



**SHIRE**  
*of*  
**DANDARAGAN**

**PUBLIC MINUTES**  
  
**of the**  
  
**ORDINARY COUNCIL MEETING**  
  
**held at the**  
  
**COUNCIL CHAMBERS, JURIE BAY**  
  
**on**  
  
**THURSDAY 27 AUGUST 2020**  
  
**COMMENCING AT 11.01AM**

*(THIS DOCUMENT IS AVAILABLE IN LARGER PRINT ON REQUEST)*

# Table of Contents

<b>1</b>	<b>DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....</b>	<b>1</b>
1.1	DECLARATION OF OPENING.....	1
1.2	DISCLAIMER READING.....	1
<b>2</b>	<b>RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE .....</b>	<b>1</b>
<b>3</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....</b>	<b>2</b>
<b>4</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>2</b>
<b>5</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>2</b>
<b>6</b>	<b>CONFIRMATION OF MINUTES.....</b>	<b>2</b>
6.1	MINUTES OF THE ORDINARY COUNCIL MEETING HELD 23 JULY 2020.....	2
<b>7</b>	<b>NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION .....</b>	<b>3</b>
<b>8</b>	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....</b>	<b>3</b>
<b>9</b>	<b>REPORTS OF COMMITTEES AND OFFICERS.....</b>	<b>4</b>
<b>9.1</b>	<b>CORPORATE &amp; COMMUNITY SERVICES.....</b>	<b>4</b>
9.1.1	ACCOUNTS FOR PAYMENT – JULY 2020 .....	4
9.1.2	FINANCIAL STATEMENTS - MONTHLY REPORTING FOR THE PERIOD ENDING 31 JULY 2020.....	5
9.1.3	JURIEN BAY COUNTRY GOLF CLUB IRRIGATION PROJECT.....	7
9.1.4	REVIEW OF TRONOX GRANT APPLICATIONS 2020 / 21.....	13
9.1.5	REVIEW OF COMMUNITY GRANT APPLICATIONS .....	16
<b>9.2</b>	<b>INFRASTRUCTURE SERVICES .....</b>	<b>21</b>
9.2.1	SHIRE OF DANDARAGAN PANEL OF PRE-QUALIFIED SUPPLIERS – ADDITIONAL APPLICANTS FOR CONSIDERATION.....	21
<b>9.3</b>	<b>DEVELOPMENT SERVICES.....</b>	<b>26</b>
9.3.1	PROPOSED MICROBREWERY – 12 GYPSUM STREET, JURIEN BAY .....	26
9.3.2	TENDER – DANDARAGAN GOVERNMENT REGIONAL OFFICER HOUSING.....	35
<b>9.4</b>	<b>GOVERNANCE &amp; ADMINISTRATION .....</b>	<b>38</b>
9.4.1	ANNUAL GENERAL MEETING OF FIRE CONTROL OFFICERS AND THE APPOINTMENT OF FIRE CONTROL OFFICERS AND FIRE WEATHER OFFICERS .....	38
9.4.2	ARTS AND CULTURE PLAN – VIBRANT COMMUNITIES .....	43
<b>9.5</b>	<b>COUNCILLOR INFORMATION BULLETIN.....</b>	<b>49</b>
9.5.1	SHIRE OF DANDARAGAN – JULY 2020 COUNCIL STATUS REPORT .....	49
9.5.2	SHIRE OF DANDARAGAN – EXECUTIVE MANAGER INFRASTRUCTURE REPORT – JULY 2020.....	49

9.5.3	SHIRE OF DANDARAGAN – BUILDING STATISTICS – JULY 2020 .....	49
9.5.4	SHIRE OF DANDARAGAN – PLANNING STATISTICS – JULY 2020.....	49
9.5.5	SHIRE OF DANDARAGAN TOURISM / LIBRARY REPORT FOR JULY 2020.....	49
9.5.6	ASTROTOURISM 2019 / 2020 ACHIEVEMENTS.....	50
<b>10</b>	<b>NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING.....</b>	<b>50</b>
<b>11</b>	<b>CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC .....</b>	<b>50</b>
	<b>11.1 GOVERNANCE &amp; ADMINISTRATION .....</b>	<b>51</b>
	11.1.1 PRIVATE AND CONFIDENTIAL – CHIEF EXECUTIVE OFFICER 2019 / 2020 PERFORMANCE REVIEW.....	<b>52</b>
<b>12</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....</b>	<b>52</b>
<b>13</b>	<b>CLOSURE OF MEETING.....</b>	<b>52</b>

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

## 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

### 1.1 DECLARATION OF OPENING

The Shire President declared the meeting open at 11.01am and welcomed those present.

*"I would like to acknowledge the traditional owners of the land we are meeting on today, the Yued people of the great Nyungar Nation and we pay our respects to Elders both past, present and emerging."*

### 1.2 DISCLAIMER READING

The disclaimer was read aloud as there were 57 members of the public present.

*"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 R Rybarczyk	
Councillor R Shanahun	
Councillor D Slyns	

### Staff

Mr B Bailey	(Chief Executive Officer)
Mr S Clayton	(Executive Manager Corporate & Community Services)
Mr B Pepper	(Executive Manager Infrastructure)
Mr D Chidlow	(Executive Manager Development Services)
Ms R Headland	(Council Secretary & Personal Assistant)
Mr R Mackay	(Planning Officer)
Mr T O'Gorman	(Economic Development Manager)
Ms M Perkins	(Manager Community & Customer Service)

### Apologies

Nil

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

**Approved Leave of Absence**

Councillor D Richardson

**Observers**

Jurien Bay District High Year 5/6 School Students & Teachers

**3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**4 PUBLIC QUESTION TIME**

Bayden Murdoch asked the question how and when was the Shire established?

*The Chief Executive Officer responded by saying that the Dandaragan Road Board was established in 1890, later being changed to Dandaragan Road Board in 1932 and became a Shire following the enactment of the Local Government Act in 1960.*

Tayla Martin asked how many developments has the Shire done in this time?

*The Chief Executive Officer responded by saying that the Shire was involved in constructing most of the buildings, facilities and roads throughout the district over many years.*

Tyron Fisher asked where is the Skatepark is going to be built?

*The Chief Executive Officer responded by saying that it will be built approximately where the current outdoor gym is situated at Dobbyn Park and that construction was expected to be completed by February 2021.*

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

**COUNCIL DECISION**

**Moved Cr Scharf, seconded Cr Shanhun**

**That the following request for leave of absence be approved:**

**Cr Gibson - 24 September 2020**

**CARRIED 8 / 0**

**6 CONFIRMATION OF MINUTES**

**6.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD 23 JULY 2020**

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020****COUNCIL DECISION**

Moved Cr Eyre, seconded Cr Clarke

That the minutes of the Ordinary Meeting of Council held 23 July 2020 be confirmed.

**CARRIED 8 / 0**

**7 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

The Presiding Member reflected on the late Mr Mike Sheppard's life, his time as a Councillor and broad ranging contributions to the community. The Shire President noted a descriptive overview was available in this month's Shire Matters.

The Deputy President advised that Mike Sheppard's ashes will be laid to rest in a Reef Ball with a ceremony on Saturday 19 September 2020 at 10.00am followed by refreshments at the Jurien Sport & Recreation Centre.

**8 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

## 9 REPORTS OF COMMITTEES AND OFFICERS

### 9.1 CORPORATE & COMMUNITY SERVICES

#### 9.1.1 ACCOUNTS FOR PAYMENT – JULY 2020

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Financial Management / Creditors / Expenditure
Disclosure of Interest:	None
Date:	17 August 2020
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

#### PROPOSAL

To accept the cheque, EFT, BPAY and direct debit listing for the month of July 2020.

#### 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), BPAY and direct debit payments for July 2020 totalled \$1,637,873.27 for the Municipal Fund.

Should Councillors wish to raise any issues relating to the July 2020 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

There are no strategic implications relevant to this item.

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

ATTACHMENTS

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

- Cheque, EFT and direct debit listings for July 2020 (Doc Id: 160806)

**(Marked 9.1.1)**

VOTING REQUIREMENT

Simple majority

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Shanhun, seconded Cr Scharf**

**That the Cheque and EFT listing for the period ending 31 July 2020 totalling \$1,637,873.27 be adopted.**

**CARRIED 8 / 0**

## **9.1.2 FINANCIAL STATEMENTS - MONTHLY REPORTING FOR THE PERIOD ENDING 31 JULY 2020**

Location:	Shire of Dandaragan
Applicant:	N/A
Folder	Business Classification Scheme / Financial Management / Financial Reporting / Periodic Reports
Disclosure of Interest:	None
Date:	17 August 2020
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 July 2020.

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 July 2020.

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 July 2020 was \$7,789,926. 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.



<p><b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b></p>
--

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 5 (page 12) 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.

