the stability of the building or structure to which it is affixed. Alternatively, a sign must be designed such that it maintains structural integrity in its own right;
- b) be structurally sound and capable of withstanding any forces to which it would be reasonably subjected to without collapsing, deforming or moving from the position on which it was erected or displayed.
- c) Be constructed and erected in accordance with generally accepted industry standards
- d) not obstruct the passage of or so as to create a hazard for vehicles or pedestrians;
- e) not be located such that it obscures or is likely to be confused with traffic signals or signs;
- f) not obstruct access to or from any door, fire escape or window;
- g) not be constructed of readily combustible material including but not limited to paper, cardboard or cloth, except in the case of posters securely affixed to a signboard or other structure.

1.3 Siting

1.3.1 Unless expressly permitted within this policy, signs shall not be supported on private land that is not associated with the goods and services advertised on the sign.

1.3.2 Unless expressly permitted within this policy, permanent signs shall not be located on land that is zoned or used for residential purposes.

1.4 Content

1.4.1 Every sign will be limited to the following content:

- (a) the name of the occupier;
- (b) the business carried on in or on the premises;
- (c) the occupier's telephone number, internet or email address
- (d) a description of the goods sold or offered for sale in the premises to which the sign is affixed or to which it relates;
- (e) graphics relating directly to the effective advertising of the business, product or event; and
- (f) any other matter specifically approved by the Shire.

1.4.2 Council reserves the right to refuse any sign in which the content of the advertisement:

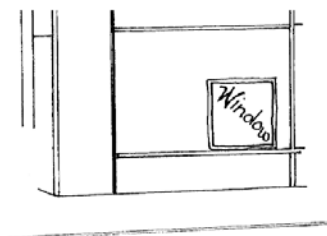
- a) could harm or cause detriment to the State;
- b) make reference to a product which is unsafe, or is otherwise unsuitable to be referred to in the advertisement;
- c) contains confusing, misleading, political, religious, offensive or objectionable information; and
- d) would breach any provision of the Trade Practices Act or any other State or Commonwealth legislation.

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2. REQUIREMENTS FOR PARTICULAR SIGNS

Bill / Fly Posting

(Shopfront Window)



DEFINITION:

An advertisement affixed to, or painted on a shop window by the occupier of the shop that relates to the business carried on in the shop. (any sign within a building)

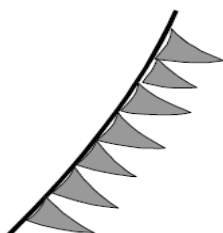
REQUIREMENTS:

Shall not Cover more than 50% of the glazed area of any one window or exceed 10.0m² in area in aggregate per tenancy per lot.

APPLICATION:

Exempted from planning approval providing it complies with the requirements.

Bunting



DEFINITION:

A thin strip of plastic or material used for decorative purposes or to highlight a location.

REQUIREMENTS:

Not encouraged as device creates visual clutter.

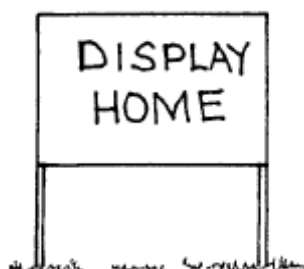
Approvals will be on a temporary basis, no longer than 4 weeks in a 3 month period to ensure the objectives of this policy are achieved; objective 2 of this policy and 1.1.3 of the policy statement.

APPLICATION:

Requires Planning Approval (Council approval)

Note: In the application an overall signage plan has to be submitted explaining its benefit for the business and justification for the use of this sign.

Development Sign



DEFINITION:

A sign to facilitate the sale, auction or leasing of a group of housing or building sites

REQUIREMENTS:

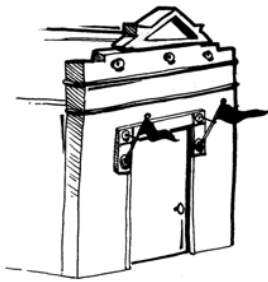
- Shall not exceed 32m² in area;
- Displayed at the entrance to the subdivision and not remote from the lots being sold unless special approval is granted by Council; and
- Shall be removed within 2 years from the date of approval or when 80% of lots have been sold, whichever is the sooner, unless Council approval has been granted for a longer period.

APPLICATION:

8. Economic Services and Development

Requires Planning Approval (Under Delegation of the Manager of Planning)

Flag Sign (A)



DEFINITION:

An advertising sign that is printed onto a flag (typically flown from a pole) and associated with a commercial property.

REQUIREMENTS:

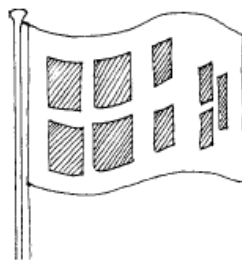
Aggregate area of surfaces that provide advertising is 0.2m² per 1m street frontage of the subject tenancy (max 2m² aggregate area)

APPLICATION:

Exempt from planning approval providing it complies with the requirements.

Note: Refer to (i) of Exempt Signs of this Policy

Flag Sign (B)



REQUIREMENTS:

- a) Max 2 flag poles per lot (where not considered superfluous or unnecessary);
- b) Max height of 6m;
- c) Each flag no greater than 4.0sqm (with a pole of a size to satisfactorily support the flag under all conditions).

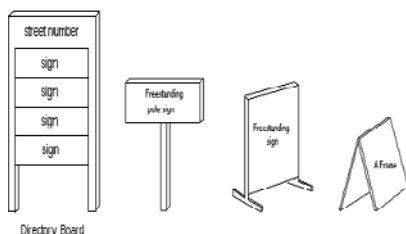
APPLICATION:

Requires planning approval (Under Delegation of the Manager of Planning)

8. Economic Services and Development

Freestanding Signs

(Inc. A – frame, pole sign, board directory)



DEFINITION:

A portable sign that is displayed on a sign structure that is mounted on the ground on one or more supports.

REQUIREMENTS:

- Max 1m in height;
- Max area of 1m² on each side;
- Erected immediately adjacent to building or business sign relates;
- Removed each day at close of business and erected next trading day.

APPLICATION:

Exempted from planning approval providing it complies with the requirements.

Refer to Clause 1.2 Safety and Clause 3.8

Hoarding (Billboard)



DEFINITION:

Detached or detachable structure other than a pylon sign that is erected for the sole purpose of displaying a sign or signs and includes a poster panel or an illuminated panel.

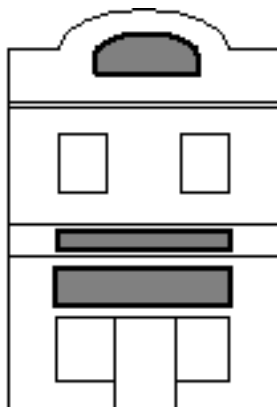
REQUIREMENTS:

The applicant is required to provide adequate justification for the use of a hoarding sign. Refer to Appendix 1.

APPLICATION:

Requires Planning Approval (Council approval).

Horizontal Sign



DEFINITION:

A sign fixed parallel to the wall of a building to which it is attached and with its largest dimensions being horizontal.

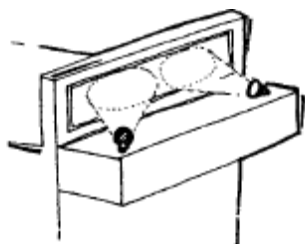
REQUIREMENTS:

- To be fixed parallel to the wall of the building to which it is attached;
- not project more than 150mm from the wall to which it is attached;
- afford a minimum headway of 2.27m where the sign projects more than 12mm into pedestrian thoroughfare;
- not exceed 5m² in area; and
- conforms to the following table:

Min distance of sign above street	Max depth of sign
Less than 7.5m	600mm
7.5m to 9m	750mm
9m to 12m	1,000mm

8. Economic Services and Development

Illuminated Sign



APPLICATION:

Requires Planning Approval (Under Delegation of the Manager of Planning).

DEFINITION:

A sign which can be lighted either from within or without the sign by artificial light provided, or mainly provided for that purpose and which does not emit a flashing light.

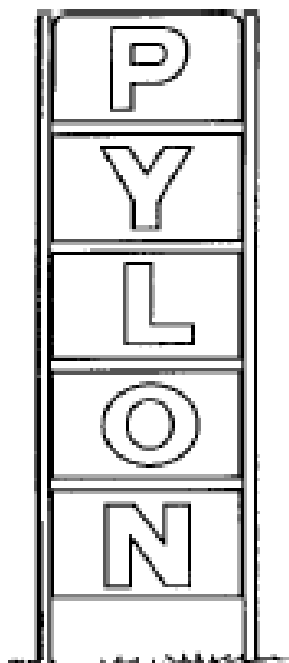
REQUIREMENTS:

- be constructed entirely of non-flammable materials;
- be maintained to operate as an illuminated sign;
- not be displayed where may be confused with or mistaken for the stop or tail light of a vehicle;
- no encouraged to be of flashing, pulsating, chasing or running lights; and
- Use a low level of illumination.

APPLICATION:

Requires Planning Approval (Council Approval).

Pole or Pylon Sign



DEFINITION:

A sign supported by one or more piers and not attached to a building and includes a detached sign framework supported by one or more piers to which sign infill's may be added.

REQUIREMENTS:

- Max 6m above the level of the ground immediately below it;
- Not exceed 4m² in area unless approved by the Shire;
- Be supported on one or more piers or columns of brick, stone, concrete, timber or steel of sufficient size and strength to support the sign under all conditions;
- Not within 2m of side boundaries of the lot on which is it erected unless the lot abuts an intersecting street or right-of-way, where the Shire may authorise the erection of the sign at a distance less than 2m;
- Not be within 6m of another sign erected on the same lot;

Where pylon signs are to be erected on a lot on which a factory tenement building or small shops are erected or are to be erected the Shire may require all pylon signs to be incorporated into one sign in which case:

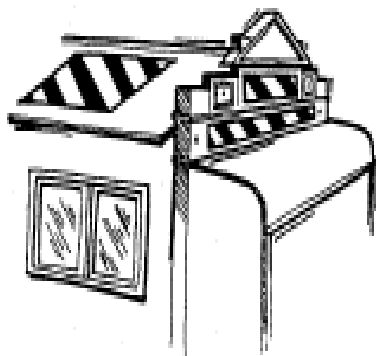
- All of the constituent or infill signs are of an equal size; and
- One constituent or infill sign is provided for each business, shop or unit on the lot.

APPLICATION:

Requires Planning Approval (Council Approval).

8. Economic Services and Development

Roof Sign



DEFINITION:

An advertising sign which is fixed to or painted on a fascia, or to the roof itself, or which forms part of a projection above the eaves, or ceiling of the subject building.

REQUIREMENTS:

A roof sign shall comply with the following table:

Height of building where sign is to be fixed	Maximum height of sign
4m and under 5m	1,250mm
5m and under 6m	1,800mm
6m and under 12m	3,000mm

Rural Producer Sign

DEFINITION 1:

A sign erected on land zoned rural under the Local Planning Scheme indicating the products grown, reared or produced on the property.

REQUIREMENTS:

- Not indicate or display any matter otherwise than for the purpose of indicating the products grown, reared or produced on the property on which the sign is erected;
- Be erected within the boundaries of the property; and
- Not exceed 2m² in area.

APPLICATION:

Exempt from planning approval providing it complies with the requirements.

DEFINITION 2:

A sign erected on land zoned rural under the Local Planning Scheme advertisement other than that expressed in Definition 1 of Rural Producer Sign.

REQUIREMENTS:

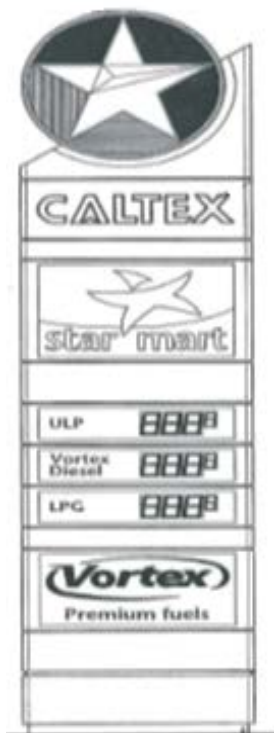
- Be erected within the boundaries of the property; and
- Not exceed 2m² in area.
- Will need to be accompanied with an explanation for the need and requirement of the proposed sign.

APPLICATION:

Requires Planning Approval (Under Delegation of the Manager of Planning).

8. Economic Services and Development

Service Station Sign



DEFINITION:

A sign or signs used solely for the purpose of advertising the price of petrol, diesel, gas or other fuels and products sold from the premises.

REQUIREMENTS:

The following types of business identification signs will be permitted for service stations:

- i. Fascia signs;
 - ii. Top hamper signs;
 - iii. A pole / pylon sign;
 - iv. A wall sign; and
 - v. Entry / Exit signage.
1. Only one (1) pole / pylon sign permitted along the public road frontage;
 - a. Max height shall be 8 metres for sites located within a townsite;
 - b. Max height for sites within rural zone shall be 2 metres;
 2. The face of the pole / pylon sign should include a display of the current price of fuel for the service station operation.

APPLICATION:

Planning Approval Required (Under Delegation of the Manager of Planning).

Note: a service station sign application is to be submitted as part of an overall sign strategy for the site. Refer to Appendix 1

Signs on Fences

DEFINITION:

Any advertising painted or attached to a fence of a property.

REQUIREMENTS:

Signs on fences shall not be permitted, except in designated industrial areas. Free standing signs adjacent to the fence line are permitted elsewhere.

APPLICATION

Requires Planning Approval (Under Delegated Authority of the Manager of Planning).

Note: For home businesses refer to Schedule 5 of the Scheme

8. Economic Services and Development

Signs on Vehicles



DEFINITION:

An advertising sign which is applied to, or attached to, or placed on a vehicle. This excludes sign writing on the side of a registered vehicle and/or any form of advertising that does not alter the shape of the vehicle body and/or the advertisement on the vehicle relates to the registered business of which the vehicle owner operates.

REQUIREMENTS:

Not permitted to park on any thoroughfare (other than within an approved car park) without a Shire permit.