Note 12 of the attached report details any significant variances. Should Councillors wish to raise any issues relating to the 31 July 2020 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

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Financial statements for the period ending 31 July 2020 (Doc Id: 160812)  
**(Marked 9.1.2)**

VOTING REQUIREMENT

Simple majority

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Eyre, seconded Cr Gibson**

**That the monthly financial statements for the period 31 July 2020 be adopted.**

**CARRIED 8 / 0**

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

*Cr Scharf, Mr Bailey and Mr Clayton declared an impartiality interest in Item 9.1.3 being members of the Jurien Bay Golf Club.*

### **9.1.3 JURIEN BAY COUNTRY GOLF CLUB IRRIGATION PROJECT**

Location:	Jurien Bay Country Golf Club
Applicant:	Jurien Bay Country Golf Club
Folder Path:	Business Classification Scheme / Grants and Subsidies / Applications / Community Groups
Disclosure of Interest:	The CEO, EMMCS have declared impartiality interests as members of the club.
Date:	10 August 2020
Author:	Tony O’Gorman, Economic Development Manager
Senior Officer:	Brent Bailey, Chief Executive Officer

#### **PROPOSAL**

That Council provide support to the Jurien Bay Country Golf Club’s CSRFF Annual and Forward Planning Grant application to complete irrigation of the golf course fairways.

In supporting the application, the Council will also be providing up to one third funding for the project. The officer recommendation is to support the proposal.

#### **BACKGROUND**

Jurien Bay Country Golf Club was established in 1969, on Reserve 31884 vested in the Shire of Dandaragan. The 18-hole course was developed and has been maintained entirely by member volunteer labour.

The course has sand greens, with the green surrounds, teeing areas, and the grassed area surrounding the clubhouse irrigated from the new water supply east of the course. Currently an estimated 4 hectares of the course is irrigated year-round. To irrigate the entire playing surface, will increase the watered area to 25 hectares.

Eight of the fairways are currently partially watered either from shallow bores distributed around the course or recently connected to the new water supply. The shallow bores are expensive to operate and regularly become saline to levels that are detrimental to the grass. The remaining fairways are watered solely by rain, and like other country courses in southern Western Australia, are mainly suitable for play in winter and spring.

Currently the region is well catered for with winter sports including football, netball, hockey and golf. These sports are generally all played on Saturdays. With the current array of winter sports available this could be limiting the opportunities to attract players to participate in golf. Summer fixtured outdoor sport is limited to bowls. Irrigating the fairways will allow golf to be played all year

<p><b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b></p>
--

round and provide opportunities for additional members to play outdoor sport during the summer season.

In 2016 the Club formally adopted a Strategic Plan. The priority project in that plan is irrigation of the fairways. This focused on enabling members and visitors alike to enjoy a quality course throughout the year. The Club believes that a fully irrigated course will increase participation rates for golf both within the local community and from the many tourists who visit Jurien Bay each year. Many tourists visit during the warmer months when the course is in poor condition. This is due to lack of moisture and thus makes playing the course a rather unattractive proposition - particularly for those used to playing at reticulated grass greens courses.

The club membership adopted the priority of irrigating the fairways unanimously in 2016 when the Strategic Plan was presented to a general meeting of the club. Regular update reports on progress of the fairway's irrigation have been presented to the membership and received enthusiastically. The membership has repeatedly supported this approach and a desire to maintain a volunteer-based grounds team rather than having to employ a greenkeeper. The volunteer structure of the club and fundraising approach assists in maintaining annual membership subscriptions affordable.

Irrigating the fairways has provided for the possible future grassing of the greens. There is sufficient capacity included in the project to allow this in the future should the membership adopt that view in the next phase of their strategic planning.

At the January 2019 Council meeting the following recommendation was approved.

*"OFFICER RECOMMENDATION / COUNCIL DECISION*

*Moved Cr Richardson, seconded Cr Shanahun*

*That Council:*

- 1. support the Jurien Bay Country Golf Club Inc., Community Sporting and Recreation Facilities Fund (CSRFF) application for funding to provide infrastructure to achieve good quality water to the Jurien Bay Country Golf Club; and*
- 2. Authorise a budget amendment to provide up to \$50,000 being one third contribution if the CSRFF grant application is successful, to be sourced from the Sport and Recreation Capital Works Fund.*

*CARRIED BY ABSOLUTE MAJORITY 8 / 0"*

The Club has completed the initial stage of the water project to bring water from the bore field to the East to the course. The Shire provided additional funds for this project to upgrade the size of the pipeline to share the water distribution asset. The water

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

accumulates in a tank on the course before being reticulated to the existing reticulation system.

The total water license allocation is up to 250,000kl per year and the anticipated use is up to 100kl per day on those days that the course will be watered. There is sufficient capacity in the water licence to enable the course watering.

The club has also completed an extension of the pipeline from the golf course to the town sports oval on behalf of the Shire. This extension provides a suitable water source for watering public open space in Jurien Bay and Reserve 31884. Council in its 2020/2021 budget has allocated \$100,000 to add another bore to the bore field east of the golf course, this will allow the Council to water more public open spaces, both active and passive across the Jurien Bay town site.

#### COMMENT

The Club is now submitting a CSRFF Grant application for an annual and forward planning grant to complete the watering project over a period of three years. The next stages of the project will provide an additional three 250,000 litre water tanks. There will be three additional ring mains installed on the golf course to provide year-round watering to all fairways on the course.

Katanning Golf Course is the most recent course in Western Australia that has undertaken a project similar to the Jurien Bay Golf Club proposal. Katanning has watered fairways and sand greens that has allowed the club to provide a summer membership which is well supported by golfers from within a radius of approximately 50 km. This boosts the player numbers during the summer season without any detrimental effects to the surrounding clubs that run normal winter playing seasons.

The current application is to complete stages two, three and four of the golf course watering project. Stage one was completed on time and within budget.

The cost estimates for the additional stages is \$742,944 and in consultation with the Wheatbelt District Manager of the Department for Local Government Sport and Cultural Industries it was determined that an Annual and Future Planning grant was the most appropriate avenue to progress the project.

The proposal considered would provide the single largest grant that the Shire has ever considered for a sporting group. The Shire has sufficient funds in the Community Sport and Recreation Facilities Fund reserve to provide the grant without adversely affecting any future applications that will come forward in future years. The reserve has built up over several years where there have been no funding applications sought from Council. The fund is replenished each year, with an amount equal to 1% of total budgeted rates which has been approximately \$50,000 per

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

annum. Future predictions are that the amount will increase as the rates income increases. On the basis of the annual allocation funds will continue be available for future projects.

Given the scale of the grant requested, officers have sought additional information from the Jurien Bay Country Golf Club in the form of an economic impact study to support the justification of the project. This is not a required process for a CSRFF application as the assessment by the Department is solely reliant on the physical benefits of the improved amenities and the increased physical activity that is gained from that improvement.

The Club have provided information to outline the possible economic impacts to the benefit of the broader community. This is based on the club having a course that is accessible all year round and the opportunities created to hold additional competition days through the summer season. There would also be a benefit where visitors to the town will have the opportunity to play golf during the holiday periods which may encourage them to spend extra days in the town.

#### CONSULTATION

- Jurien Bay Country Golf Club members
- Jennifer Collins Wheatbelt Manager - Sport and Recreation
- Neil Goddard - Golf WA CEO

#### STATUTORY ENVIRONMENT

Local Government Act 1995

#### **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

6.1 C-6SRF01 – Sport and Recreation Funding

#### **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 funding:*

1. *capital infrastructure for sporting and recreational facilities; and*

2. *non-consumable sporting and recreational equipment.*

**Policy Statement**

*Council recognises and values the important part that excellent sporting and recreational facilities and equipment play in the community. It 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 Management and Shire of Dandaragan Sporting and Recreation Facilities Fund*

**1. Sporting and Recreational Capital Works Fund**

**1.1 Funding and Purpose**

*The Shire will in its annual budget allocate 1% of total budgeted rates to assist sporting and recreational groups with the replacement, renewal and improvement of capital infrastructure.*

**1.2 Funding cycle**

*Applications to the program will be received and considered in accordance with the following timeframes:*

*Funding round advertised: April*

*Funding round closes: Mid- May*

*Applications considered by Council: June / July*

*Sporting and recreational groups are encouraged to discuss their projects with Shire staff as early as possible to facilitate the greatest chance of funding success.*

**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 Local Government, Sport and Cultural Industries' or submitted an application to another funding source for the project.*

*(ii) An own source contribution comprising a minimum of 1/6<sup>th</sup> of the total project cost in cash.*

*(iii) In determining applications to this fund the Council will give priority to applications that;*

- have successfully sourced CSRFF funds or other source of funding;*
- can demonstrate that their organisation has a strong membership base and is financially sustainable;*
- can demonstrate strong demand for the proposed infrastructure; and*
- can deliver projects without the organisation requiring loan funds.*

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

- (iv) Applicants that have been unsuccessful in a CSRFF application, or other major funding process, remain eligible for funding under this program, however Council's total commitment will not exceed 50% of the approved project budget or the maximum annual funding allocation in a given year.
- (v) Requests must be for a total project cost of greater than \$40,000 (excl GST).