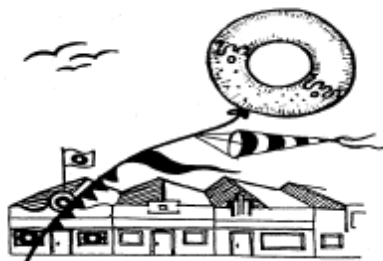
Display signs shall:

- a) Have no moving parts;
- b) Have a maximum vertical or horizontal dimensions of 2.0m; and
- c) Limited to a maximum of one sign per street frontage on any one lot.

APPLICATION:

Exempted from planning approval providing it complies with the requirements

Tethered Signs



DEFINITION:

Advertising sign which is suspended from, or tethered (tired) to any structure, or tree or pole (with or without supporting framework) and made of paper, plastic, fabric or of similar material. The term includes lighter than air aerial devices, inflatables, bunting, banners, flags and kites.

REQUIREMENTS:

Not encouraged as device creates visual clutter.

Approvals will be on a temporary basis, no longer than 4 weeks in a 3 month period to ensure the objectives of this policy are achieved; objective 2 of this policy and 1.1.3 of the policy statement.

APPLICATION:

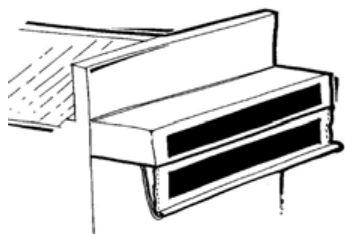
Requires Planning Approval (Council approval)

Note: In the application an overall signage plan has to be submitted explaining its benefit for the business and justification for the use of this sign.

8. Economic Services and Development

Verandah Signs

(Awning)



DEFINITION:

An advertising sign fixed to the outer or return fascia of an awning or verandah associated with a commercial building, and includes signs on blinds, sunshades and similar structures.

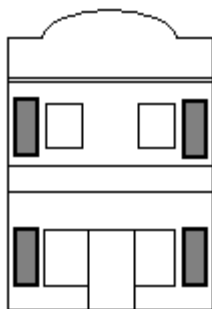
REQUIREMENTS:

- only one such sign per street frontage of the subject tenancy;
- It has an area of 0.4m² per 1m of street frontage of the subject tenancy (max are of 10m²); and
- Is contained within the width of the building.

APPLICATION:

Exempted from planning approval providing it complies with the requirements.

Vertical Signs



DEFINITION:

A fixed sign parallel to the wall of a building to which it is attached and with its largest dimensions being vertical.

REQUIREMENTS:

A vertical sign shall:

- Not project more than 50mm from the face of the building to which it is attached;
- Not be within 600mm of either end of the wall to which it is attached;
- Be of a height of at least twice its width;
- Not be placed on a corner of a building, except at a street intersection where it may be placed at an angle with the walls so as to be visible from both streets;
- Not exceed 750mm in width exclusive of the back projection; and
- Not exceed 2m² in total area on premises being a shop or office or both

APPLICATION:

Requires Planning Approval (Under Delegation of the Manager of Planning)

3. REMOTE ADVERTISING

- Council will generally not support remote advertising or advance warning signs (other than a service or tourist sign), as this may lead to an undesirable precedent and proliferation of signage to the detriment of the amenity of the Shire.
- All signage within road reserves must be co-located to maintain the visual amenity of the area.

8. Economic Services and Development

- 3.3 All signage within road reserves shall be assessed in accordance with the proposed sign type requirements and clause 1 and 2 of this policy.
- 3.4 Should any conflict arise between the provisions of this Policy and the Shire of Dandaragan's 'Activities on Thoroughfares and Trading in Thoroughfares and Public Places' Local Law, then the local law is to prevail.
- 3.5 Signage within Road Reserves inside designated tourist precincts
 - 3.5.1 Notwithstanding any provisions in this policy, no pylon / post signage other than that erected by the Shire of Dandaragan is to be approved within the road reserve on Bashford Street.
 - 3.5.2 The Shire is responsible for the approval, installation and routine maintenance of these signs. In all cases the Shire retains ownership of the signs and the right to relocate, modify or remove them as necessary.
 - 3.5.3 A grouped signage scheme will be utilised for the various economic precincts within the tourist precincts; the commercial and industrial precincts, allowing individual businesses to advertise. Such that, any further advertisements may be required to use existing signage infrastructure.
- 3.6 Signage within Road Reserves outside designated tourist precincts.
 - 3.6.1 Council will consider approving a planning application for a development sign (given that the development is within close proximity to the sign), a sign advertising a tourist attraction, community association or not for profit organisation on properties, buildings or reserves that are not directly related to that sign outside the designated tourist precincts, in the following circumstances:
 - i. Where the proponent can satisfy Council as to the community economic and/or social merits of erecting such signage or advertising;
 - ii. Where the sign falls within the definition of 'Special Events Sign', and will be only placed on the property, buildings or reserves for the period that the special event is being run; and
 - iii. In any other situations that Council sees fit.
 - 3.6.2 Applicants are advised that signage within Road Reserves may require the dual approval of Council and Main Roads WA. In most instances Main Roads WA require the approval of Council before an application for signage can be considered. The requirement for Main Roads WA approval is only a requirement on roads under the care, control and responsibility of Main Roads WA.
 - 3.6.3 Council, in considering applications may have regard to Main Roads WA Guidelines 'Guide to the Management of Roadside Advertising'.
- 3.7 Signage Register
 - 3.7.1 Council will maintain a register of approved signs on Public Land.
- 3.8 Sign Liability
 - 3.8.1 Council takes no responsibility for any damage to, theft of or claims arising from a sign within the road reserve.
 - 3.8.2 It is the applicant's responsibility to ensure that a private sign on the road reserve is insured against any claims arising from the public.
 - 3.8.3 Where a sign / advertisement is proposed to be placed in, or overhang, a public place or street, the owner of the property / applicant will be required where appropriate, to provide a public liability insurance policy indemnifying the Shire against all actions, suits, claims, damages, losses and expenses made against or incurred by the Shire arising from the approval. The applicant and/or land owner may be required by the Shire to –

8. Economic Services and Development

- a) take out a public liability insurance policy in the name of the owner or applicant and the Shire, for an amount considered appropriate to the risk involved;
- b) keep that insurance policy current for the duration of the approval;
- c) include a clause in the policy which prevents the policy from being cancelled without the written consent of the Shire;
- d) include a clause in the public liability insurance policy, which requires the owner or applicant and the insurance company, to advise the Shire if the policy lapses, is cancelled or is no longer in operation;
- e) on the request of an authorised person, provide for the inspection of a certificate of currency for the required insurance policy.

4. VARIATION OF STANDARDS

- 4.1 All proposals that do not conform to the standards prescribed in this policy and the applicable Local Planning Scheme shall be referred to the Council for determination.
- 4.2 If it is established to the satisfaction of the Council that a particular standard or provision contained within this Policy is unreasonable or undesirable in the particular circumstances of the case, the Council may at its discretion, vary the standard or provision.
- 4.3 The Council may only vary a standard or provisions where it is satisfied that:
 - a) Approval of the variation will not set an undesirable precedent;
 - b) The applicant demonstrates exceptional circumstances warranting support for a variation;
 - c) Approval of the application is in accordance with variations to site and development requirements contained within the Shire of Dandaragan's Local Planning Scheme (Section 5.6).
- 4.4 Any request by an applicant to vary a standard within the Scheme or this policy shall cause the Council to require a sign strategy to be developed and submitted by the applicant as part of the submission.

5. SIGNAGE STRATEGY

- 5.1 A "signage strategy" means an overall plan of the whole of the subject site showing the location and size of all advertisement signs proposed for the site, as well as the outline of any buildings, car parking areas, vehicular access points to the site, etc. Any existing signs must also be included on the plan and clearly delineated.
- 5.2 All subsequent applications for an advertisement sign on the subject lot must be in accordance with the approved sign strategy. If not, a new sign strategy will be required by Council.
- 5.3 Examples of a "Simple Signage Strategy" and a "Complex Signage Strategy" can be found in appendix 1.

6. CONTROL OF ADVERTISEMENT SIGNS

- 6.1 The erection, placement or display of advertisements signs and the use of land or buildings for that purpose requires the prior approval of the Council (except where the advertisement signs are exempted as outlined in this policy).
- 6.2 An application for planning approval shall be accompanied by a duly completed 'Additional Information for Advertisements', as set out in Schedule 7 of the Shire of Dandaragan's Local Planning Scheme.

8. Economic Services and Development

- 6.3 Any signs, with the exception of exempted advertisements outlined in this policy, erected on a property or reserve prior to obtaining a formal planning approval would be in breach of the Shire of Dandaragan's Local Planning Scheme.
- 6.4 With exception to requirements provided for in this policy, an approval granted pursuant to this policy remains valid until an alteration is proposed to be made to the structure or area of the sign in respect of which an approval has been issued and in such event the applicant shall apply for a new planning approval.
- 6.5 The Council may impose any conditions it thinks fit to an approval pursuant to this policy.

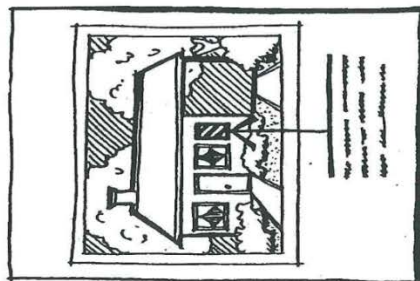
8. Economic Services and Development

APPENDIX 1

Signage Strategy

An Example of a 'Simple Sign Strategy'

A Simple Sign Strategy is required in those zones shown in Table 1 of this Policy.

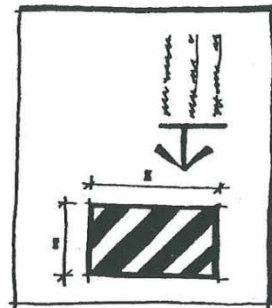


1. A clear illustration of where the sign/s will be placed on the site or building.

This could be;

- a drawing of the sign done to the correct scale and pasted to a photograph;
- a sketch on your builder's plans and/or elevations or;
- a perspective drawing.

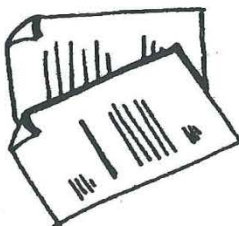
The illustration must also show the relation of the sign to neighbouring properties, so that Council can check it will not have a negative impact on your neighbours.



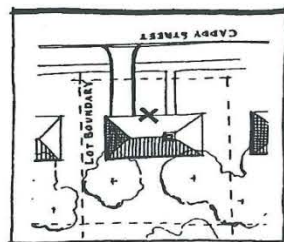
2. An illustration or photograph of the sign(s) with dimensions marked. (The actual content of the sign need not be shown.)

8. Economic Services and Development

3. Additional notes to support your application and outline the reasons why you may wish to vary from the standards.



4. A Site Plan showing clearly where each sign is to be located in relation to the building, site boundaries and neighbouring properties.



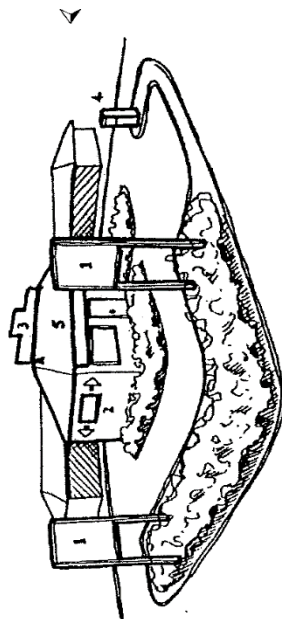
5. Any other additional notes to support your application along with a Form 1 Planning Application must be lodged with Council with two sets of the above drawings and the appropriate fee.

8. Economic Services and Development

An Example of a 'Complex Sign Strategy'

A Complex Sign Strategy is required in those zones shown in Table 1 of this Policy.

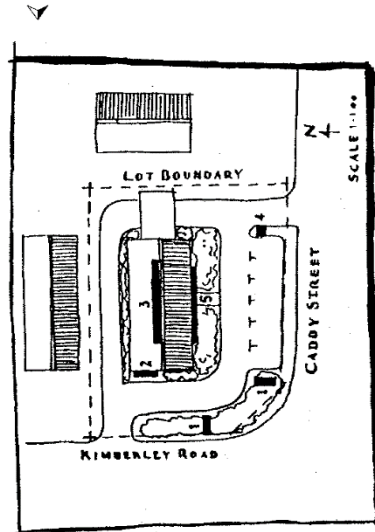
1. A Site Plan showing clearly where each sign is to be located in relation to the building, site boundaries and neighbouring properties.



The plan must show;

- A scale and a North point
- Lot boundaries
- Street and Road names
- Existing signs to be removed or retained

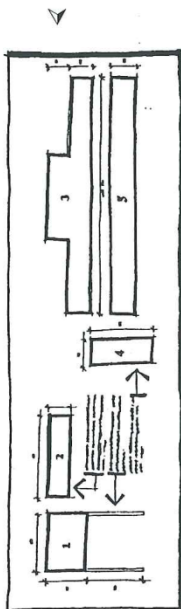
2. A perspective drawing or photomontage showing;
 - Neighbouring buildings or sites
 - Lot boundaries
 - Existing signs to be removed or retained



8. Economic Services and Development

3. A sheet illustrating each sign to be installed and clearly showing;

- dimensions
- surface areas
- heights above ground



4. Any other additional notes to support your application along with a Form 1 Planning Application must be lodged with Council with two sets of the above drawings and the appropriate fee.

8. Economic Services and Development

8.6 C-8PCP06 – Planning – Car Parking

PART A- Policy

Objectives

- a) To provide sufficient parking for all developments within the Shire of Dandaragan;
- b) To recognize the need for different standards to be applied for coastal and rural town sites, and rural areas of the Shire.
- c) To provide clarity on the application of cash in lieu of onsite parking; parking requirements/ratios inclusive of buses, bicycles and cars for various land uses; and general guidance on the standards of construction.
- d) To ensure developments are provided with an acceptable standard of car parking, which is safe, convenient and practical for the operation of the site and for the community in general.

Policy Statement

1.0 Introduction

This car parking policy is to complement car parking standards set out in the Local Planning Scheme and further add bicycle parking requirements for different land uses as a way to encourage the use of non-fossil fuel mode of transportation. It also provides a guideline for cash in lieu parking arrangements and car parking access and design.