**FINANCIAL IMPLICATIONS**

It is recommended that Council authorise expenditure from the Sporting and Recreation Facilities Capital Works Reserve fund up to maximum of \$247,648 towards this project. The funding breakdown is depicted below:

Cost of project	\$742,944
Shire Funding	\$247,648
CSRFF Funding	\$247,648
Jurien Bay Country Golf Club	\$247,648 including in kind labour and materials.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan Envision 2029

04 Community	The Shire's resident population will grow more than the WA regional average supported by increased community recreation and cultural opportunities and access to key liveability factors such as health and wellbeing services and educational opportunities
<b>Priority Outcomes</b>	<b>Our Roles</b>
A safe, healthy, smart and active community that values its history and supports intergenerational relationships	Increase community-building by providing sustainable recreation infrastructure and services, off-peak events, community building programs and place-making concepts in our public spaces

**ATTACHMENTS**

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

- Sport and Recreation Capital Works Policy 6.1 (Doc Id: 131688)
- CSRFF Forward Planning grant application (Doc Id: 159895)
- Feasibility Study (Doc Id: 159896)
- P & L for 2017/2018 (Doc Id: 158761)
- Term Deposit 1 (Doc Id: 158760)
- Statement Cheque Account (Doc Id: 158759)
- Incorporation Certificate (Doc Id: 158762)
- Quotes Comparison table (Doc Id: 160492)

MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020
--

***(Marked 9.1.3)***

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER RECOMMENDATION / COUNCIL DECISION**

Moved Cr Shanhun, seconded Cr Clarke

That Council:

1. Support the Jurien Bay Country Golf Club Inc., Community Sporting and Recreation Facilities Fund (CSRFF) Forward Planning grant application for funding to irrigate the fairways at the Jurien Bay Country Golf Club; The Shire contribution to be up to 1/3 of total project cost to a maximum of \$247,648, to be sourced from the Sporting and Recreation Capital Works Reserve fund;
2. Endorse a budget amendment to provide up to 60% in the 2020/2021 financial year;
3. Provide a 35% contribution in the 2021/2022 financial year sourced from the Sporting and Recreation Capital Works Reserve fund; and
4. Provide the final 5% contribution in the financial year 2022/2023 once acquittals have been completed, from the Sport and Recreation Capital Works Reserve fund.

**CARRIED 8 / 0**

*Cr Shanhun declared an impartiality interest in Item 9.1.4 as a member of the Cervantes Bowling Club.*

**9.1.4 REVIEW OF TRONOX GRANT APPLICATIONS 2020 / 21**

Location:	N/A
Applicant:	Shire of Dandaragan
Folder Path:	Business Classification Scheme / Grants and Subsidies / Applications / Tronox Community Grants
Disclosure of Interest:	Nil
Date:	17 August 2020
Author:	Michelle Perkins, Manager Customer & Community Services
Senior Officer:	Scott Clayton, Executive Manager Corporate & Community Services

**PROPOSAL**

That Council allocate funds for the Tronox Management and Shire of Dandaragan Sporting and Recreation Facilities Fund for 2020 / 2021 financial year.

**BACKGROUND**

The purpose of this budget item is to allocate a sum of money each year for 'assisting local organisations to provide or improve sporting and recreational facilities and to purchase or improve items of durable equipment'. The funds are allocated by a Committee, made up of 2 representatives from each community



**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

within the Shire of Dandaragan, a Tronox Management representative, Shire President (or representative), with support from the Manager Customer and Community Services.

Council has allocated an amount of \$15,000 in the 2020 / 2021 annual budget for the Sporting and Recreation Facilities Fund, and Tronox has once again contributed to match the funding. In addition, there are carry-over funds from last year's unallocated funds and funds foregone due to incomplete projects. The total funds amount for allocation is \$33,000.

**COMMENT**

As indicated in the minutes of the Grant Committee meeting held 6 August 2020, this year 13 applications were submitted by sporting clubs and community organisations. The sum of all requests was \$67,933.33.

Further details about assessment decisions are available in the committee meeting minutes.

The Committee recommended funding the following list of 10 projects:

Organisation	Project Description	Project Cost (\$)	Grant (\$)
Badgingarra Community Association	Mini Golf Course	9,370.00	4,685.00
Cervantes Bowling Club	Bowling Green Roller with Carry Trolley	9,188.00	4,176.35
Cervantes Historical Society	Concrete Pad - 'Barque' Cervantes	12,606.00	4,999.00
Cervantes Tennis Club	Replacement Shelter and Storeroom	6,999.99	3,181.82
Dandaragan Football Club	Netball Shed Shelter	4,651.90	2,325.95
Dandaragan Primary School P&C	Senior Playground Extension – Multi-level Fort	39,490.00	5,591.91
Jurien Bay Bowling Club	Outdoor Chairs and Tables	7,282.00	2,300.00
Jurien Bay Kart Club	Electric Griddle	981.75	490.88
Jurien Sport and Recreation Centre	Purchase and Installation of Heat Pump	4,368.27	1,985.60
Wolba Wolba Heritage Site Management Committee	Projector and Speakers	7,298.00	3,250.00
<b>Total</b>		<b>\$102,235.86</b>	<b>\$32,986.51</b>

**CONSULTATION**

- Badgingarra Community Association
- Cervantes Ratepayers and Progress Association
- Advance Dandaragan
- Jurien Bay Progress Association
- Tronox Management
- Cr Leslee Holmes, Shire President

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

**STATUTORY ENVIRONMENT**

There is no statutory environment relevant to this item.

**POLICY IMPLICATIONS**

Shire of Dandaragan Policy 5.1 C-5CG01 – Community Grants

**FINANCIAL IMPLICATIONS**

Council has made provision in the budget for \$30,000 expenditure. \$15,000 has been allocated from the Shire's General Purpose Revenue, with matching income from Tronox of \$15,000, plus balance brought forward from 2019/2020, which amounts to an annual allocation for 2020/2021 of \$33,000.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan - Envision 2029

04 - Community	The Shire's resident population will grow more than the WA regional average supported by increased community recreation and cultural opportunities and access to key liveability factors such as health and wellbeing services and educational opportunities
<b>Priority Outcome</b>	<b>Our role</b>
A Shire built on the strengths of community spirit and resilient, connected communities	Recognise and support the value of our community volunteers and provide meaningful opportunities to contribute to Shire projects and improving local living.

**ATTACHMENTS**

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

- Minutes of the Tronox Shire of Dandaragan Grant Committee meeting on 6 August 2020 (Doc Id: 160864)
- Tronox & Shire of Dandaragan Sporting and Recreation Facilities Fund Assessment Criteria (Doc Id: 152949)

***(Marked 9.1.4)***

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Eyre, seconded Cr Clarke**

**That Council:**

- 1. Receive the minutes from the Tronox Shire of Dandaragan Grant Committee meeting from 6 August 2020.**
- 2. Approve the following grant applications for the Sporting and Recreation Facilities Fund for the 2020 / 2021 financial year, as recommended at the committee meeting on 6 August 2020:**

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

Organisation	Project Description	Project Cost (\$)	Grant (\$)
Badgingarra Community Association	Mini Golf Course	9,370.00	4,685.00
Cervantes Bowling Club	Bowling Green Roller with Carry Trolley	9,188.00	4,176.35
Cervantes Historical Society	Concrete Pad - 'Barque' Cervantes	12,606.00	4,999.00
Cervantes Tennis Club	Replacement Shelter and Storeroom	6,999.99	3,181.82
Dandaragan Football Club	Netball Shed Shelter	4,651.90	2,325.95
Dandaragan Primary School P&C	Senior Playground Extension – Multi-level Fort	39,490.00	5,591.91
Jurien Bay Bowling Club	Outdoor Chairs and Tables	7,282.00	2,300.00
Jurien Bay Kart Club	Electric Griddle	981.75	490.88
Jurien Sport and Recreation Centre	Purchase and Installation of Heat Pump	4,368.27	1,985.60
Wolba Wolba Heritage Site Management Committee	Projector and Speakers	7,298.00	3,250.00
<b>Total</b>		<b>\$102,235.86</b>	<b>\$32,986.51</b>

**3. Reject the following grant applications for the Sporting and Recreation Facilities Fund for the 2020 / 2021 financial year, as recommended at the committee meeting on 6 August 2020:**

Organisation	Project Description	Project Cost (\$)	Grant Requested (\$)
Jurien Bay Country Golf Club	Irrigation Project	6,159.57	2,818.50
Jurien Bay Country Golf Club	2WD 4 Wheel Motorbike	4,300.00	2,150.00
Jurien Bay Football Club	Concrete Pad for Undercover Shelter Area	27,690.00	13,845.00
<b>Total</b>		<b>\$38,149.57</b>	<b>\$18,813.50</b>

**CARRIED 8 / 0**

*Cr Shanhun and Cr Scharf declared an impartiality interest in Item 9.1.5 being members of the Jurien Bay Community Men's Shed.*

**9.1.5 REVIEW OF COMMUNITY GRANT APPLICATIONS**

Location:	N/A
Applicant:	Shire of Dandaragan
Folder Path:	Business Classification Scheme / Grants and Subsidies / Applications / Shire Community Grants
Disclosure of Interest:	Nil
Date:	17 August 2020
Author:	Michelle Perkins, Manager Customer & Community Services
Senior Officer:	Scott Clayton, Executive Manager Corporate and Community Services

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

**PROPOSAL**

That Council authorise the allocation of funds for the Shire of Dandaragan Community Grants for 2020 / 2021.

**BACKGROUND**

In accordance with the Shire of Dandaragan Policy 5.1 C-5CG01 – Community Grants, the promotion of the grant round began in April 2020 around the Shire. The objective of the Community Grants is to provide funds to community-based organisations and individuals, to support the promotion and development of social, economic, recreation, art and cultural benefits for the residents of the Shire of Dandaragan.

**COMMENT**

This year, the funding pool, including a carryover from the previous financial year, is \$31,500. The Grants Program received a total of 13 applications with a total funding request of \$21,000.00. Officers noted that application numbers were lower than previous years, however groups advised that with the uncertainty of COVID-19 restrictions, they had chosen not to submit an application. The following table provides a summary of applications received:

ORGANISATION	PROJECT DESCRIPTION	GRANT REQUEST
Advance Dandaragan	Quiet Achiever Sundowner	\$1,500
Cervantes Cultural Committee	Art Workshops – Native Flowers	\$2,000
Cervantes Historical Society	Cervantes COVID-19 Recovery Breakfast	\$2,000
Coastal Kids Care	Community Christmas Party	\$2,000
Dandaragan Community Resource Centre	Grow the Dandaragan Way	\$2,000
Dandaragan Community Resource Centre	Carols by the Lake	\$1,000
Jurien Bay Community Resource Centre	Dog Show	\$2,000
Jurien Bay Football Club	Jurien Bay Community Christmas Tree	\$800
Jurien Bay Playgroup	Christmas Raffle	\$1,000
Jurien Bay Regional Herbarium Group	Native Plant Giveaway Day	\$1,200
Jurien Sport and Recreation Centre	The Flaming Galah's presented by Monty Cotton	\$2,000
Nambung Country Music Muster	Nambung Country Music Muster 2020	\$1,500
Wolba Wolba Heritage Site Management Committee	Aggies Cottage Pop Up Shop	\$2,000
	<b>TOTAL</b>	<b>\$21,000.00</b>

This will be the twelfth consecutive year of the Shire of Dandaragan Community Grants Program. The assistance provided by the Shire is to support community events and is not intended to be the sole source of funding.

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

The Community Grants Committee met on 5 August 2020 to consider the applications.

Due to the undersubscription of the round, the committee chose to look at eligibility first in order to remove any ineligible applications. Ranking the criteria was considered not needed due to the available grants potentially being able to cover all applications, however eligibility was still considered relevant.

The first item of discussion was to consider the eligibility of the applications. The Jurien Bay Playgroup's application for a Christmas Raffle was not considered eligible due to it being a raffle only with no associated event. It was suggested that in future years, the Playgroup should partner with Coastal Kids Care for these types of opportunities. All other events were eligible.

Despite being eligible, it was recommended that the following application not be funded:

Applicant: Wolba Wolba Heritage Site Management Committee  
 Request: Aggies Cottage Outdoor Cinema  
 Comment: The applicant has been recommended for funded through the Shire's Tronox Management Sporting and Recreation Facilities Fund for the projector and speakers needed for this event. With equipment potentially being funded by the Shire, and given the significant income proposed for the event and the relatively low expenses, the Committee noted that the appropriate use of those profits would be for future operations of the site. In this case, the application advised that profits would be used for donations to other volunteer groups, rather than for the maintenance, upkeep and development of one of the Shire's important heritage assets, and the committee determined that this was not the purpose of the grant.

The remaining applications were deemed eligible and the working party recommends Council award grants to all remaining groups to the value of \$16,250.

The Committee discussed a number of issues with some events and agreed to offer a grant of a lower amount to the following:

Applicant: Advance Dandaragan  
 Request: Quiet Achiever Sundowner  
 Comment: The grant assessment criteria allocates 50% ranking towards the extent to which project/activity benefits the broader Shire of Dandaragan community. The committee noted that although it is a very worthy event for the residents of Dandaragan, it had a limited benefit for those in other townsites around the

<p><b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b></p>
--

Shire. This lower ranking, combined with the amount of previous funding for the same event (previous 3 years), the committee recommended to fund \$1,000.

Applicant: Cervantes Historical Society  
 Request: Cervantes COVID-19 Recovery Breakfast  
 Comment: The committee considered this an event similar in nature to those where the recipients are limited to one town only and therefore it has a limited benefit to the entire Shire. With some donated food, the event could cover catering costs for a breakfast event with a smaller grant and therefore it was recommended to support this new event and fund \$1,500.

Applicant: Coastal Kids Care  
 Request: Community Christmas Party  
 Comment: Committee recommended funding a lesser amount due to the organisation not contributing funds towards the event, and the lack of broad external partnerships or involvement of other groups. It was noted that 'in-kind' staff costs mentioned, were for staff already employed for standard duties, therefore the recommendation was to fund \$1,500.

Applicant: Dandaragan Community Resource Centre  
 Request: Carols by the Lake 2020  
 Comment: The committee recommended funding \$750 towards this event as it was noted that the organisation would likely be covering costs for most of their own promotion through Redgum Reports.

In discussing the impact of the COVID-19 restrictions on planning for events and applications, the committee discussed the merit in running a second round for small events later in 2020 – potentially aligned with the opening of a new large event grant round.

Potential for more applications for additional events for 2020 / 21 only would allow the remaining funds to be allocated (rather than held off and rolled over into next financial year) and would also give the community time to build confidence and momentum for new events with the easing of COVID restrictions of movement.

A number of operational suggestions to how the program was presented were discussed by the committee and officers will revise documentation where needed.

#### CONSULTATION

- Councillor Dahlia Richardson (provided comments prior to meeting)
- Councillor Rob Shanhun
- Councillor Darren Slys
- Councillor Peter Scharf

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

**STATUTORY ENVIRONMENT**

There are no statutory implications relevant to this item.

**POLICY IMPLICATIONS**

In accordance with Shire of Dandaragan Policy 5.1 C-5CG01 – Community Grants

**FINANCIAL IMPLICATIONS**

Council has made provision in the annual budget to allocate 0.5% of the gross yield of budgeted rates income to fund recurring and annual community grants. In 2020 / 2021, \$31,500 is available including a carryover amount from 2019 / 2020.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan – Envision 2029

04 - Community	The Shire's resident population will grow more than the WA regional average supported by increased community recreation and cultural opportunities and access to key liveability factors such as health and wellbeing services and educational opportunities
<b>Priority Outcome</b>	<b>Our role</b>
A Shire built on the strengths of community spirit and resilient, connected communities	Support and promote inclusive events that enhance and celebrate community and cultural spirit that bring our communities together.  Recognise and support the value of our community volunteers and provide meaningful opportunities to contribute to Shire projects and improving local living.

**ATTACHMENTS**

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

- Shire of Dandaragan Policy 5.1 C-5CG01 – Community Grants (Doc Id: 138379)

***(Marked 9.1.5)***

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Rybarczyk, seconded Cr Clarke**

**That Council:**

- 1. Fund the following grant applications:**

ORGANISATION	PROJECT DESCRIPTION	GRANT
Advance Dandaragan	Quiet Achiever Sundowner	\$1,000
Cervantes Cultural Committee	Art Workshops – Native Wildflowers	\$2,000
Cervantes Historical Society	Cervantes COVID-19 Recovery Breakfast	\$1,500

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

Coastal Kids Care	Community Christmas Party	\$1,500
Dandaragan Community Resource Centre	Carols by the Lake 2020	\$750
Dandaragan Community Resource Centre	Grow the Dandaragan Way	\$2,000
Jurien Bay Community Resource Centre	Dog Show	\$2,000
Jurien Bay Football Club	Jurien Bay Community Christmas Tree	\$800
Jurien Bay Regional Herbarium Group	Native Plant Giveaway Day	\$1,200
Jurien Sport & Recreation Centre	The Flaming galah's presented by Monty Cotton	\$2,000
Nambung Country Music Muster	Nambung Country Music Muster 2020	\$1,500
	<b>TOTAL</b>	<b>\$16,250.00</b>

**2. Reject the following grant applications:**

ORGANISATION	PROJECT DESCRIPTION	GRANT
Jurien Bay Playgroup	Christmas Raffle	\$1,000
Wolba Wolba Heritage Site Management Committee	Aggies Cottage Outdoor Cinema	\$2,000
	<b>TOTAL</b>	<b>\$3,000</b>

**3. in response to the COVID-19 restrictions and impact on the 2020 / 21 round, authorise the CEO to facilitate a second grant round of the Community Grants Program in the 2020 / 2021 financial year, to allocate the remaining funds of \$15,250 for small events and activities.**

**CARRIED 8 / 0**

## **9.2 INFRASTRUCTURE SERVICES**

### **9.2.1 SHIRE OF DANDARAGAN PANEL OF PRE-QUALIFIED SUPPLIERS – ADDITIONAL APPLICANTS FOR CONSIDERATION**

Location:	Shire of Dandaragan
Applicant:	Various
Folder Path:	Tenders / Tenders 2017 / Request for Applications / New Applicants for Consideration
Disclosure of Interest:	Nil
Date:	13 August 2020
Author:	Julie Rouse, Coordinator Infrastructure Services
Senior Officer:	Brad Pepper, Executive Manager Infrastructure

#### PROPOSAL

That Council consider an additional applicant to join the Shire of Dandaragan's Panel of Pre-Qualified Suppliers. The officer's recommendation is to appoint Central West Building Pty Ltd to the panel.