In regard to payment of cash in lieu for car parking, Section 3 of this policy is not intended to conflict with Clause 5.8 of Local Planning Scheme No.7, but more so provide clarity and a consistent approach to the application of cash in lieu parking arrangements. Similarly, the Standards Table included in Section 4 of the policy is to provide consistency in parking ratios for development across the Shire.

2.0 Legislative and Strategic Context

The policy has been prepared in accordance with Part 2 of Local Planning Scheme No. 7. The policy does not bind the local government with respect to any applications for planning approval, although the local government should have due regard to this policy when determining development applications that are reliant on the provision of car parking.

Should there be any inconsistency between this policy and the Planning Scheme, the Planning Scheme provisions shall prevail.

3.0 Cash in Lieu Arrangements

- 3.1 Where a person who applies for planning approval is required to provide car parking spaces in accordance with the Local Planning Scheme that person may pay cash in lieu of the provision of car parking spaces providing the Local government so agrees and is satisfied that adequate parking is available or can be constructed in close proximity to a proposed development;

8. Economic Services and Development

- 3.2 The local government will where desirable support an agreed cash-in lieu arrangement up to a 100% concession to facilitate the conservation of a heritage place contained on the State Register of Heritage Places, the Heritage List or situated within a heritage area.
- 3.3 In light of the minimal lot areas and historical nature of subdivision the Council will waive, pursuant to Clause 5.5.1 of the Shire of Dandaragan Local Planning Scheme No.7, the car parking provision applicable to the ground level portion (net lettable area) of development on Lots 1145 to 1151 Sandpiper and Andrews Street, Jurien Bay.
- 3.4 The cash in lieu payment is not to be less than the estimated cost for the owner or developer of providing and constructing the parking spaces required by the Scheme plus the value of that area of the land which would have been occupied by the parking space inclusive of manoeuvring area.
- 3.5 Before the local government agrees to accept a cash payment of parking spaces, there must be:
- (a) An existing public car parking area located within 300 metres of the proposed development and the parking has not already been allocated to another development; or
 - (b) An area within a 300 metre radius of the development that has been identified on a plan endorsed by the Council as suitable for construction of a public car park and can be developed within eighteen months from the time of agreeing to accept the cash payment;
- 3.6 The estimated cost of the land referred to in clause 3.4 shall be determined by the Valuer General or by a licensed valuer appointed by the Local government, with this service to be funded by the party requesting the parking concession.

Note: Valuations for the purposes of calculating cash in lieu payments for car parking will only be valid for a period of 6 months from the date of valuation. If payment is not received within the 6 months of the date of valuation a new valuation will be required.

- 3.7 The estimated cost of constructing parking bays referred to in clause 3.4 shall be determined by the local government or by a person nominated by the local government who is competent in the field of architecture or engineering, with any associated cost for this service to be funded by the party requesting the parking concession;

Note: The estimated cost of construction is reviewed annually as part of the Council annual budgetary process.

- 3.8 The monies received by the local government under clause 3.4 will be paid into a separate car parking fund and only be used for the acquisition or development of land as a public car park or to reimburse the local government for any expenses it has incurred including loan repayments, within the locality and shall relate as much as practicable to the development of the land the subject of the payment;

8. Economic Services and Development

- 3.9 If the parties cannot agree upon the amount payable, it shall be determined by arbitration in accordance with the *Commercial Arbitration Act 1985*. The costs of the arbitration shall be borne by the party requesting the parking concession.
- 3.10 Where offsite bays are proposed to be located within the road reserve adjoining or within 300 metres of the property, the developer is to pay the local government:
- The land value component for each car bay, as determined in accordance with statement 3.6 and based on an area of 27.5 m² per car bay inclusive of manoeuvring area, but excluding standard crossovers, and
 - The estimated construction cost as determined in accordance with statement 3.7, unless the applicant accepts responsibility to construct the said bays to the local government's parking and engineering specifications.
- 3.11 The use of cash in lieu payments to meet car parking requirements is not 'as of right' and shall be determined at local government's discretion applicable to commercial development within the Town Centre areas of the four gazetted town site within the Shire.
- 3.12 Where the Developer is granted a cash-in-lieu payment and the where the Shire of Dandaragan has acquired land for car parking a further amount, being 15% of the cash-in-lieu payment, is to be paid to the local government for the future maintenance of the car parking and landscaping as provided by the Shire with the cash-in-lieu funds.
- 3.13 Any cash in lieu payment paid to the local government will be held in trust to be applied solely for the provision, construction and maintenance of further car parking facilities including associated lighting, paths and landscaping for car parking, which should be in reasonable proximity (a 300m radius to allow for walkability) to the premises from which the payment was derived.
- 3.14 Cash in lieu contributions will be included as a condition of planning approval for the proposed development and shall be payable prior to the issue of a building licence, unless other wise agreed too by the Shire CEO, but at the very least, prior to occupation of the building. Where a cash-in-lieu contribution is to be provided for more than 10 car parking bays, the applicant may enter into an agreement for staged payments at the discretion of Council.

4.0 Car, Bus and Bicycle Parking Requirements

- 4.1 The Minimum Parking Requirements in Table B shall apply across the Shire, unless otherwise specified as a lesser standard in Table 2 of the Local Planning Scheme.

Table B - Minimum Parking Requirements

LAND USE	CAR BAYS	BICYCLE RACKS	BUS BAYS
Aged or Dependent Persons (Ancillary Accommodation)	In accordance with the Residential Design Codes		
*Amusement Parlour	1 bay for 4 seats or 1 bay for 4 people accommodated	1 rack for 50 m ² GFA	

8. Economic Services and Development

LAND USE	CAR BAYS	BICYCLE RACKS	BUS BAYS
Aquaculture & Incidental Use	1 bay for each employee plus 1 bay for 40m ² of display, demonstration or lecture area.		
*Art and Craft Centre	1 bay for 30 m ² GFA plus 1 bay for every employee		
*Backpackers Accommodation	1 bay for every 2 beds plus 1 bay for every employee		
Bed and Breakfast	1 bay for each guest bedroom plus 1 bay for each employee		
*Betting Agency	1 bay for 20 m ² GFA	1 rack	
Caravan Park/ Camping Ground	1 bay for each site plus 1 visitor bay for every 10 sites.	2 racks at reception area	
Caretaker's Dwelling	1 bay (under cover) for every dwelling unit		
Child Care Premises/ Day Care Centre	1 bay for every employee plus 1 bay for every 4 children attending	1 rack	
Cinema/Theatre	1 bay per every 4 seats plus 1 bay for each employee	1 rack for every 50 seats	
Civic Use	1 bay for 40 m ² GFA plus 1 bay per staff member	1 rack for 30 seats	
Club Premises	1 bay for 45 m ² GFA		
Community Purposes/Clubs	1 bay for 4 persons/seats	1 rack for 30 seats	
Consulting Rooms (medical)	1 bay for 30 m ² GFA plus 1 bay for each employee.		
Convenience Store	1 bay for 20 m ² GFA	2 racks	
Dwelling (Single)	1 bay (under cover) for each dwelling.		
Exhibition Centre	1 bay for 30 m ² GFA plus 1 bay for each employee		
Fast Food Outlet/Takeaway	1 bay for 20 m ² GFA or 1 bay for every 4 seats provided whichever is greater.	2 racks	
Fuel Depot	1 bay for 30 m ² of ancillary office floor area, with a minimum of 2 bays, plus 1 bay for each employee.		
Funeral Parlour	1 bay for 30 m ² of administration/ customer service area plus 1 bay for every 4 persons in a memorial service - minimum of 6 bays		
Group Dwelling	In accordance with the Residential Design Codes	1 rack for every 20 dwelling units	
*Health Studio/Centre	1 bay for 45 m ² GFA (including swimming pools)	3 racks	
Hospital	1 bay for 4 Beds plus 1 for every employee	1 rack for every 50 beds	
Hotel/Tavern	1 bay for every bedroom plus 2 bays for 25 m ² of bar and public area plus 1 bay for 2 every employees	1 rack for 75 m ² of bar and public area	1 bay for every 75 beds

8. Economic Services and Development

LAND USE	CAR BAYS	BICYCLE RACKS	BUS BAYS
Industry- General, light & Service	1 bay for 100 m ² GFA plus 1 bay for every two employees		
Industrial Unit Building (Multiple Occupancy)	2 bays for each industrial unit or 1 bay for 100 m ² GFA, whichever is greater		
*Laundromat / Dry Cleaning Premises	4 customer car bays plus 1 car bay for each employee onsite		
*Liquor Store	1 bay for 20 m ² GFA.		
*Lunch Bar	1 bay for 20 m ² GFA	1 rack	
*Market	At the discretion of Council.		
Motel	1 bay for each unit plus 3 bays for 25 m ² of service area		1 bay for every 100 beds
*Motor Vehicle Hire	1 car bay for 30 m ² of sales/customer service area and office space plus 1 car bay for every hire vehicle.		
Motor Vehicle Repairs	1 bay for 30 m ² of sales/customer service area and office space plus 2 bays for each service bay.		
Motor Vehicle Sales	1 bay for every 250 m ² of sales area plus 1 bay for every employee		
*Motor Vehicle Wrecking	1 bay for 50 m ² GFA		
Multiple Dwelling	In accordance with the Residential Design Codes	1 rack for every 20 dwelling units	
*Museum	1 bay for 40 m ² GFA	1 rack for 100m ² GFA	
Office	1 bay for 20 m ² nla	1 rack for 200m ² GFA	
*Open Air Display	1 bay for 50 m ² of open display		
*Plant nursery	1 bay for 100 m ² of publicly accessible sales area plus 1 car bay for each employee		
Place of Worship / Public Assembly	1 bay for every 4 seats	1 rack for every 50 seats	
Reception Centre	1 bay for every 10 m ² GFA or 1 bay for every 4 seats provided, whichever is the greater		1 bay for every 100 seats
*Recreation - Outdoor/Indoor (Commercial Activity / Event)	1 bay for every participant plus 1 car bay for every 4 spectators		1 bay for every 50 spectators in lieu of car bays

8. Economic Services and Development

LAND USE	CAR BAYS	BICYCLE RACKS	BUS BAYS
Residential Building or Residential hostel or Boarding House	1 bay for each bedroom plus 1 bay for every 2 employees.	1 rack for every 5 bedrooms	
Restaurant / Café (including Alfresco dining areas)	1 bay for every 10 m ² GFA or 1 bay for every 4 seats, whichever is the greater.		
Rural Pursuit	1 bay for each employee		
Service Station	1 bay for every service unit plus 1 car bay for every employee - minimum of 4 bays		
Shop	1 bay for 20 m ² nla	1 rack for 200m ² GFA	
Showroom	1 bay for 50 m ² GFA		
*Tourist Accommodation (Resort Units, Chalets, Cabins)	1 bay for each accommodation unit	2 racks at reception area	1 bay for every 50 beds
Trade Display	1 bay for every trade participant plus 1 car bay for every 4 spectators		1 bay for every 50 spectators in lieu of car bays
*Transient Accommodation / Workers' Accommodation	1 bay for every 4 beds	At the Council's discretion	1 bay for every 50 beds
Transport Depot	1 bay for every 30 m ² of office area plus 1 bay for each employee.		
Veterinary Centre	1 bay for every 10 m ² GFA plus 1 bay for every employee		
Warehouse	1 bay for every 100 m ² GFA		

** Denotes use class is not listed in Table 1 of the Shire of Dandaragan Local Planning Scheme No.7*

- 4.2 The Council may consider the reciprocal use of parking bays subject to justification being provided that adequately demonstrates a shared parking arrangement without causing conflict or a shortfall in parking availability.
- 4.3 The Council may consider a reduction in the minimum number of car parking bays as prescribed in Table B based on the provision of additional bus bays and/or bicycle racks in consideration of practicality and appropriateness associated with the proposed development or use.
- 4.4 The Council may require the provision of parking bays to be line marked and/or sign posted exclusively for the use of vehicles with disabled people, motor cycles, bicycles, delivery and services vehicles, taxis, buses, coaches and courier services.

8. Economic Services and Development

- 4.5 Except for single residences and group dwelling developments to a maximum of two units (duplexes), all car parking spaces must be situated such that vehicles can enter and leave the site in a forward direction.
- 4.6 Car parking must be designed so that ingress to or egress from each space can be achieved in one movement.
- 4.7 Tandem or stack car parking will not be permitted in any commercial development other than for staff purposes. Although generally discouraged Council may permit tandem or stack parking in some forms of residential development.
- 4.8 Internal driveway access shall be of a sufficient width to accommodate two way traffic and shall not be less than 5.5 metres in width.
- 4.9 Internal battle-axe driveway access shall not be less than 4.0 metres in width for residential developments.
- 4.10 A vehicular driveway (ingress and/or egress) shall where practical:
- (a) be located to the street with the lowest traffic volume;
 - (b) have separate entry/exit if the driveway is likely to be used simultaneously by vehicles entering and leaving the site where potential obstruction to traffic in the street could occur; and
 - (c) be more than 6 metres from:
 - an intersection;
 - a break in the median strip;
 - the commencement of a curve linking the carriageways of the public streets at an intersection; and
 - the approaches to “stop” or “give way” signs.
 - (d) not be closer than 1.5 metres to side boundaries, other than for residential development where a vehicular driveway may be adjacent to the boundary;
 - (e) be located such that any vehicle turning from the street into the driveway or into the street from the driveway can be readily seen by the driver of an approaching vehicle and be clear of all obstructions which may prevent drivers from having a timely view of pedestrians (clear line of sight);
 - (f) be relatively level within 6 metres of the site boundary or any footpath.
- 4.11 Council may require that new commercial or industrial developments be provided with dedicated service access and loading bays, which must be situated such that commercial vehicles can be positioned wholly within a bay when loading and that loading activities can occur without undue disruption to, or access to, other car spaces.

5.0 Construction Standards

- 5.1 Car parking bays for all developments, including all forms of residential development, shall conform to the minimum internal dimensions and manoeuvring areas as outlined in Appendix 1 to this policy.