#### BACKGROUND

The purpose of establishing a Pre-Qualified Suppliers Panel



<p><b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b></p>
--

(Panel) allows Shire officers to procure a range of goods and services from a list of suppliers, predominantly local, without the necessity to undertake exhaustive procurement processes each time regular goods or services are required. Furthermore, Shire officers are required to abide with legislative requirements under the *Local Government Local Government (Functions and General) Regulations 1996, Part 4 - Provision of goods and services, Division 3 - Panels of pre-qualified suppliers*.

The initial establishment of a Shire of Dandaragan Pre-Qualified Suppliers Panel took place in 2013.

Upon expiry of this initial Panel arrangement, Shire officers undertook a Request for Application (RFA) process in 2017 to invite applicants to apply to join a new Panel of Pre- Qualified Suppliers for various services. These services included:

- RFA 01/17 Building & Mechanical Services
- RFA 02/17 Civil Works
- RFA 03/17 Technical Services
- RFA 04/17 Town Maintenance

The scope of services required was advertised across 4 x RFA documents for the following categories and scope of services.

**01/17 – Building & Mechanical Services**

1. Roofing
2. Demolition Works
3. Registered Builder
4. Carpenter
5. General Handyman
6. Brick Laying and Paving
7. Glazing Works
8. Working at Heights Services
9. Painting
10. Plumber
11. Electrician
12. Mechanical Services
13. Fabrication and Welding

**02/17 – 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

**03/17 – Technical Services**

1. Strategic Community Development Consultancy Services

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

2. Engineering Consultancy Services
3. Environmental Consultancy Services
4. Asset Management Services
5. Architectural Services

**04/17 – Town Maintenance**

1. Vegetation Management
2. Turf Management
3. Irrigation Services
4. Fencing
5. Street Sweeping
6. Drainage Pipe Clearing and Cleaning

The Qualitative Selection Criteria was advertised as follows:

Description of Qualitative Criteria	Weighting %
<b>A) Capabilities</b> <b>Outline the key services, skills, personnel and equipment that your company can provide the Shire of Dandaragan.</b> <ol style="list-style-type: none"> <li>i. Key services and skills (10%)</li> <li>ii. Key personnel (10%)</li> <li>iii. Relevant equipment (5%)</li> </ol>	25%
Description of Qualitative Criteria	Weighting %
<b>Scaling of Project Clients</b> <ul style="list-style-type: none"> <li>– Shire of Dandaragan (scale 1).</li> <li>– Regional WA local government authorities (scale 0.8).</li> <li>– WA local government authorities (scale 0.6).</li> <li>– State Government agencies (scale 0.4)</li> <li>– Other clients (scale 0.2).</li> </ul>	
<b>C) Local Supplier</b> <b>Outline the primary location of your business</b> <ol style="list-style-type: none"> <li>i. Shire of Dandaragan (max 25%)</li> <li>ii. Neighboring local government authority (max 20%)</li> <li>iii. Regional WA (max 15%)</li> <li>iv. Perth (max 10%)</li> <li>v. Other (max 5%)</li> </ol>	25%
Description of Qualitative Criteria	Weighting %
<b>D) Price</b> <b>Provide unit rates for the following relevant items where applicable</b> <ol style="list-style-type: none"> <li>i. Service</li> <li>ii. Personnel</li> <li>iii. Equipment</li> <li>iv. Other</li> </ol>	For reference purposes only Use to compare Similar Applications.

All submissions received were evaluated against the qualitative criteria. Where information within the submissions was unclear or required further clarification, applicants were sent a written

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

query via email for clarification. Each submission was given an overall qualitative ranking score out of 100. Upon review of all submissions with relevance to the number of submissions, quality of submissions and services required it was deemed that the minimum cut off score to be considered for recommendation to the panel was 70.

Applications that met the minimum cut off score or above were presented to Council at its Ordinary Meeting held 25 January 2018 and, following Council's endorsement, a panel booklet was compiled containing all successful applicants and their relevant details.

**COMMENT**

Following the initial RFA process, it was acknowledged that should additional applicants wish to apply to join the panel they were encouraged to do so and their application would be reviewed as per the original process and presented to Council for endorsement.

The following table provides an overview of a recent additional submission received for Council endorsement onto the current panel following the Qualitative Criteria assessment process. This applicant has exceeded the minimum cut-off score and their addition fills current gaps in the Building and Mechanical Services category of the panel.

01/17 – Building & Mechanical Services	Central West Building
1. Roofing	Y
2. Demolition Works	Y
3. Registered Builder	Y
4. Carpenter	Y
5. General Handyman	
6. Brick Laying & Paving	
7. Glazing Works	
8. Working at Heights Services	
9. Painting	
10. Plumber	
11. Electrician	
12. Mechanical Services	
13. Fabrication and Welding	
WALGA Preferred Supplier	N
CUA Member	N

**CONSULTATION**

Executive Management Team

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

**STATUTORY ENVIRONMENT**

Local Government (Functions and General) Regulations 1996, Part 4 - Provision of goods and services, Division 3 - Panels of pre-qualified suppliers.

**POLICY IMPLICATIONS**

- 1.1 C-1PAT01 Purchasing and Tender; and
- 1.2 C-1PPS02 Pre-qualified Panels of Suppliers

The selection and engagement of Panel members will be on a project by project basis, at the relevant Shire officer's discretion, utilising the expenditure thresholds within Council's Purchasing and Tender Policy to provide the best suitable outcome for the Shire of Dandaragan when procuring each individual service. The panel does not provide exclusivity over any capital and operational expenditure and it is common practice for officer's to seek quotes from a broad range of local suppliers to ensure value for money is delivered for the community.

**FINANCIAL IMPLICATIONS**

As per the Shire of Dandaragan Purchasing and Tender Policy, information listed in the Panel submissions, specifically unit rates for various items of equipment and services, will provide Shire officers with an indicative pricing schedule for various items required. This has enabled officers to undertake a value for money assessment of comparable services as part of the pre-qualification selection process. It will allow the Shire to engage the relevant contractor at a predetermined rate for specific services where the work required can be on a simple schedule of rates basis.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan – Envision 2029

02 Prosperity	The Shire will experience broad economic and population growth with decreasing economic barriers, diversified agriculture and fisheries output and vibrant visitor economy.
Priority Outcomes	Our roles
Jurien Bay continues to grow as a regional centre that services and delivers benefits throughout the Shire	Leverage public and private sector partnerships to deliver new infrastructure required to achieve sustainable economic and population growth.

**ATTACHMENTS**

Nil

**VOTING REQUIREMENT**

Simple majority

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Scharf, seconded Cr Eyre**

**That Council endorse the following supplier to the Shire of**

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

**Dandaragan Pre-qualified Supplier Panel based upon the assessment of the Qualitative Criteria of the Request for Application under the relevant category as follows:**

<b>01/17 – Building &amp; Mechanical Services</b>	<b>Central West Building</b>
<b>1. Roofing</b>	<b>Y</b>
<b>2. Demolition Works</b>	<b>Y</b>
<b>3. Registered Builder</b>	<b>Y</b>
<b>4. Carpenter</b>	<b>Y</b>
<b>5. General Handyman</b>	
<b>6. Brick Laying &amp; Paving</b>	
<b>7. Glazing Works</b>	
<b>8. Working at Heights Services</b>	
<b>9. Painting</b>	
<b>10. Plumber</b>	
<b>11. Electrician</b>	
<b>12. Mechanical Services</b>	
<b>13. Fabrication and Welding</b>	
<b>WALGA Preferred Supplier</b>	<b>N</b>
<b>CUA Member</b>	<b>N</b>

**CARRIED 8 / 0**

### **9.3 DEVELOPMENT SERVICES**

*The following item 9.3.1 was withdrawn by the Officers prior to the commencement of the meeting at the request of the applicant.*

#### **9.3.1 PROPOSED MICROBREWERY – 12 GYPSUM STREET, JURIE BAY**

Location:	Lot 1200 Gypsum Street, Jurien Bay
Applicant & Landowner:	S McLeary
File Ref:	Development Services Apps/ Development Applications/ 2020 / 45
Disclosure of Interest:	Nil
Date:	17 August 2020
Author:	Rory Mackay, Planning Officer
Senior Officer:	David Chidlow, Executive Manager of Development Services

#### **PROPOSAL**

The proponent is seeking development approval for the conversion of the existing warehouse at 12 Gypsum Street, Jurien Bay (Coalseam Drive Light Industrial Area) to a Microbrewery.





Locational Map of 12 Gypsum Street, Jurien Bay

### BACKGROUND

The subject property is 2000 square metres in area and is zoned 'Industrial' under the Shire's *Local Planning Scheme No.7* (Scheme).

Property improvements to date are a 400 plus square metre, three-bay warehouse with attached amenities, situated to the rear of the site. The remaining site surface has been finished with a gravel base.

The proposal seeks to convert one bay of this warehouse into a brewing area while the opposite warehouse bay will be converted to a public bar area with an attached external alfresco bar area. The separating middle bay of the warehouse will be enclosed with new walls and utilised for storage for the business venture. The existing amenities will be converted to a staff only facility, while a transportable ablutions building will be installed onsite for use by patrons. One half of the front of the site will be converted to a children's play area, while the remainder will be landscaped and/or converted to car parking.

The proposed land use as a Microbrewery is classified as land use not listed under the Scheme. This results in clause 3.4.2 of the Scheme applying, which reads:

*If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably*

<p><b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b></p>
--

*be determined as falling within the type, class or genus of activity of any other use category the local government may —*

- a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
- b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 64 of the deemed provisions in considering an application for development approval; or*
- c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.*

The objective of the Industrial zone of which the subject property falls within is:

*To provide for manufacturing industry, the storage and distribution of goods and associated uses, which by nature of their operations should be separated from residential areas.*

A Microbrewery is defined as the following under the Scheme:

*Is a brewery brewing beers, ales and/or stouts sold at the site for consumption on-site or off-site and having a throughput of less than 250,000 litres per year.*

It was determined that the proposal could be considered under Clause 3.4.2 (b) of the Scheme, and as such, public advertisement of the proposal was undertaken.

#### COMMENT

The proposed licenced area of the Microbrewery without taking into consideration a reduction due to the installation of seating furniture has the maximum capacity for 246 patrons. This number has been used in determining the number of car parking bays and toilet facilities required.

The Shire's *Local Planning Policy 9.6 – Car Parking* (LPP9.6) does not list parking requirements for a Microbrewery, therefore the requirements of Hotel/Tavern have been used. Under this classification: two bays for every 25 square metres of public area; in addition to one bay for every two employees; and one bicycle rack for every 75 square metres of public area is required. The applicant has stated they see the premise employing ten staff. This results in the following parking infrastructure being required for the proposal:

- fourteen car parking bays
- three bicycle racks

The proponent has shown thirteen car bays on the development's site plan. It is assumed the bicycle racks will form part of the site landscaping – this is recommended as a condition of approval. Given seating furniture will likely result in a reduction in the total permitted number of patrons, dispensation can be given the one car parking bay the proposal is short of the number required under LPP9.6. The applicant has also stated that they have an initial

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

agreement with Skydive Jurien Bay to use their shuttle vehicles in the evening to transport patrons to and from the Microbrewery, in an effort to reduce the onus on patron premise vehicle parking.

LPP9.6 outlines for Industrial zoned properties, parking only needs to be a suitable gravel standard only, as proposed. The development site is also provided with a large 40m long verge area which has also been finished with a gravel surface. This area can also be used for vehicle overflow parking if Council sees fit. If Council determines that this is not appropriate for the development, a condition of approval will need to be added to ensure the verge area is not used for parking at anytime.

As stated previously, the existing site toilet facilities will be utilised by staff, while a transportable toilet building will be installed on site for use by patrons. The total number of toilet types required for the possible maximum capacity are listed on the development plan. The final number and types will be confirmed by the subsequent building application required for the change of building class from a Class 7b (warehouse) to Class 6 (retail building). The Department of Local Government, Sport and Cultural Industries will require all local government approvals (planning, building & health) to assess the subsequent liquor licence for the Microbrewery.

The development falls within a 'Bushfire Prone Area' as determined by the Department of Fire and Emergency Services. This results in the development requiring assessment under the protocols of State Planning Policy 3.7 Building in Bushfire Prone Areas (SPP3.7). Through this assessment it is identified that the proposed development is not deemed vulnerable to bushfires. Therefore, it is anticipated the below measures will sufficiently address and reduce the bushfire risk of the development in accordance with SPP3.7 prior to lodgement of a building permit application:

- a 'Bushfire Attack Level Contour Map' or a 'Bushfire Attack Level' Assessment;
- the identification of any issues arising from the above; and
- an assessment against the bushfire protection criteria contained within the SPP3.7 Guidelines demonstrating compliance within the boundary of the development application.

Additionally, an emergency evacuation plan will be required for the building permit application. This plan will provide the opportunity incorporate elements to respond to a bushfire emergency.

Brewing wastewater is also another valid consideration for the development. The Coalseam Drive Light Industrial Area (CDLIA) is on its own deep sewer network owned and managed by the Water Corporation. As such the proponent will have to make an application to the Water Corporation for ability to dispose of their trade wastewater into the sewer network.



**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

The location of the Microbrewery within the CDLIA results in minimal concern that the development is not compatible with its setting or established amenity of the locality it is situated within - providing the premises undertakes brewing activities on site to comply with the planning scheme. This has been included as a condition of planning approval. The proposed Microbrewery will appear no different to other established lots within the CDLIA. Noise concerns regarding the public bar facilities are also negligible considering no established residential locality is in close vicinity of the development.

The impact of the development on the community as a whole is viewed a positive one, in that, the development will offer a new land use which currently does not operate in the Shire. Support for new business ventures through the local government planning framework is a strategic action within both the Shire's *Local Planning Strategy* and *Strategic Community Plan – Envision 2029*. Therefore, the development application is recommended for approval with several conditions.

**CONSULTATION**

The development application was public advertised to surrounding landowners and the public online via letter and the Shire's website and social media page from 17 July to 14 August 2020. Four submissions were received, as outlined, and responded to in the table below.

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

Submitter	Comment/concern	Officer Response
Jurien Bay Chamber of Commerce	<ol style="list-style-type: none"> <li>1. Strongly supports the proposed development and maintenance of the appropriate mix of recreational and commercial activities for the region, and for the town of Jurien Bay.</li> <li>2. Car-parking adequacy given the stated maximum number of patrons (&gt;200).</li> <li>3. Visitor amenity and possible alfresco areas conflict with on-site car bays.</li> <li>4. Permitted use for Industrial Zone - manufacturing of beer may qualify, but we suspect that if the facility becomes a <i>de facto</i> tavern, that it would and should not be permitted.</li> <li>5. Venue amenity - creating the facility as a "destination" will be crucial to the financial sustainability of the venture and that will need to be down to good design to maximise visual and general visitor amenity.</li> <li>6. Adverse impacts from neighbouring industrial businesses will need to be managed appropriately.</li> <li>7. The CDLIA integrity should not be compromised by the proposed development (i.e. neighbouring industrial uses should be allowed to continue unhindered, and not be curtailed as a result of complaints stemming from the proponent or patrons of the proposed microbrewery).</li> </ol>	<ol style="list-style-type: none"> <li>1. Noted.</li> <li>2. Council discretion is sought for the reduction of one on-site car parking bay on the assumption that final capacity of patrons will be decreased from the proposed 245 by the subsequent liquor licence application and/or the furnishing of the premise with chairs, lounges, and tables. The 40m wide verge area of the site also provides space for overflow parking.</li> <li>3. A recommended condition of approval ensures that the two areas are marked/separated appropriately to the satisfaction of the Shire.</li> <li>4. Correct, a recommended condition of approval will ensure the development is substantially commenced in terms of brewing beers on-site within two years of approval.</li> <li>5. Not a valid town planning concern.</li> <li>6. Agreed and noted.</li> <li>7. Agreed and noted.</li> </ol>
Neighbouring Landowner	<ol style="list-style-type: none"> <li>1. Questions the adequacy of parking for 200 plus patrons.</li> <li>2. Security concerns for neighbouring businesses, given the isolated location.</li> </ol>	<ol style="list-style-type: none"> <li>1. As per response 2 for submitter 1.</li> <li>2. The proponent can only control security for the development site.</li> </ol>
Neighbouring Landowner	<p>Opposes the proposed development for the following reasons:</p> <ol style="list-style-type: none"> <li>1. Unsuitable location for a microbrewery, based on accessibility.</li> <li>2. Safety concerns regarding heavy vehicle traffic and patrons visiting and exiting the development.</li> <li>3. The adequacy of parking for 200 plus patrons.</li> <li>4. Lack of safe and adequate transport for patrons leaving the premises, due to the isolated location and lack of pedestrian infrastructure to and from.</li> </ol>	<ol style="list-style-type: none"> <li>1. The proposal can be considered under the Shire's Local Planning Scheme.</li> <li>2. The proponent can only control the behaviour of patrons on the premises.</li> <li>3. As per response 2 for submitter 1.</li> <li>4. Valid concern. The proponent plans to operate a shuttle taxi service for patrons given the isolated location of the CDLIA. Nonetheless, transport and to and from is a patron's responsibility. The Shire also plans to provide pedestrian/cycling infrastructure to the CDLIA at the earliest convenience.</li> </ol>

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

General ratepayer	Supports the development on the basis the development provides a further attraction to residents and visitors of the Shire.	Noted.
-------------------	---	--------

**STATUTORY ENVIRONMENT**

- Local Planning Scheme No.7
- Liquor Control Act 1988

**POLICY IMPLICATIONS**

State Planning Policy 3.7 – Planning in Bushfire Prone Areas & Guidelines for Planning in Bushfire Prone Areas

**FINANCIAL IMPLICATIONS**

The proponent has paid the required development application fee.