8. Economic Services and Development

- 5.2 Bus parking for all developments shall conform to the minimum internal dimensions of 16.5 metres in length and 3.5 metres in width, with adequate manoeuvring area.
- 5.3 All car and bus parking areas with the town sites of Jurien Bay and Cervantes are to be sealed, line-marked, kerbed and drained standard to the satisfaction of the local government, except as provided for in statement 5.5 below.
- 5.4 All car and bus parking areas with the town sites of Badgingarra and Dandaragan are to be constructed to an all weather paved standard with appropriate open drainage to the satisfaction of the local government, except as provided for in statement 5.5 below.
- 5.5 Car parking situated in industrial and rural zones may be constructed to a suitable gravel standard only. All car parking within front setbacks and/or associated with showroom/front office use shall be constructed to an all weather paved standard (ie suitable aggregate material over a compacted sub-grade soil on a grade of less than 10%) and landscaped to the satisfaction of the local government.
- 5.6 Car and bus parking design and construction shall include adequate provision for landscaping comprising screen features and shade trees and/or shrubs (of indigenous species) as appropriate.
- 5.7 Staff, resident, visitor car and bus parking shall be appropriately marked and/or signposted to the satisfaction of the local government.
- 5.8 Council may require the lodgement of performance (bank) guarantees against the satisfactory construction, completion and establishment of car and bus parking areas and associated landscaping.

6.0 Responsibilities

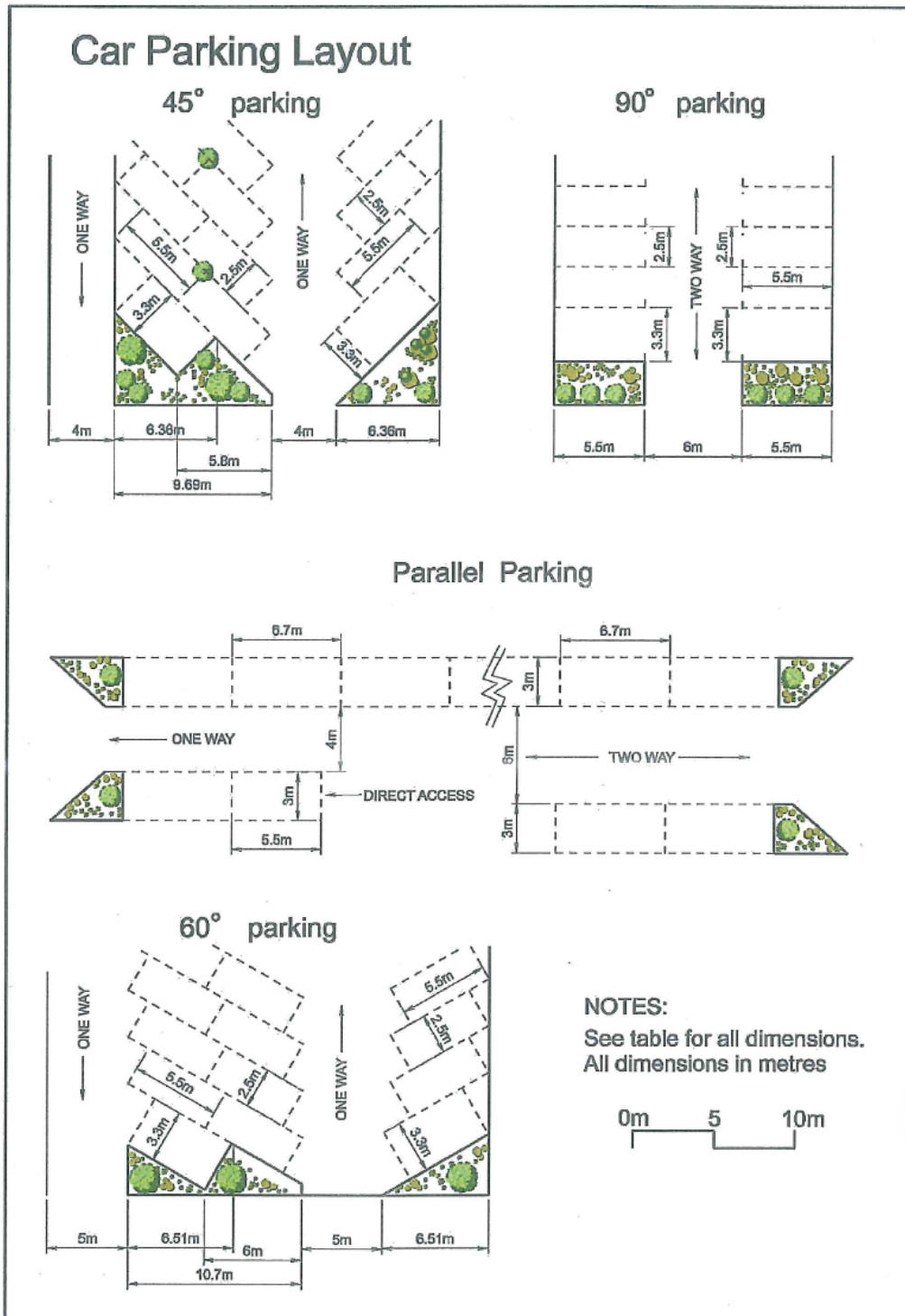
All proposals that do not conform to the standards prescribed in this policy and the applicable Local Planning Scheme shall be referred to the Council for determination.

GOVERNANCE REFERENCES

Statutory Compliance	<ul style="list-style-type: none"> ▪ Shire of Dandaragan Local Planning Scheme No. 7 ▪ <i>Planning and Development Act 2005</i> ▪ <i>Australian Standards 1428 and 2890.1</i> ▪ <i>Shire of Dandaragan Parking and Parking Facilities Local Law 2010</i>
State Policy	N/A
Organisational Relationship	<i>Internal – Technical Works and Services Department -f Shire Road Works Specifications</i> <i>External – Main Roads Western Australia</i>

8. Economic Services and Development

APPENDIX 1



8. Economic Services and Development

8.7 C-8SC07 – Shipping Containers

PART A- Policy

INTRODUCTION

Shipping containers have a useful purpose as an alternative means of storage however, they can have an adverse affect on the visual amenity of streets, neighbourhoods and scenic rural or coastal landscapes.

Local Planning Scheme No 7 currently makes no direct reference to the use of shipping containers, and they have historically been regulated under the 'preservation of the amenity of the locality' provision of section 10.2(n) of the Scheme.

This policy has therefore been created to provide some further guidance for Council and landowners in the appropriate use and siting of shipping containers.

Objective

This policy is intended to ensure that an acceptable quality of development is achieved that does not detrimentally affect the amenity of a locality.

EXEMPTIONS

Shipping containers used temporarily onsite (ie for no more than 12 months) for storage of materials and equipment associated with a construction site are exempt from requiring Shire approval, provided that they:

- a) do not impinge on any car parking bays required to satisfy a minimum parking requirements on any property; and
- b) do not obstruct any existing access or visual truncation provided to an access-way (pedestrian or traffic).

The placement of a shipping container on land in a 'Rural', 'Industrial' or 'Harbour' zone is exempt from requiring Shire approval, provided that they:

- a) are located behind the prescribed front boundary setback for the property;
- b) that containers in 'Industrial' and 'Harbour' zones are painted a uniform colour if more than one container is onsite; and
- c) are in a satisfactory state of repair.

Policy Statement

For the purpose of this policy a shipping container shall also include a re-locatable 'box type' storage container or unit. A shipping container modified for the purpose of human habitation is not addressed in this policy and further may be subject to detailed consideration by the local government based on merit.

1. Shipping containers will not be permitted in 'Residential', 'Special Use' or 'Tourist' zones, nor on any local reserves, inclusive of road reserves.
2. One larger Shipping Container (up to 12m) may be used for storage only on a property zoned 'Special Use – Rural Development', 'Rural Residential' or 'Commercial' provided that:

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- a) The applicant is granted approval by the Shire Planning Department prior to it being installed onsite;
 - b) The application to the Shire Planning Department includes colour photographs of the proposed container;
 - c) The container shall be located in accordance with the setback prescribed under Local Planning Scheme No.7 and relevant development guidelines for the locality;
 - d) In 'Special Use – Rural Development' and 'Rural Residential' zones the container shall be located to the rear of buildings so as to not be prominently visible from the street;
 - e) In 'Commercial' zones the sea container is to be located so as to not be highly visible from the street. If the container cannot be placed so as to be generally concealed from the street then the Shire will require the installation of screening to a minimum height equal to that of the container.
 - f) The container shall be painted to match or at the very least compliment the other buildings on the lot;
 - g) The container shall not be located over septic tanks, leach drains or utilities;
 - h) Should the container falls into disrepair, or become unsightly, the Shire may direct it be upgraded or removed.
3. The placement of any shipping container in non-conformity with this policy may result in enforcement action being taken by the local government, that could involve removal and impoundment of the shipping container at the cost to the land owner.

NOTE: Should there be any conflict between this policy and the Shire of Dandaragan Local Planning Scheme, the Local Planning Scheme shall prevail.

RESPONSIBILITIES

The authority is delegated to the Chief Executive Officer, Manager of Planning and Manger of Building Services to process applications and issue planning approval subject to full compliance.

GOVERNANCE REFERENCES

Statutory Compliance	<ul style="list-style-type: none"> ▪ Shire of Dandaragan Local Planning Scheme No. 7 ▪ <i>Planning and Development Act 2005</i> ▪ Building Code of Australia
Industry Compliance	N/A
Organisational Compliance	N/A
Process Links	<ul style="list-style-type: none"> ▪ <i>Local Government (Miscellaneous Provisions) Act 1960</i>

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8.8 C-8HBB08 – Home Based Businesses (including Cottage Industry)

PART A- Policy

- **Objective**
- To provide clarification as to the different types and scale of home based businesses (commonly referred to as “home occupations” or “cottage industries”).
- To ensure that these types of uses do not compromise the amenity of the area.
- To ensure that the activity remains an ancillary use to the main dwelling or the principle land use on the property.

Policy Statement

1. Definitions

For the purposes of this policy the following definitions shall apply:

Cottage Industry - means a trade or light industry producing arts and crafts goods which does not fall within the definition of a home business, home occupation, home office or hobby and which:

- (a) does not cause injury to or adversely affect the amenity of the neighbourhood;
- (b) where operated in a residential zone, does not employ any person other than a member of the occupier's household;
- (c) is conducted in an outbuilding which is compatible with the principle use to which land in the zone in which it is located may be put;
- (d) does not occupy an area greater than 50m²; and
- (e) does not display a sign exceeding 0.2m² in area.

Hobby - means an activity or interest that is undertaken for pleasure or relaxation, often in one's spare time, and where the goods and products produced:

- (a) is of a low key nature that will not cause nuisance or amenity issues (ie noise, dust, odour, or electrical interference);
- (b) is kept; gifted or donated or sold on a non-commercial basis (not subject to taxation declaration).
- (c) does not involve retail trade other than at a weekend market, fund raising or charitable event.

Home Business - means a business, service or profession (but not medical) carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which:

- (a) does not employ more than 2 people not members of the occupier's household;
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- (c) does not occupy an area greater than 50m²;
- (d) does not involve the retail sale, display or hire of goods of any nature;
- (e) in relation to vehicles and parking, does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood; and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight.
- (f) does not involve the use of an essential service of greater capacity than normally required in the zone.

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Home Occupation - means an occupation carried out in a dwelling or on land around a dwelling by an occupier of the dwelling which:

- (a) does not employ any person not a member of the occupier's household;
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood;
- (c) does not occupy an area greater than 20m²;
- (d) does not display a sign exceeding 0.2m² in area;
- (e) does not involve the retail sale, display or hire of goods of any nature;
- (f) in relation to vehicles and parking does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volumes in the neighbourhood; does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and does not include provision for the fuelling, repair or maintenance of motor vehicles.
- (g) does not involve the use of an essential service of greater capacity than normally required in the zone.

Home Office - means a home occupation limited to a business carried out solely within a dwelling by a resident of the dwelling but which does not:

- (a) entail clients or customers travelling to and from the dwelling;
- (b) involve any advertising signs on the premises; or
- (c) require any external change to the appearance of the dwelling.

2. General

- 2.1 This policy acknowledges that a "home business" and "home office" by their omission in Table 1 of the Shire of Dandaragan Local Planning Scheme No.7 are deemed to have the same level of permissibility as a 'Home Occupation' in Table 1 of the Local Planning Scheme.
- 2.2 Planning approvals for all types of home based businesses (other than a Home Office) shall be limited to a maximum period of 12 months, after which the further renewal of the approval by the local government is required annually, including payment of a fee. **This is the responsibility of the applicant as the local government will not automatically re-issue approvals.**
- 2.3 Planning approval is not required for a "Hobby" provided the activity is fully compliant with the definition as per Part 1, but may be subject to other approvals or licensing depending on the nature of the activity.
- 2.4 Planning approvals are issued only to the specific occupier of the particular parcel of land and is not transferable to any other person or to any other land parcel. Should there be a change of the occupier on the land in respect of which the planning approval was issued the approval shall no longer be valid.
- 2.5 Operating hours for home based businesses should be determined on the type of business being undertaken and having regard to the objectives of this policy.

As a general guide only, operating hours for businesses in residential areas should conform to what are considered normal business hours (generally 7.30am to 5.30pm, Monday to Friday and 8.30am to 1.00pm on Saturday).

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- 2.6 Where an activity involves the visitation of clients or customers these appointments should be limited to 10 per day in accordance with hours as per Clause 2.5.
- 2.7 With the exception of a home office or hobby, activities should not be located on a site which has been intensely developed for group or multiple dwellings.
- 2.8 All materials and/or equipment used in relation to the activity must be stored within the dwelling, outbuilding and/or rear yard of the property, or behind property fences or appropriately maintained screening vegetation.
- 2.9 Activities must be ancillary to the principal use of the land as a residence, and are not to be construed as an alternative use.
- 2.10 For activities involving the preparation of food for commercial purposes, the domestic premises may need to be upgraded in accordance with the relevant health regulations.
- 2.11 Activities involving the following services will not be supported as a “Home Occupation” or “Cottage Industry”:
 - spray painting of any kind;
 - vehicle wrecking/body repairs; and
 - the use of machinery causing excessive noise or processes causing unacceptable aromas, dust levels, rhythmic vibrations, lighting conditions, or electrical interference.
- 2.12 A “Cottage Industry” involving the retail sale, display or hire of goods of any nature will not be supported in medium or high density residential areas. Special Residential and Rural Residential areas will be considered at the discretion of Council.
- 2.13 The land use permissibility of home based businesses (including cottage industries) shall be in accordance with the Local Planning Scheme designations.