**STRATEGIC IMPLICATIONS**

- Local Planning Strategy (Draft 2019) – Economy Strategic Directions:
- Support growth of the tourism sector by assisting operators to provide a range of products to cater for differing consumer experiences and expectations.
- Ensure industrial activities that do not adversely impact on surrounding uses.

Strategic Community Plan – Envision 2029:

02 – Propensity	The Shire will experience broad economic and population growth with decreasing economic barriers, diversified agriculture and fisheries output and vibrant visitor economy.
<b>Priority Outcomes</b>	<b>Our Roles</b>
Our Shire has a contemporary land use planning system that responds to, and creates, economic opportunities.	Ensuring that our planning framework is modern and meets the needs of industry, small business and emerging opportunities.

**ATTACHMENTS**

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

- Development Plan (Doc Id: 160574)  
**(Marked 9.3.1)**

**VOTING REQUIREMENT**

Simple majority

**OFFICER RECOMMENDATION**

That Council:

1. Determine in accordance with clause 3.4.2(b) of the *Shire of Dandaragan Local Planning Scheme No.7* that the proposed land use of Microbrewery is consistent with the objective of the Industrial zone; and
2. Approve the development application for a Microbrewery upon Lot 1200 Gypsum Street, Jurien Bay subject to the following

<p><b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b></p>
--

conditions and advice:

- a) The Microbrewery shall be undertaken in accordance with the documentation submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the Shire of Dandaragan.
- b) Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the Shire of Dandaragan.
- c) The Microbrewery shall be substantially commenced within two years from the date of this approval, by means of brewing beers at the premises for consumption on the premises, and / or in sealed containers for consumption off the premises. If the development is not substantially commenced within this period, this approval shall lapse and be of no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of the Shire of Dandaragan having first being sought and obtained.
- d) The capacity of the venue must not exceed 245 patrons.
- e) The licensed premises are to be furnished with chairs, lounges, and tables.
- f) Unless a variation to the trading hours is approved in writing by the Shire of Dandaragan, the trading hours are limited to the following:
  1. Monday – Sunday inclusive: Between 10am and 12am; and
  2. Public Holidays: Between 12pm and 12am.
- g) The licensed premises must contain kitchen facilities that are suitable for the preparation of the meals supplied by the licensee.
- h) Prior to the public opening of the premises to patrons, vehicle accessways, parking area marking/signage, and bicycle racks must be installed/constructed and thereafter maintained to the specifications and satisfaction of the Shire of Dandaragan.
- i) Goods or materials must not be permanently stored within the areas dedicated to parking, landscaping, vehicle manoeuvring or within access driveways.
- j) External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Shire of Dandaragan.
- k) Prior to the issue of a building permit, the following bushfire planning matters are to be addressed to the satisfaction of the Shire of Dandaragan:
  1. a Bushfire Attack Level (BAL) Contour Map or a BAL Assessment;
  2. the identification of any issues arising from the BAL Contour Map or BAL Assessment; and
  3. an assessment against the bushfire protection criteria contained within the *State Planning Policy 3.7 Guidelines*

<p><b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b></p>
--

demonstrating compliance within the boundary of the development lot.

- l) Prior to the public opening of the premises to patrons, a detailed landscaping plan for the subject site and the road verge must be submitted to, and approved to, the satisfaction of the Shire of Dandaragan, and must be implemented, including the following:
  1. the location, number and type of proposed trees and shrubs;
  2. any lawns to be established;
  3. any existing vegetation and/or landscaped areas to be retained;
  4. any verge treatments; and
  5. evidence that the proposed landscaping will not, at maturity, negatively impact the development or adjoining properties.

**Advice Notes:**

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the local government to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.
2. This is a development approval of the Shire of Dandaragan under its *Local Planning Scheme No.7*. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. The noise generated by any activities on-site shall not exceed the levels as set out under the *Environmental (Noise) Regulations 1997*.
4. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the *Shire of Dandaragan Local Planning Scheme No.7* and may result in legal action being initiated by the Shire of Dandaragan.
5. If the applicant/landowner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be submitted within 28 days of the determination.

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

### 9.3.2 TENDER – DANDARAGAN GOVERNMENT REGIONAL OFFICER HOUSING

Location:	Lot 6 Dandaragan Road, Dandaragan
Applicant:	N/A
Folder Path:	Tenders / 2020 / RFT04
Disclosure of Interest:	None
Date:	20 August 2020
Author:	Rory Mackay, Planning Officer
Senior Officer:	Brent Bailey, Chief Executive Officer

#### PROPOSAL

Council is requested to accept the tender for construction of a Government Regional Officer Housing (GROH) dwelling at Lot 6 (#3482) Dandaragan Road, Dandaragan from Stallion Homes Company for \$543,290 GST inclusive.

#### BACKGROUND

In February 2020 Council agreed to accept a tender for the design and construction of a residential 3 x 2 dwelling at Lot 6 Dandaragan Road, Dandaragan for a teacher's position on behalf of the Department of Communities (Government Regional Officer Housing) program.

Following the acceptance of the tender by Council, the Department of Communities advised that the Department of Education did not accept the proposed dwelling and wished to amend the specifications and provide a 4 x 2 dwelling. Therefore the tender was not awarded and no builder was impacted.

Feedback from the first tender from local builders was that designing a house would be risky given that there was a tender process and no certainty to receive the work against the expense of drawing up plans.

Shire staff engaged a drafting contractor to provide plans and specifications for a 4 x 2 dwelling to tender to increase the capacity for local builders and align the construction with the needs of the final customer – the Department of Education.

Tenders were invited for the construction of a 4 x 2 dwelling in accordance with the Shire requirements and to GROH and the Department of Education specifications.

Tenders closed on the 19 August with two electronic tenders received.

#### COMMENT

The following non-financial or indirect benefits have been identified.

- Improved attraction and retention of teaching staff for local students.
- Opportunity to add to housing stock in Dandaragan, reduce vacant blocks to increase leverage for Development WA to

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

commence new stage of residential releases within the townsite.

- Opportunity after initial term to convert the dwelling to a staff residence and release an old staff house onto the market.
- Opportunity to activate currently vacant property in Dandaragan.
- Local economic benefit through the engagement of trades in the region.

The evaluation panel scored the tender submission in accordance with the following weighted qualitative criteria:

1. Relevant experience
2. Meeting the completion deadline (15 January 2021)
3. Price

The final ranking of tenderers is presented below:

Tenderer Ranked Order 1-2	
1	Stallion Homes Company Pty Ltd
2	Vera Builders Pty Ltd

Council is provided with a confidential detailed evaluation report to inform their decision making. The report contains confidential information in accordance with s.5.23(2)(e)(iii) of the *Local Government Act 1995*.

### CONSULTATION

The tender was advertised in State and regional Newspapers, Social Media and Shire website, as well as directly to nine builders operating in this region.

### STATUTORY ENVIRONMENT

Local Government Act 1995 s3.57 – Tenders for providing goods or services

#### **3.57. Tenders for providing goods or services**

- (1) *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.*
- (2) *Regulations may make provision about tenders.*

Local Government Regulations 1996 s11(1)

#### **11. When tenders have to be publicly invited**

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.*

Local Government Act 1995 s5.23(2)(e)(iii)

- (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,*

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

*if the meeting or the part of the meeting deals with any of the following — (e) a matter that if disclosed, would reveal — (iii) information about the business, professional, commercial or financial affairs of a person,*

**POLICY IMPLICATIONS**

Policy 1.1 C-1PAT01 – Purchasing and Tender

*\$250,000+ 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 Manager of Corporate and Community Services, as applicable provided to maintain the Shire's Tender Register.*

**FINANCIAL IMPLICATIONS**

The pricing submitted by the preferred respondents is consistent with the project budget adopted by Council (\$540,000).