3. Application Requirements

- 3.1 Applications shall include the following information:
 - details of the proposed activity inclusive of any equipment used, proposed hours of operation, employees (if any) and their relationship to the occupier of the dwelling, frequency of clients or customers to the site and any other information considered relevant to the proposal; and
 - a site plan, and where applicable a floor plan, showing the dwelling and curtilage of the dwelling depicting where the activity is to take place, including areas for storage and/or administration and car parking provision where necessary.
- 3.2 Annual renewal of approvals is granted under delegation to the Shire Chief Executive Officer provided there have been no written complaints received during the 12 months period preceding the request for renewal, and there has been no change in the circumstances under which the previous approval was granted.

4. Consultation

Unless otherwise provided for in the Local Planning Scheme an application for a home based business involving a variation to the standards as prescribed in the relevant definition

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or this policy will require consultation with effected landowners and/or occupiers of neighbouring properties.

5. Responsibilities:

The authority is delegated to the Chief Executive Officer and Manager of Planning to process applications and issue planning approval subject to full compliance.

GOVERNANCE REFERENCES

Statutory Compliance	<ul style="list-style-type: none">▪ Shire of Dandaragan Local Planning Scheme No. 7▪ <i>Planning and Development Act 2005</i>▪ <i>Health Act 1911</i>▪ <i>Food Act 2008</i>▪ <i>Environmental Protection Act 1986</i>▪ <i>Subsidiary Regulations to relevant Acts</i>
Industry Compliance	N/A
Organisational Compliance	N/A
Process Links	<ul style="list-style-type: none">• <i>Shire Local Planning Scheme</i>• <i>Food Registration</i>

8. Economic Services and Development

8.9 C-8BBE9 – Bed and Breakfast Establishment

PART A- Policy

Objective

1. To provide clarification on the standards applicable to Bed and Breakfast Establishments within the Shire.
2. To ensure that this type of alternative tourist accommodation use does not compromise the amenity of the area.
3. To ensure the bed and breakfast activity remains an ancillary use to the main dwelling and the standard of accommodation accords with the expectations of the local tourism industry.

Policy Statement

1.0 Definitions

For the purposes of this policy the following definition shall apply:

Bed and Breakfast - means a dwelling used by a resident of the dwelling to provide accommodation for persons away from their normal place of residence on a short-term commercial basis (maximum of 3 months in any 12 month period) and includes the provision of breakfast.

2.0 General

- 2.1 A Bed and Breakfast use shall be limited to a maximum of three guest bedrooms capable of accommodating no more than six guests.
- 2.2 Planning approval may be withheld or refused by the Council should:
 - a) the proposal not conform to the minimum requirements of this policy; or
 - b) the existing dwelling be considered (in the opinion of the local government) inappropriate from an amenity and/or tourism perspective for a Bed and Breakfast use.

3.0 Location & Access

- 3.1 When assessing an application for a Bed and Breakfast establishment the local government will take into account the standard of the local road network, including road status and condition whether gravel or bitumen seal.
- 3.2 Where a Bed and Breakfast establishment is to be served by a gravel road the applicant shall provide written confirmation that no demand will be placed on the local government for the upgrade or improvement of the road, unless:
 - a) a financial contribution for such works has been agreed to and received from the respective business owner/proprietor; or
 - b) the road (or portion of the road) is deemed to be unsafe as assessed by the local government.

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- 3.3 Locations where there is a need to provide more than two directional signs from a main arterial road is not encouraged.
- 3.4 For Bed and Breakfast Establishments the following works will need to be completed to the dwelling:
- a) Smoke detectors and evacuation lighting will need to be installed and configured in the dwelling to achieve compliance with part 3.7.2.5 of the Building Code of Australia for a change of building classification from a Class 1a 'single dwelling' to a Class 1b 'boarding house, guest house or hostel use' residence.
 - b) A minimum of two RCDs will need to be fitted to protect all power point and lighting circuits as prescribed under regulation 12 of the Electricity Regulations, 1947.

4.0 Car Parking

- 4.1 A bed and Breakfast establishment shall have provision of onsite parking based on one bay for per guest bedroom constructed to the following standards:
- Town site - impervious surface (ie concrete, bitumen, brick paving)
 - Rural - all weather surface (ie concrete, bitumen, brick paving, compacted gravel or limestone)

5.0 Facilities

- 5.1 As a minimum a Bed and Breakfast establishment shall consist of:
- a dedicated bedroom and bathroom/toilet facility for exclusive use of the operator/s;
 - separate guest bedrooms and at least bathroom and toilet facility for guest use;
 - communal sitting and dining room areas.

All rooms are to be clearly identified on a floor plan submitted with the application

- 5.2 Guest rooms shall not be self contained with separate cooking and laundry facilities, unless already retrospectively provided. En-suite bathroom facilities however may be provided for each room.
- 5.3 Kitchen facilities used for the preparation of breakfasts will need to be registered with the Shire's Environmental Health Department and comply with the *Food Act, 2008* and Australian New Zealand Food Standard Code (Australia Only).
- 5.4 Where two or three guest rooms are provided an additional rubbish service may apply at the operator's expense. This may be by way of an additional collection service (wheeled bin) or an alternative arrangement as approved by the local government.

6.0 Water Supply

- 6.1 A bed and Breakfast establishment must be connected to a reticulated water supply or alternatively be serviced by a minimum 92,000 litre rainwater tank fed by roof catchment or a 10,000 litre storage tank fed from the on-site dam or under ground bore. If connected to an onsite supply the water must first be tested and

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then approved for public consumption by the Shire of Dandaragan Environmental Health Department prior to commencement of the use.

7.0 Signage

7.1 Signage for Bed and Breakfast establishments shall conform to limit of two business directional signs and one business sign to be erected at the front of the property. For residential properties the business sign shall not exceed 0.2m² in area (ie 1.0 metre in length and 0.2 metre in height), while for rural residential and rural areas the onsite business sign shall to accord with the Shire's Local Planning Policy 8.7 - Signage.

8.0 Responsibilities

The authority is delegated to the Chief Executive Officer and Manager of Planning to process applications and issue planning approval subject to full compliance.

GOVERNANCE REFERENCES

Statutory Compliance	<ul style="list-style-type: none">▪ Shire of Dandaragan Local Planning Scheme No. 7▪ <i>Planning and Development Act 2005</i>▪ <i>Health Act 1911</i>▪ <i>Food Act 2008</i>▪ <i>Environmental Protection Act 1986</i>▪ <i>Subsidiary Regulations to relevant Acts</i>
Industry Compliance	N/A
Organisational Compliance	N/A
Process Links	<ul style="list-style-type: none">• <i>Shire Local Planning Scheme</i>• <i>Food Registration</i>• <i>Shire Signage Policy 8.7</i>

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8.10 C-8RDC10 – Residential Design Codes – Side and Rear Boundary Setbacks

PART A- Policy

INTRODUCTION

The purpose of the Residential Design Codes (referred to herein as the R-Codes) is to provide a comprehensive basis for the control, through local government, of residential development throughout Western Australia.

They are intended to cover all requirements for development control purposes and to minimise the need for local government to introduce separate planning policies concerning residential development.

This policy seeks to provide additional delegated authority and modified 'deemed to comply' criteria in regard to various provisions of the R-Codes, and is to be read in conjunction with the 'Residential Development' provisions of the 'Schedule of Delegation - Town Planning' (found in the Delegation Register) as adopted by Council on the 30 September 2010.

Objective

To provide for consistent, fair and thorough assessment of residential development in the Shire of Dandaragan, taking into account local context and current development precedents.

In addition, this policy aims to expedite the processing efficiency of applications for residential development that include variations to the 'acceptable development' criteria for side and rear boundary setbacks as contained within the R-Codes.

Policy Statement

The following 'Table 1' provides a summary of the side and rear boundary setback variations for residential development that can be approved under the delegated authority prescribed for 'Residential Development' in the 'Schedule of Delegation - Town Planning' as adopted by Council on the 30 September 2010.

Table 1

R-Code Provision	Delegated Authority
5.1.3 P3.1 'Buildings setback from the boundary'	Authorised to approve of a wall(s) situated closer to an adjoining residential boundary(ies) than the standards prescribed in Tables 1, 2a and 2b of the R-Codes, where the following are observed: a) The design principles of section . 5.1.3 of the R-Codes are sufficiently addressed to the satisfaction of the Shire Manager Planning or Shire Manager Building Service.

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R-Code Provision	Delegated Authority
	b) No objection or concern has been raised by an adjoining landowner or resident(s).
5.1.3 P3.2 'Buildings on Boundary'	<p>Authorised to approve of a residential parapet wall (inclusive of incidental development) built up to a property boundary in areas zoned R20 or less dense, where the following are observed:</p> <ul style="list-style-type: none"> a) The parapet wall has a height no greater than 3.3 metres (measured from the ground level of the affected adjoining property). b) The parapet wall has a maximum aggregate length of 9m. c) The design principles of section 5.1.3 P3.2 of the R-Codes are sufficiently addressed to the satisfaction of the Shire Manager Planning or Manager Building Services. d) No objection or concern has been raised by an adjoining landowner or residents. e) Construction inside an existing fence (unless otherwise agreed to by the affected adjoining landowner). f) That both the applicant / builder and affected adjoining landowner enter into a written agreement as to the standard of construction / finish to the neighbouring side of boundary. <p>OR</p> <ul style="list-style-type: none"> g) The proposed wall would abut an existing or simultaneously constructed wall of similar or greater dimension.
5.3.8 'Setback of retaining walls'	Retaining walls not exceeding 0.5 metres in height may be built up to the side boundary. Retaining walls exceeding 0.5 metres, setback from common boundaries in accordance with the setback provisions of Table 1 and Table 2.

NOTE: Should there be any conflict between this policy and the Shire of Dandaragan Local Planning Scheme, the Local Planning Scheme shall prevail.

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8.11 C-8MICCARL11 – Mobile and Itinerant Vendors and Commercial Activities on Reserved Land (including Foreshore)

PART A- Policy

Objective

- To allow for the operation of trading activities in such manner that they do not conflict with or prejudice the Shire's permanent retail and service base, or other normal functions of the Shire;
- To protect existing levels of public amenity and safety from the impact of trading activities by adequately addressing potential risk management issues;
- Set appropriate minimum standards in the interest of public safety, environmental protection and social amenity;
- Identify specific locations for particular activities and cap the number of activities weighted against the environment, conflict of use and broader public interest to accessibility;
- To ensure that commercial activities on reserves do not diminish the recreational amenity of residents or visitors who are attracted to the Shire for its natural wonders and environment.

Policy Statement

This Policy has been developed to provide clarity and guidance on the preparation and assessment of stallholder / mobile and itinerant vendor applications including commercial activities on foreshore land within Jurien Bay and Cervantes. Each application is assessed on its merits. The Shire encourages applications that are creative and innovative that would support the attraction of the Shire as a tourist destination.

With the introduction of the Food Act 2008 and associated legislation, all regulation of Itinerant Vendors (e.g Food Vans) was repealed, necessitating these businesses being considered 'traders' and therefore captured by the Trading in Public Places Local Law

1.0 Definition

- 1.1 The main difference between an "Itinerant Vendor" and a "Mobile Vendor" is that a mobile vendor can solicit business from a parked location whereas an itinerant vendor has to be stopped by customers (an ice cream van is an itinerant vendor whereas a vehicle parked selling fresh flowers or produce is a mobile vendor).

For the purposes of this Policy:

"Mobile" means working in one place for a short period of time and then moving on to operate in another place.

"Itinerant" means a person who travels along a road looking for customers and who sells, hires or provides a product or service from a vehicle which is parked temporarily to customers who stop the vendor or come to the vendor while the vehicle is parked

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“**Vendor**” means someone who promotes, exchanges or hires goods or services for money.

“**Public Place**” includes a road or place which the public are allowed to use, whether or not the road or place is on private property.

2.0 Licensing

The following conditions apply to all **itinerant and mobile food vendors** operating or intending to operate within land under the management, care and control of Shire of Dandaragan'. Trading on land not vested with the Shire will require the applicant to seek the necessary statutory approvals from the managing authority.

- 2.1 All food vendors must have a health clearance certificate issued under the Food Act and Regulations.
- 2.2 Vendors must be present to receive the licence and vehicles must have received a health clearance certificate (see 6.2).
- 2.3 The approval period will be from 1st July each year to 30th June the following year.
- 2.4 Approvals are not transferable.
- 2.5 A separate approval must be obtained for each vehicle.
- 2.6 Employees of the applicant must be nominated on the licence application form.
- 2.7 An approval fee will exist as specified in Council's fees and charges policy.
- 2.8 All vendors shall be limited to the supply of products and services approved by the Shire.
- 2.9 In response to an issue of public safety (as determined by the Chief Executive Officer) all operations shall cease until the matter has been resolved to the satisfaction of the local government.

3.0 General

- 3.1 The use of mechanical chimes or amplified music which could cause a noise nuisance is not permitted unless otherwise approved by the Shire..
- 3.2 Itinerant vendors are to move on when all customers at a particular location have been satisfied when operating within the Jurien Bay and Cervantes townsite (refer to Clause 1.1 for definitions).
- 3.3 Public liability insurance cover of \$20 million is required where an activity occurs on local government managed land.
- 3.4 The local government may seek contribution towards the upgrading and/or construction of a site.

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- 3.5 An approval to operate may be cancelled by Council at its discretion due to non-compliance with any of the requirements outlined in this policy or if a reasonable complaint is received by Council.
- 3.6 A vehicle, cart, stall or the type of food sold etc., cannot be altered without consulting Councils Environmental Health or Planning Officers for approval.
- 3.7 No animal is to be used as part of the vehicle, cart or stall etc without Shire approval.
- 3.8 No additional flashing or rotating lights, except that required under the Motor Traffic Act, are permitted.
- 3.9 All vehicles must be registered as per the requirements of the Motor Traffic Act.
- 3.10 Trading within a reserve controlled by Main Roads WA will not be permitted unless permission is received from Main Roads WA.
- 3.11 Vendors shall not obstruct traffic, pedestrians, entrance ways to shops and laneways.
- 3.12 Illegal, dangerous or offensive goods are not to be sold by the vendor.
- 3.13 No direct soliciting or collecting of donations will be permitted without approval by the Shire.
- 3.14 Banners, signs, bunting and the like are not permitted to be erected without approval.
- 3.15 The vendor's operation must not unduly disrupt normal business activities nor unduly disturb the ambience of both residents and passers-by.
- 3.16 Persons granted approval shall comply with the requirements of this code and such licences must be available to be shown on demand by an authorised officer.
- 3.17 All elements of the stall / vehicle will need to be of a high standard and maintained as to not detract, damage, or lead to the degradation of the natural coastal environment or townsites. In the case of such an event occurring, The Shire is to be notified immediately.
- 3.18 Approval for Trading in Public Places Licence is strictly limited to one-year. Inspections and reviews of the service may be conducted by the Shire of Dandaragan. The Shire of Dandaragan reserves the right to decline the renewal of, or amend the conditions of all Trading in Public Places Licence in the future.

4.0 Application of Policy

- 4.1 Vendors are not permitted to operate within 100m of an outlet selling a similar product if that outlet is open.
- 4.2 Vendors are required to obtain permission from event organisers when attending events (For example festivals, charity markets and sporting events).

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- 4.3 Trading on Bashford Street, Jurien Bay and Aragon Street, Cervantes is prohibited.
- 4.4 Any rubbish or waste associated with the business is the responsibility of the Vendor. If not complied to, Council may revoke the licence to operate or an infringement will be issued.

5.0 Legislative Requirements

- 5.1 A vendor's operation, including the vehicle, cart or stall, must be in accordance with the requirements of the Food Act 2008.
- 5.2 A vendor's operation must be in accordance with the Environmental Protection Noise Regulations.

6.0 Inspections

- 6.1 Regular Food Inspections will be carried out by Council's Manager of Environmental Health at random. A fee will be charged if the vendor's operation is unsatisfactory in accordance with the Shire's schedule of fees and charges.
- 6.2 A vendor's vehicles, carts, stalls, etc., must be made available for inspection by the Manager of Environmental Health for a health clearance certificate which is required to obtain approval. A fee for the inspection, as set out in Council's fees and charges policy, will exist.

7.0 Commercial Recreational Tourism Activity On Crown Land

- 7.1 If local government roads, car parks or dual use paths are to be used, then the activity will be assessed in terms of whether it will create a danger or obstruct other uses, or result in a major loss of car parking spaces.
- 7.2 Activities are to be ancillary and beneficial to the designated purpose of the reserve and do not damage, or lead to the degradation of the coastal and marine environment or local government property. In the event of damage to infrastructure or the environment the Shire may seek costs for repair and restoration works.
- 7.3 All activities are to demonstrate that they will not create a public nuisance to adjacent residential areas in context of noise, traffic, etc and not create a conflict with the informal users of the reserves and marine park.
- 7.4 Where appropriate, activities should be located adjacent to constructed public car parking areas and public conveniences (within 100 metres). The applicant may be required to contribute towards the construction of the public facilities. Approved applications may be required to contribute towards the upkeep of the local public infrastructure and facilities if considered necessary as a consequence of that activity.
- 7.5 If the beach is to be used then the activity must be determined as compatible with the beach environment.

8. Economic Services and Development

- 7.6 Water-based activities will be given permission to use the beach area for guided tours/hiring of water based equipment, provided the applicant is prepared to comply with the terms of any licence of the relevant authority of the water body.
- 7.7 In the case of jet ski hire activity and other motorised craft, signage shall give adequate notice of warning that the particular area is not suitable for informal recreation use.
- 7.8 All activities are to comply with the Department of Transport Restricted Areas of Navigable Waters
- 7.9 All activities are to comply with the Department of Fisheries and Department of Parks and Wildlife commercial operator licencing requirements, the Jurien Bay Marine Park Management Plans, the Zoning Scheme and relevant legislation.
- 7.10 In response to an issue of public safety (as determined by the Chief Executive Officer) all operations shall cease until the matter has been resolved to the satisfaction of the local government.

8.0 Specific Restrictions

- 8.1 Based on the experience of the impacts of previous/similar activities (within or outside the Shire), the fragile nature of coastal areas, and/or the dominant public use of these areas, the Shire is of the view that a restriction on the number and type of certain activities in these areas should be prescribed.
- 8.2 These restrictions (if any) are attached to this policy and are based on the knowledge and experience at this time and may be amended from time to time by the local government as further knowledge and experience is accumulated.

9.0 Application For Approval

- 9.1 Applicants should address the criteria as outlined in Clause 9.3 and provide the local government with the following information:
 - a) Full details of type of service to be operated;
 - b) Previous relevant experience of the applicant(s);
 - c) Appropriate level of knowledge and understanding of local conditions, natural and cultural history, ecological process and possible constraints;
 - d) capability to promote interpretive and educational information that ensures clients are receiving instructions in minimal impact techniques, environmental protection and ethics of appropriate behaviour;
 - e) Preferred location of operation;
 - f) Hours and dates of operation;
 - g) Method of operation, e.g. hourly hire, 15 minute rides, day trips;
 - h) Type and numbers of equipment to be hired/used including details of make, age, special features;
 - i) Ability to provide appropriate safety requirements and duty of care responsibilities, all of the intended safety measures – i.e. marker buoys, rescue boats, signs;

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- j) A cover note or similar statement from an insurance company indicating a willingness to promote insurance coverage (minimum \$20 million public liability coverage required and must be held in Australia);
 - k) Any additional information specific to the individual service to be provided.
- 9.2 Applicants are to provide a Plan/Diagram of layout of operation upon the Reserve showing location of equipment, trailers, signs, operators table, what areas are to be used and the like. This needs to be of a scale that demonstrates the location clearly and should not be indicated as being for the entire reserve.

10 General Agreement Terms

- 10.1 The local government will prepare all agreements.
- 10.2 For land not under the care, control and management of the local government, a draft agreement will be forwarded to the relevant statutory authority for consent prior to execution.
- 10.3 Copies of the agreement will be prepared and stamped with one (1) copy to be forwarded to the applicant, one (1) copy to be forwarded to the Department of Lands to be endorsed and one (1) copy to be retained by the local government.
- 10.4 The agreement should be signed prior to the commencement of the permitted period to which the agreement relates.
- 10.5 The agreement will include an automatic termination clause, if the activity is found to breach any of the conditions of the agreement.
- 10.6 The agreement is with the individual parties and is non-transferable.
- 10.7 All agreements and Permits are non-exclusive and do not grant the proponent the right to a particular portion of the reserve. The proponent will need to renegotiate access with the Shire and/or event organisers when events are scheduled on Shire Reserves.
- 10.8 All agreements are for one year and subject to review after the first year. The Shire reserves the right to decline the renewal of, or amend the conditions of the agreement in the future.

Attachment 1 Specific Location and Activity Restrictions

Location	Restriction
Reserve 28541 Jurien Bay Foreshore	
Reserve 19206 Sandy Cape	
Reserve 19206 North Head to Pumpkin Hollow	
Reserve 19206 North of the Marina	
Reserve 19206 Beachridge to Cervantes	

8. Economic Services and Development

Cervantes Township	
Cervantes (south)	

8. Economic Services and Development

8.12 C-8HH12 – Holiday Homes

PART A- Policy

Introduction

This Policy provides direction and guidance on the use of Single Houses, Grouped Dwellings or Multiple Dwellings for “Holiday Homes” and “Holiday Homes (Large)” in the Regional Centre and Residential zones of Cervantes and Jurien Bay in the Shire of Dandaragan. This Policy intends to help protect consumers, support the local tourism industry and avoid conflict between holiday users and permanent residents through the use of development approvals and registration.

Statutory Basis

Pursuant to the Shire’s *Local Planning Scheme No.7* (the Scheme), the use of a Regional Centre or Residential zoned property as a commercial Holiday Home is a discretionary (D) use. Whereby, the local government must exercise discretion in granting development approval. This Local Planning Policy outlines the planning requirements for Holiday Home operators and provides clear delegation to staff to approve planning applications based on compliance with the Policy standards.

The ability to prepare a local planning policy is afforded to the Shire under clause 3 of the Deemed Provisions of the Scheme. Clause 3 outlines the Shire can prepare local planning policies in respect to any matter related to the planning and development of the Shire. In considering an application for planning approval, the local government must have due regard to relevant local planning policies as required under the Scheme.

Objective

- To recognise the increasing market demand for holiday accommodation and to provide operators and other stakeholders with clarity on the issues that the Shire wishes to address.
- To establish clear guidelines whereby Holiday Homes can be permitted and controlled in the Regional Centre and Residential zones of Cervantes and Jurien Bay.
- To ensure that these types of uses do not compromise the amenity of Residential zoned areas or nearby residents.
- To support the role of Holiday Homes as part of the tourism industry.
- To encourage the provision of good quality, well managed Holiday Homes.

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Definitions

“Dwelling” means a building or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.

“Holiday Home” means a single house which might also be used from time to time for short stay accommodation for no more than six (6) people but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit.

“Holiday Home (Large)” means premises conforming to the definition of “Holiday Home” with the exception that the premises provide short stay accommodation for more than 6 people but not more than 12 at any one time.

“Grouped Dwelling” means a dwelling that is one of a group of two or more dwellings on the same lot such that no dwelling is placed wholly or partially vertically above another, except where special conditions of landscape or topography dictate.

“Multiple Dwelling” means a dwelling in a group of more than one dwelling on a lot where any part of a dwelling is vertically above part of any other but does not include a group dwelling.

“Short-Stay Accommodation” means a building or group of buildings forming a complex, designed for the Accommodation of short-stay guests and which provides on-site facilities for the convenience of guests and for management of the development, where occupation by any person is limited to a maximum of three months in any 12-month period.

“Single House” means a dwelling standing wholly on its own green title or survey strata lot, together with any easement over adjoining land for support of a wall or for access to services and excludes dwellings on titles with areas held in common property.

Policy Statement

- 1.1 This Policy is applicable to all land zoned “Regional Centre” and “Residential” under the Scheme within Cervantes and Jurien Bay and all land within Special Development Area 1 (Residential).
- 1.2 This policy only applies to Holiday Homes that are made available for the commercial booking of short stay rental purposes. This includes entire homes listed on peer to peer online organisations. Holiday Homes utilised for personal use by friends and / or family of the landowner(s) are excluded from this Policy.
- 1.3 Applicants wishing to utilise their Regional Centre or Residential zoned property for a Holiday Home will need to apply for development approval in accordance with the Zoning Table the Scheme.
- 1.4 Applications for development approval for Holiday Homes will be advertised in accordance with the Scheme. Comments received during the advertisement process will be considered in the assessment of the application.
- 1.5 All development approvals for Holiday Home or Holiday Home (Large) shall expire on 30 June each year. Invoices for the annual renewal fees of development approval will be mailed to applicants on 1 June each year. For successful renewal, invoices for fees

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are required to be paid before the 30 June expiry date. The first annual renewal fees will be waived for a Holiday Home or Holiday Home (Large) which receives initial development approval within six (6) months of 30 June in the same calendar year.

- 1.6 Development approval does not affect the existing and future use of the Holiday Home or Holiday Home (Large) as a Single House, Grouped Dwelling or Multiple Dwelling.
- 1.7 The annual renewal fee payable shall include a charge for:
 - a) the renewal of development approval at a maximum 50% of the initial application fee, pursuant to Schedule 2 the *Planning and Development Regulations 2009*; and
 - b) the health inspection at the Council adopted budget amount for the given financial year in which the renewal occurs.

2.0 Conditions Of Approval

- 2.1 All applications will be assessed and evaluated for suitability in accordance with this Policy and any other legislation and policies reasonably related to the development application.
- 2.2 The operation of the Holiday Home or Holiday Home (Large) does not result in adverse impacts on the amenity of neighbouring properties or the surrounding area.
- 2.3 The Shire should be notified of any changes to a Holiday Home or Holiday Home (Large) that may be deemed to affect the approval of the dwelling(s) for such a use.
- 2.4 The total number of people to be accommodated in the proposal for a Holiday Home does not exceed 6 people.
- 2.5 The total number of people to be accommodated in the proposal for a Holiday Home (Large) exceeds 6 people, but does not exceed 12.
- 2.6 Approval for a Holiday Home (Large) will require the applicant to obtain (if not already) an extra rubbish bin service from the Shire than what is compulsory for approved Single House dwellings.
- 2.7 All car parking is to be contained on-site and no verge area should be used for car parking. A minimum of 2 car parking bays are required for a Holiday Home and a minimum of 3 car parking bays for a Holiday Home (Large).
- 2.8 A Holiday Home management plan, code of conduct and fire and emergency plan is required to be submitted as part of the application for development approval.
- 2.9 The applicant shall supply any other information requested by the Shire that is reasonably related to the application for development approval for a Holiday Home or Holiday Home (Large). e.g. Details of the subject residence's septic system may be required to be submitted as part of the application for planning approval which would be referred to the Shire's Environmental Health Officer as an upgrade to the septic system may be required.
- 2.10 Approval for a Holiday Home or Holiday Home (Large) will run with the land (*Right in Rem*). Therefore if a subsequent purchaser buys the land, he or she is able to continue

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the use as stated in the approval and conditions imposed.

- 2.11 Annual renewal of approvals is granted under delegation to the Shire's Chief Executive Officer. The following will be considered and weighted accordingly when assessing an application for renewal:
- a) any complaints received during the annual period and responses by applicant to such complaints; and
 - b) if there is any change in the circumstances under which the previous approval was granted.

3.0 Holiday Homes Register

3.1 A register of approved Holiday Homes will be established and maintained by the Shire. The register will record basic details of the property including the contact details of the owner and/or manager/caretaker; property address; configuration (number of bedrooms, beds, bathrooms and car parking), renewal dates and fees and the attachment of the management plan, code of conduct and the fire and emergency plan for the premises.

3.2 A person must not use a Residential zoned dwelling(s), or allow a residential zoned dwelling(s) to be used, as a Holiday Home or Holiday Home (Large):

- a) unless planning approval has been granted under the Scheme to use the dwelling(s) as a Holiday Home or Holiday Home (Large);
- b) unless the dwelling(s) is registered as a Holiday Home or Holiday Home (Large) under the subsequent register; and
- c) other than in accordance with—
 - i. the conditions of the approval; and
 - ii. the provisions of this Local Planning Policy.

3.3 Registration does not affect the obligations of an owner or a manager, or any other person, to comply with a relevant law.

3.4 Schedule 1 of this Policy contains the Certificate of Registration to be issued to Holiday Home operators once all matters of development approval are finalised to the satisfaction of the Shire. The Certificate of Registration shall be displayed within the approved premises at all times.

3.5 The Shire may provide details of the Holiday Homes Register to third parties for emergency purposes only.

4.0 Non Compliance And Cancellation

4.1 Any breach of development approval conditions or the management plan will be dealt with in accordance with the enforcement provisions of Part 13 of the *Planning Development Act 2005* and/or cancellation of a registration. A new application may be considered after 3 months have expired from the cancellation date.

- a) A breach of a development approval may be brought to the attention of the Shire as a result of an inspection or report by Shire staff, police report or by a member of the public.

8. Economic Services and Development

5.0 Further Information

- 5.1 If a Residential zoned property is brought to the attention of the Shire to be operating as a commercial Holiday Home, a notice may be served requesting inspection, conducted by the Shire's Manager of Building Services, to ensure building requirements are up to standard and abide by fire safety requirements. This noticed served will also require a subsequent development approval to be obtained.
- 5.2 It is recommended that landowners/managers seek independent legal advice on legislative requirements regarding the use and management of holiday homes. This would include, but is not limited to, checking the requirements of the *Equal Opportunity Act 1984* and the *Fair Trading Act 1987*.
- 5.3 As many residential public liability insurance policies exclude the use of premises for short term rentals, it is recommended that landowners/managers check this matter with their insurance providers.

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SCHEDULE 1: CERTIFICATE OF REGISTRATION

CERTIFICATE OF REGISTRATION

Shire of Dandaragan
LOCAL PLANNING POLICY 8.13: HOLIDAY HOMES

Date...../...../.....

This certifies that the dwelling at

.....
(address of holiday home)

owned by

.....
(name/s of owner/s)

managed by..... and

(name of manager) (name of acting manager)
is registered as a holiday home which may be used to accommodate occupants for hire or reward in accordance with—

- (a) the provisions of the *Local Planning Policy 8.13: Holiday Homes*;
- (b) any other relevant law; and
- (c) the conditions set out on the back of this certificate.

.....
Signature of CEO/CEO's delegate.

Notes:

1. *An application for registration of a holiday home cannot be approved unless planning approval has been granted under the Shire of Dandaragan Local Planning Scheme No. 7 to use the dwelling as a holiday home or holiday home (large).*
2. *Registration of a holiday home does not affect the rights and obligations of an owner or occupier under the by-laws of a strata company, including any requirement to obtain approval, or to comply with any restrictions, in connection with the use of a dwelling as a holiday home.*

CONDITIONS OF REGISTRATION

This registration is subject to the following conditions –

- 1.
- 2.

8. Economic Services and Development

8.13 C-8JBFCDP13 – Jurien Bay Commercial Development Plan

PART A- Policy

Purpose

The purpose of the Jurien Bay Foreshore Commercial Development Plan is to achieve a vibrant and active Jurien Bay Foreshore area that will attract tourism and commercial activity to Jurien Bay, whilst balancing the potential conflicts between commercial and public use of the Foreshore.

Objectives

- Activation of the Jurien Bay Foreshore recognising that while public open space is high priority and should not be compromised, people want amenities and activities that enhance their experience of the Foreshore.
- Provide specific guidance on the requirements for the operation of commercial and community land uses on the Jurien Bay Foreshore.
- Encourage commercial operators to operate in locations that support the activation of the Jurien Bay Foreshore, while complementing the existing businesses within the Jurien Bay City Centre.
- Identify the preferred locations for particular activities and to regulate the intensity of commercial activities on the Jurien Bay Foreshore.
- The effective use and management of the Jurien Bay Foreshore resulting in a space that is people focused which promotes health and wellbeing through active and passive recreation.

Policy Statement

3.0 Application of Policy

This Policy only applies to commercial and community land uses operating in the Jurien Bay Foreshore. For the purpose of the Jurien Bay Foreshore Commercial Development Plan, the Foreshore comprises the reserved land immediately abutting the seaward side of Grigson Street and Heaton Street, extending from Cook Street to the south to Doust Street to the north (portion of Reserve 28541 and Reserve 26939), as shown on the **Policy Area Map**.

Land uses considered by the Policy include:

- Commercial use of permanent or transportable structures;
- Mobile vendors (e.g. food trucks/ice cream vans);
- 'Pop up' restaurants/bars and other seasonal or temporary commercial uses;
- Adventure tour and hire businesses;
- Annual, occasional or regularly scheduled community events (e.g. markets and fairs);
- Personal trainers and organised group fitness classes;
- Concerts; and

8. Economic Services and Development

- Annual cultural and sporting events.

This policy should be read in conjunction with the Shire of Dandaragan's *Local Planning Policy 8.12 – Mobile and Itinerant Vendors and Commercial Activities on Reserved Land (Including Foreshore)* (LPP 8.12).

3.1 Approvals, Permits and Licensing

3.1.1 Mobile and Itinerant vendors who intend to operate on the Jurien Bay Foreshore are required to comply with the following, in accordance with LPP 8.12:

- a) Hold a valid Trading in Public Places Permit / Itinerant Food Vendors Permit granted by the Shire of Dandaragan;
- b) Hold a current *Food Act 2008* Certificate of Registration from a Western Australian Local Government if the vendor operates a Food Stall; and
- c) Obtain any other relevant approvals e.g. a Commercial Operations Licence from the Department of Biodiversity, Conservation and Attraction for use of the Jurien Bay Marine Park.

3.1.2 Development approval is required for uses where:

- a) Permanent or transportable structures are proposed; or
- b) The operation of the proposed activity is to exceed a 48 hour period or a series of dates, at the Shire's discretion.

3.1.3 Where required, a development application should be submitted to the Shire at least a month prior to the intended operation date, and should be accompanied by:

- a) A completed Shire of Dandaragan Application for Development Approval Form;
- b) Full details of the type of goods or services to be offered;
- c) A site plan demonstrating the location of the proposed operation;
- d) Floor plans and elevations of any proposed structure(s);
- e) Details of the times and dates of operation sought;
- f) Evidence of public liability insurance cover to the value of \$20 million; and
- g) Any other such information as may be required by the Shire to consider the Application.

3.1.4 Applications for community events and weddings should be made to the Shire of Dandaragan's Community Development Department via a completed Public Events or Wedding Application form and in accordance with the requirements set out in the Shire's Public Events Support Information Sheet.

3.2 Fees

3.2.1 All operators are required to pay the relevant Council adopted application costs listed within the Shire's *Schedule of Fees and Charges*.

3.2.2 Not-for-profit community groups and charities are exempt from fees and charges.

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3.3 Leases

- 3.3.1 The Shire of Dandaragan has the power to lease portions of the Foreshore for a maximum period of 21 years.
- 3.3.2 The granting of Foreshore leaseholds will generally only be considered for the paved area adjacent the Jurien Bay Jetty within Activity Area 1 of this Policy for permanent or transportable structures.
- 3.3.3 leasehold proposals will be subject to the procedures of section 3.58 of the *Local Government Act 1995* - Disposing of property.

3.4 Location and Siting

- 3.4.1 The approved commercial activity areas (Activity Area 1 and Area 2) within the Jurien Bay Foreshore available for commercial activity are shown on the **Policy Area Map**. Existing community infrastructure is shown on the plan for reference.
- 3.4.2 Activity Area 1 is intended to accommodate all of the commercial uses such as seasonal community events and markets, recreational based commercial activities, as well as the use of permanent and transportable structures as part of lease agreements in accordance with clause 3.4.
- 3.4.3 Activity Area 2 is intended to accommodate the civic and passive use of fixed public recreational infrastructure located within this area.
- 3.4.4 All vendors are to locate and operate in accordance with their, but not limited to, development approval conditions, traders permit conditions and/or user agreements as per LPP 8.12.
- 3.4.5 The Shire of Dandaragan reserves the right to make any approved location unavailable for a set period of time for community events, infrastructure works or any other reason the Shire deems necessary.

3.5 Waste Management

- 3.5.1 All operators are to demonstrate that all waste produced as a result of the operation of their activity is appropriately managed to the satisfaction of the Shire in accordance with clause 15 of Shire's *Community Amenities, Recreation and Culture Policy 6.3: Waste Management*.

3.6 Trading Hours

- 3.6.1 Trading in the Foreshore is generally permitted to occur between the hours of 7.00am to 8.00pm each day of the week.
- 3.6.2 Variations to these trading hours may be considered by the Shire during the relevant assessment stage.
- 3.6.3 Permitted trading hours shall be included on any approval or permit issued by the Shire.

3.7 Liquor Licensing

- 3.7.1 Applications that include the sale or provision of alcohol may be required to

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obtain one or both of the following:

- a) Liquor Licence issued by the Department of Racing, Gaming and Liquor; and/or
- b) A Consumption of Alcohol Permit issued by the Shire of Dandaragan.

3.8 Noise

3.8.1 All activity must comply with noise levels set out in the *Environmental Protection (Noise) Regulations 1997*.

3.8.2 Variations to the Noise Regulations may be considered by the Shire's Environmental Health Officer, at least 60 days prior to the event.

3.9 Advertising

3.9.1 In the case of mobile vendors, all advertising is to be fitted to the primary vehicle or immediately adjacent to the approved trading area. In addition, one temporary A-frame sign will be permitted for all operators where:

- a) It is located within 75m of the location of the business;
- b) It does not exceed any dimension of 1m or an area of 1m² on any side; and
- c) It is not sited on a main thoroughfare or as to obstruct any pedestrian traffic.

3.9.2 In the case of events, detached signage shall only be permitted for the event holder and not the individual stallholders.

3.10 Power

3.10.1 Mobile vendors shall provide their own power supply unless otherwise approved by the Shire.

3.10.2 Temporary wiring shall not be permitted to be laid on the ground or accessible to the public unless it is adequately protected or positioned in such a manner that is not considered a safety hazard.

3.10.3 Generators are to be installed in accordance with the relevant standards, and should be positioned to ensure supervision at all times.

3.11 Ablution Facilities

3.11.1 Existing ablution facilities within the Jurien Bay Foreshore are illustrated on the

Policy Area Map

Events which are anticipated to accommodate more than 500 people shall generally provide the ablution facilities set out in **Appendix 1**, in accordance with Appendix 7A – Recommended toilet facilities for temporary events of the *Guidelines on the Application of the Health (Public Buildings) Regulations*.

8. Economic Services and Development

3.12 Other Management Considerations

3.12.1 Specific management requirements shall be detailed on the relevant approvals or permits issued by the Shire.

Definitions

Itinerant means a person who travels along a road looking for customers and who sells, hires or provides a product or service from a vehicle which is parked temporarily to customers who stop the vendor or come to the vendor while the vehicle is parked.

Mobile means working in one place for a short period of time and then moving on to operate in another place.

Pop-up means a seasonal or temporary hospitality land use activity.

Public Place includes a road or place which the public are allowed to use, whether or not the road or place is on private property.

Permanent Structure means any building that has a permanent foundation, solid load bearing walls, and is solid in its built form.

Stallholder means a person owning or running a stall at a market.

Temporary Use means a use that is in existence for less than 48 hours, or a longer period agreed by the local government, in any 12 month period.

Trading Area means the approved or permitted individual operating area, as granted by the Shire of Dandaragan.

Transportable Structure means any building that is brought to a property, held in place primarily by its own mass or affixed to the ground and includes, but not limited to, sea containers, decommissioned railway carriages, transport conveyances and prefabricated buildings.

Vendor means someone who promotes, exchanges or hires goods or services for money.

Legislation relevant to this policy

- Local Planning Scheme No.7
- Local Planning Policy 8.12: Mobile and Itinerant Vendors and Commercial Activities on Reserved Land
- Local Government Property Local Law
- Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law
- Policy 6.3: Waste Management
- Local Government Act 1995
- Environmental Protection (Noise) Regulations 1997
- Food Act 2008
- Liquor Control Act 1988
- Health (Public Buildings) Regulations 1992

8. Economic Services and Development

Appendix 1 – Recommended Toilet Facilities for Temporary Events

Total Attendance	Male Facilities			Female WC's	Hand Basins	
	WC's	Urinals Trough or wall hung			Male	Female
Up to 1000	2	1.5 Metres	3	5	1	1
1000 – 2000	3	3 Metres	6	10	2	2
2000 – 3000	4	4.5 Metres	9	15	3	3
3000 – 4000	5	6 Metres	12	20	4	4
4000 – 5000	6	7.5 Metres	15	25	5	5
5000 – 6000	7	9 Metres	18	30	5	6
6000 – 7000	8	10.5 Metres	21	35	6	7
7000 – 8000	9	12 Metres	24	40	7	8
8000 – 9000	10	13.5 Metres	27	45	8	9
9000 – 10000	11	15 Metres	30	50	9	10
10000 – 11000	12	16.5 Metres	33	55	9	11
11000 – 12000	13	18 Metres	36	60	10	12
12000 – 13000	14	19.5 Metres	39	65	11	13
13000 – 14000	15	21 Metres	42	70	12	14
14000 – 15000	16	22.5 Metres	45	75	13	15
15000 – 16000	17	24 Metres	48	80	13	16
16000 – 17000	18	25.5 Metres	51	85	14	17
17000 – 18000	19	27 Metres	54	90	15	18
18000 – 19000	20	28.5 Metres	57	95	16	19
19000 – 20000	21	30 Metres	60	100	17	20
20000 – 21000	22	31.5 Metres	63	105	17	21
21000 – 22000	23	33 Metres	66	110	18	22
22000 – 23000	24	34.5 Metres	69	115	19	23
23000 – 24000	25	36 Metres	72	120	20	24
24000 – 25000	26	37.5 Metres	75	125	21	25
25000 – 26000	27	39 Metres	78	130	21	26
26000 – 27000	28	40.5 Metres	81	135	22	27
27000 – 28000	29	42 Metres	84	140	23	28
28000 – 29000	30	43.5 Metres	87	145	24	29
29000 – 30000	31	45 Metres	90	150	25	30

Females increase at the rate of 1 WC per 100 Females.

Males increase at the rate of 1 WC per 500 males plus 1.5 metres urinal or 3 urinals

Per 500 males. (This table uses 500mm as 1 urinal space – BCA uses 600 mm).

Hand wash basins 1 per 5 WC's or urinals.

These figures are for events where alcohol is available.

Duration of event

More than 8 hours

6 hours but less than 8 hours

4 hours but less than 6 hours

Less than 4 hours

If no alcohol then reduce the above table by

Be flexible – Utilise experience to ascertain the relevance of this table to your events.

Percentage of the table values

100%

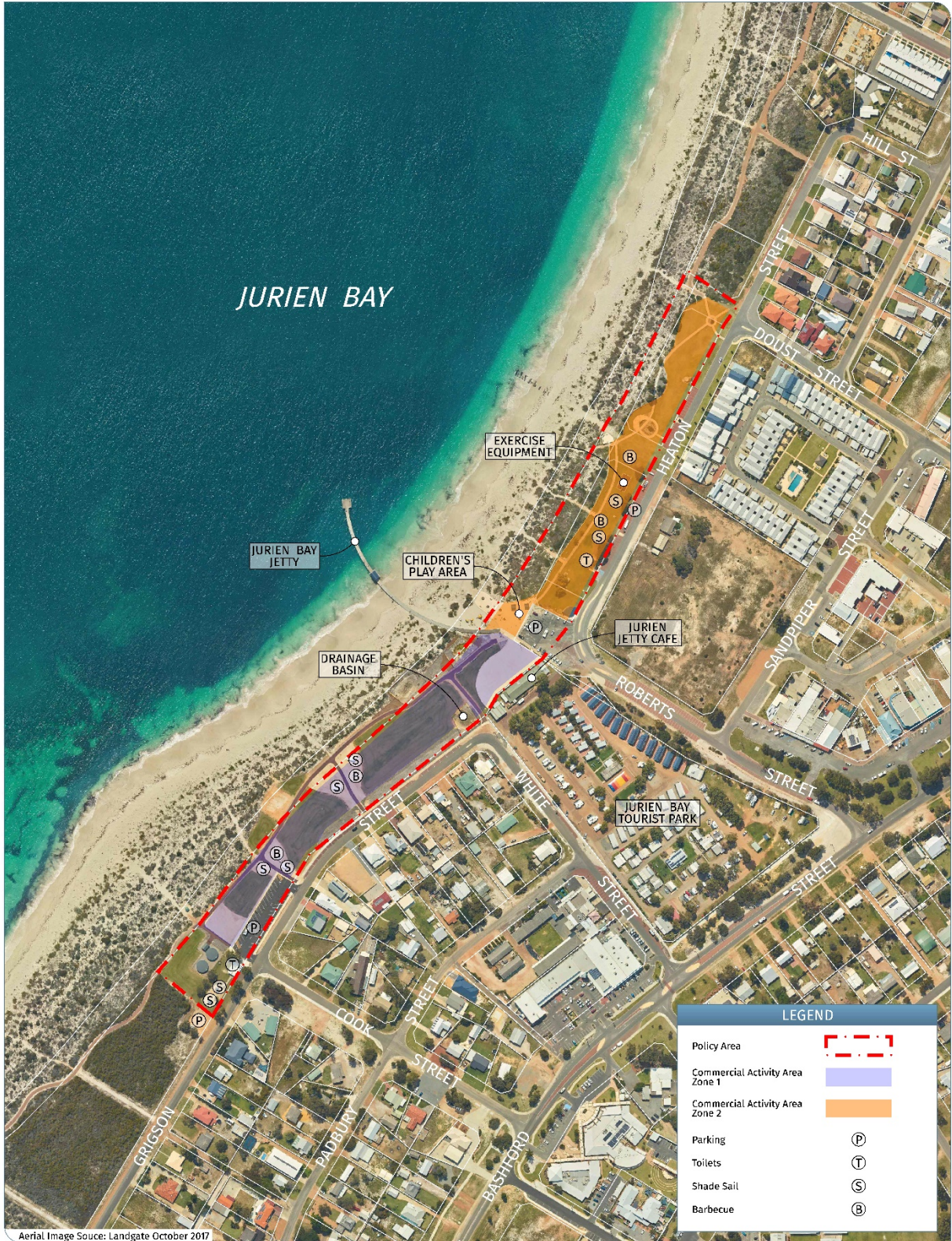
80%

75%

70%

50%

8. Economic Services and Development



Aerial Image Source: Landgate October 2017

**Jurien Bay Foreshore
Commercial
Development Plan
Policy Area Map**

Plan No. | 21224-04
Date | 05/11/18
Drawn | JW
Checked | MM
Revision | B

PERTH & FORRESTDALE:
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Scale | 1:3000@A3

0 40m 80m

NO PLAN HAS BEEN PREPARED FOR PLANNING PURPOSES. AREAS, COLOURS AND SIZINGS OF HAVE ONE SIGN TO SUIT.



Harley Dykstra
PLANNING & SURVEY SOLUTIONS



CODE OF CONDUCT

OBJECTIVE

The Code of Conduct provides council members, committee members and employees with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principles adopted in the Local Government Act and regulations, which incorporate four fundamental aims:

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for council members, committee members and employees. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based

Head of Power

Local Government Act 1995. s.5.103

- (1) Every local government is to prepare or adopt a code of conduct to be observed by council members, committee members and employees.

Scope and Limitations

Applies to all Shire of Dandaragan council members, committee members, and employees.

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

1. ROLES

1.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows:

CODE OF CONDUCT

“A Councillor -

- (a) Represents the interests of electors, ratepayers and residents of the district;*
- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government’s decision-making processes at council and*
committee meetings; and
- (e) performs such other functions as are given to a Councillor by this Act or any other written law.”*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government’s finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents’ concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.2 Role of Staff

The role of staff is determined by the functions of the CEO as set out in S 5.41 of the Local Government Act 1995:

“The CEO’s functions are to -

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*

CODE OF CONDUCT

- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.”*

1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

- “(1) The council -*
 - (a) directs and controls the local government’s affairs; and*
 - (b) is responsible for the performance of the local government’s functions.*

- (2) Without limiting subsection (1), the council is to —*
 - (a) oversee the allocation of the local government’s finances and resources; and*
 - (b) determine the local government’s policies.”*

1.4 Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council’s corporate goals and implement the Council’s strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

- (b) Staff will not engage in private work with or for any person or body with an

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interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

- (c) Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

2.2 Financial Interest

Council Members, Committee Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

2.3 Disclosure of Interest

Definition:

In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 -

“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (a) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person is required to disclose the nature of the interest -
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (b) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter -

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- (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (c) A requirement described under items (a) and (b) exclude an interest referred to in S 5.60 of the Local Government Act 1995.
- (d) A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if -
- (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then -
- (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
- (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

Council Members, Committee Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

3.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

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3.3 Improper or Undue Influence

Council Members and staff will not take advantage of their position to improperly influence other Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

3.4 Gifts

Definitions:

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996:

“activity involving a local government discretion” means an activity:

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

“gift” has the meaning given to that term in S 5.82(4) except that it does not include:

- (a) a gift from a relative as defined in S 5.74(1); or*
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

“notifiable gift”, in relation to a person who is an employee, means -

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

“prohibited gift”, in relation to a person who is an employee, means -

- (a) a gift worth \$300 or more; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

- (a)** A person who is an employee is to refrain from accepting a prohibited gift from a person who:
 - (i)** is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii)** it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b)** A person who is an employee and who accepts a notifiable gift from a person who:
 - (i)** is undertaking or seeking to undertake an activity involving a local government discretion; or

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- (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include:
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition):
 - (1) a description; and
 - (2) the estimated value; and
 - (3) the date of acceptance, of each other gift accepted within the 6 month period.
- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

4.1 Personal Behaviour

- (a) Council Members, Committee Members and staff will:
 - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
 - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
 - (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and

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- (v) always act in accordance with their obligation of fidelity to the Local Government.
- (b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

4.2 Honesty and Integrity

Council Members, Committee Members and staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.
- (c) be frank and honest in their official dealing with each other.

4.3 Performance of Duties

- (a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

4.4 Compliance with Lawful Orders

- (a) Council Members, Committee Members and staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

4.5 Administrative and Management Practices

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional

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and responsible management practices.

4.6 Corporate Obligations

- (a) Standard of Dress
Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly:
- (i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.
 - (ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.
- (b) Communication and Public Relations
- (i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
 - (ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
 - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
 - information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.
 - (iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

4.7 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.



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5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Local Government Resources

Council Members and staff will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

5.2 Travelling and Sustenance Expenses

Council Members, Committee Members and staff will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

5.3 Access to Information

- (a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.
- (b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

Legislation:

Local Government Act 1995, s.5.103, 5.59-5.90

Local Government (Administration) Regulations, r.34B & 34C

Local Government (Rules of Conduct) Regulations 2007, r.11

Notes:

Based on WALGA Model Code of Conduct, released 19 March 2008



CUSTOMER SERVICE CHARTER

INTRODUCTION

The very nature of local government necessitates a broad definition of customer. Council has both explicit and implicit customers which include:

- users of services and infrastructure;
- people affected or potentially affected by physical works and / or changes to service;
- future inhabitants and generations;
- internal service divisions; and
- Councillors and staff.

OBJECTIVE

To establish the principles upon which Council will drive its Customer Service Customer.

Customer Service Charter is as follows:

The Shire of Dandaragan's commitment to you:

"Our Customer Service Charter (CSC) reflects our commitments in the quality of service which is provided to you.

Our CSC will be regularly reviewed and adapted to meet the changing needs of our customers."

OUR CUSTOMERS

- ✓ Residents, electors, members of the business community and community groups.
- ✓ Future generations, residents and electors who will be affected by today's planning decisions.
- ✓ Government Departments and non-Government agencies.
- ✓ Shire of Dandaragan staff and management.
- ✓ Visitors to the Shire.
- ✓ Contractors and suppliers.

SERVICE STANDARDS YOU CAN EXPECT

Regardless of your method of enquiry, in person, by telephone, email or letter:

Face to Face - Customer Service

- ✓ You will be greeted in a friendly, polite manner.
- ✓ Staff will wear a name badge and uniform where issued.
- ✓ Staff will endeavour to resolve an issue on the spot or will handover to an appropriate member of staff (if available) to respond.



CUSTOMER SERVICE CHARTER

On the Telephone

- ✓ All calls will be answered.
- ✓ All calls will be directed to the staff member responsible. If the appropriate member of staff is not available the customers call will be returned within 24 hours unless an alternative timeframe is agreed.
- ✓ Once contact is established the staff member will provide contact details for future communication.

In Writing

- ✓ All correspondence on receipt will receive a response within 10 working days.
- ✓ Responses will contain accurate information and will be written in a clear, concise and easily understood language.
- ✓ If a full response is unable to be provided within 10 working days correspondence will be sent outlining a timeframe for the preparation of a detailed response.

For Planning Applications

- ✓ We will process standard development applications within 60 working days or 90 working days if the application is required to be advertised or as agreed with the applicant where all information required for us to properly assess your application is available.
- ✓ We will acknowledge complex planning applications within 10 working days and keep you informed at each stage of the application process.

For Building Permit and Demolition Permit Applications

- ✓ Complete building and demolition permit applications may be lodged as Certified Applications or Un-certified Applications.
- ✓ Applications that are certified by a private certifier are to be provided with a building permit within 10 business days starting from the first business day after the day of lodgement.
- ✓ Un-certified Applications given a certificate of design compliance by the permit authority (local government) are to be provided with a building permit within 25 business days starting from the first business day after the day of lodgement.
- ✓ The prescribed times may be extended in the interest of customer service if the applicant has agreed to some other timeframe to allow them the opportunity to provide further information in support of the application which has prevented the permit authority from granting the building or demolition permit as provided for in the *Building Act 2011* and the *Building Regulations 2012*.

Overall

- ✓ All interaction will be undertaken in a professional, fair and unbiased manner.
- ✓ Privacy and confidentiality will be respected.
- ✓ Dissatisfied customers will be advised of Council's complaint handling procedures.



CUSTOMER SERVICE CHARTER

We will achieve our commitment to you by

- ✓ Progressively reviewing and improving forms, systems and procedures from a customer's perspective.
- ✓ Conducting regular customer service employee training programs.
- ✓ Making information available in alternative formats for people with specific requirements.
- ✓ By making the development of positive customer service attitudes part of the performance review programme for all staff.
- ✓ By formally acknowledging staff who provide excellent customer service.
- ✓ By conducting regular market research to ensure we are meeting the needs of our customers, such as via a customer feedback survey available at all our Shire offices.

Helping us to help you

You can help us to meet these commitments by:

- ✓ Having a note pad and pen by the phone when you call the Shire.
- ✓ Providing accurate and complete details when phoning us with any queries or requests.
- ✓ Phoning to make an appointment if you have a complex enquiry, need to see a specific officer or need to discuss your enquiry with officers of more than one service area.
- ✓ If phoning as a result of correspondence from the Shire, phoning directly to the officer nominated on the correspondence and quoting the reference number on the letter.
- ✓ Providing all information required for assessing planning and building applications.

Feedback

The Shire of Dandaragan values the feedback that our customers provide and welcome suggestions, compliments and complaints. We would like to hear from you by:

Phoning our Customer Services Officer on (08) 9652 0800 and giving details.

Writing to the Chief Executive Officer, Shire of Dandaragan, PO Box 676, JURIEN BAY WA 6516

Emailing to: council@dandaragan.wa.gov.au

Or by completing our feedback form either via the website or mailing or dropping a hard copy back to our office in Bashford Street, Jurien Bay.

Shire of Dandaragan
69 Bashford Street (PO Box 676)
Jurien Bay WA 6516
Phone: 08 9652 0800 | Fax: 08 9652 1310
email: council@dandaragan.wa.gov.au
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Office hours: 8am - 5pm Mon to Fri