Department of Communities has indicated that they will initially be willing to sign a 10-year commitment to lease at a rental value commencing at \$825 per week and indexed annually. Ongoing responsibility for maintenance of the property would be assumed by the Shire.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan – Envision 2029:

02 – Propensity	The Shire will experience broad economic and population growth with decreasing economic barriers, diversified agriculture and fisheries output and vibrant visitor economy.
<b>Priority Outcomes</b>	<b>Our Roles</b>
Our Shire has a contemporary land use planning system that responds to, and creates, economic opportunities.	Identify and activate underutilised economic and land assets to promote employment and economic activity.

**ATTACHMENTS**

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

- Confidential 04/20 Tender Evaluation Report (Doc Id: 161051) **(Marked 9.3.2)**

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Gibson, seconded Cr Eyre**

**That Council:**

- 1. Endorse the Evaluation Panel's ranking of preferred tenderers;**
- 2. Accept the tender submitted Stallion Homes Company Pty Ltd for Tender 04/20 – Dandaragan Government Regional Officer Housing in accordance with the tender**



- documentation for the lump sum value of \$543,290 (GST inclusive); and
3. Authorise the Chief Executive Officer to finalise the required contractual documentation, subject to the approval of the contract by the Department of Communities.

CARRIED 8 / 0

## 9.4 GOVERNANCE & ADMINISTRATION

### 9.4.1 ANNUAL GENERAL MEETING OF FIRE CONTROL OFFICERS AND THE APPOINTMENT OF FIRE CONTROL OFFICERS AND FIRE WEATHER OFFICERS

Location:	Shire of Dandaragan
Applicant:	Bush Fire Control Officer
Folder Path:	Business Classification Scheme / Emergency Services / Bush Fire Control / Meetings
Disclosure of Interest:	None
Date:	14 August 2020
Author:	Shane Elliss, Community Emergency Services Coordinator
Senior Officer:	Brent Bailey, Chief Executive Officer

#### PROPOSAL

To receive the minutes of the Annual General Meeting (AGM) of Fire Control Officers and to appoint certain members to various bush fire roles in accordance with the Bush Fires Act 1954.

To make minor amendments to the prohibited burning period for the northwest and southwest fire weather zones in accordance with the Bush Fires Act 1954.

#### BACKGROUND

At the Annual General Meeting of Fire Control Officers (AGM) recommendations are made to Council for individuals to be appointed to various roles in accordance with the Bush Fires Act 1954.

Those recommendations are to be considered by Council for formal appointment.

Fire Control Officer appointments made by Council in accordance with the Bush Fire Act 1954 must subsequently be published via a newspaper within the district.

Fire Weather Officer appointments made by the Council in accordance with the Bush Fires Act 1954 must subsequently be published via a newspaper within the district and in the Government Gazette.

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

The Annual General Meeting of Fire Control Officers also presents an opportunity for relevant stakeholders to raise issues that may warrant action by the Local Government.

COMMENT

The Annual General Meeting of Fire Control Officers was held on Wednesday 24 June 2020 at the Badgingarra Community Centre.

Item 6 of the AGM agenda dealt with the recommendations to Council of various appointments in accordance with the Bush Fires Act of 1954.

**ELECTIONS**

**Chief Bushfire Control Officer**

*Mr Aubrey Panizza moved a nomination that Mr Richard Brown be elected for the position of Chief Bush Fire Control Officer*

*Mr. Richard Brown accepted the nomination and was elected unopposed.*

CARRIED

**Deputy Chief Bush Fire Control Officer**

*Mr. Peter Ivey moved a nomination that Mr. Aubrey Panizza be elected for the position of Deputy Chief Bush Fire Control Officer*

*Mr. Richard Hamilton moved a nomination Mr. Hugh Roberts be elected for the position of Deputy Chief Bushfire Control Officer*

*Mr. Hugh Roberts declined the nomination for the position of Deputy Chief Bush Fire Control Officer.*

*Mr. Aubrey Panizza accepted the nomination and was elected.*

CARRIED

**Fire Weather Officers**

*Mr. Gary Peacock moved a nomination that Mr. Colin McAlpine be elected for the position of Fire Weather Officer for the northeast zone.*

*Mr. Colin McAlpine accepted the nomination and was elected unopposed.*

*Mr. Aubrey Panizza moved a nomination that Mr. Hugh Roberts be elected for the position of Fire Weather Officer for the southeast zone*

*Mr. Hugh Roberts accepted the nomination and was elected unopposed.*

*Mr. Shane Elliss moved a nomination that Mr. Aubrey Panizza be elected for the position of Fire Weather Officer for the northwest and southwest zones.*

*Mr. Aubrey Panizza accepted the nomination and was elected unopposed.*

CARRIED

<p><b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b></p>
--

**Fire Control Officers**

*Mr. Shane Elliss moved a nomination that Mr. Lachlan Brown, Mr. Cameron Rosenthal and Mr. Gary Olsen be elected as Fire Control Officers.*

*Mr. Lachlan Brown, Mr. Cameron Rosenthal and Mr. Gary Olsen all accepted the nominations and were elected as Fire Control Officers.*

CARRIED

Item 7.7 of the agenda dealt with the recently implemented Camping and Cooking Fire Policy and carried the following motion:

*Moved Mr. Andrew Kenny, seconded by Mr. Aubrey Panizza  
That burning in fire weather zones – southwest and northwest (area west of Brand Highway) over the Easter Holiday Period be changed from prohibited to restricted. (burning permitted under a permit to set fire to the bush written by a Fire Control Officer).*

CARRIED

CONSULTATION

- Fire Control Officers Annual General Meeting
- Parks and Wildlife Officers Annual General Meeting
- Department of Fire and Emergency Services

STATUTORY ENVIRONMENT

Bush Fires Act 1954 – Division 3 – Restricted Burning Times

18.(5) Subject to subsection 5(B) in any year in which a local government considers that seasonal conditions so warrant the local government may, after consultation with an authorized CALM Act officer if forest land is situated in its district-

- (a) Vary the restricted burning times in respect of that year in the district or a part of a district by-
- I. Shortening, extending, suspending or reimposing a period of restricted burning times; or
  - II. Imposing a further period of restricted burning times; or

- (b) Vary the prescribed conditions by modifying or suspending all or any of those conditions

- (5B) A variation shall not be made under subsection (5) if that variation would have the effect of-
- (a) Shortening the restricted burning times by; or
  - (b) Suspending the restricted burning times, or any prescribed condition, for, more than 14 successive days during a period that would, in the absence of the variation under subsection (5) be part of the

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

restricted burning times for that zone in that year.  
*Bushfires Act 1954 Section 38. (1) (8)*

- 38. Local government may appoint bush fire control officer**  
*(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A (2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be the first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*  
*(8) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.*

**POLICY IMPLICATIONS**

There are no policy implications relevant to this item.

**FINANCIAL IMPLICATIONS**

Council will be responsible for costs associated with advertising.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan – Envision 2029

03 – Environment	The Shire will be a responsible custodian of the environment working with community groups and other entities to increase renewable energy initiatives, vegetation cover and rehabilitate degraded public land throughout the local region
<b>Priority Outcomes</b>	<b>Our Roles</b>
The Shire be prepared for and respond to the challenges of climate change.	Implement effective planning and projects that reduce the risk to property, infrastructure and the environment.  Increase community awareness and preparedness for the impacts of climate change and its major local risks such as bush fires.

**ATTACHMENTS**

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

- Minutes AGM Fire Control Officers Wednesday 24 June 2020  
 (Doc Id: 158260)  
**(Marked 9.4.1)**

**VOTING REQUIREMENT**

Simple majority

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

**OFFICER RECOMMENDATION 1 / COUNCIL DECISION**

Moved Cr Eyre, seconded Cr Clarke

That Council receive the unconfirmed minutes of the Fire Control Officers Annual General Meeting held on Wednesday 24 June 2020.

**CARRIED 8 / 0**

**OFFICER RECOMMENDATION 2 / COUNCIL DECISION**

Moved Cr Eyre, seconded Cr Shanahun

In accordance with Section 38(1) of the Bushfires Act 1954  
Council appoint:

- a) Mr. Richard Brown as Chief Bush Fire Control Officer;
- b) Mr. Aubrey Panizza as Deputy Chief Bush Fire Control Officer;
- c) Mr. Cameron Rosenthal as a Bush Fire Control Officer;
- d) Mr. Gary Olsen as a Bush Fire Control Officer;
- e) Mr. Lachlan Brown as a Bush Fire Control Officer.

**CARRIED 8 / 0**

**OFFICER RECOMMENDATION 3 / COUNCIL DECISION**

Moved Cr Eyre, seconded Cr Shanahun

In accordance with Section 38 (8) of the Bush Fires Act 1954  
Council appoint:

- (a) Mr. Hugh Roberts as a Fire Weather Officer for the southeast fire weather zone;
- (b) Mr. Colin McAlpine as a Fire Weather Officer for the northeast fire weather zone;
- (c) Mr. Aubrey Panizza as a Fire Weather Officer for southwest and northwest fire weather zones.

**CARRIED 8 / 0**

**OFFICER RECOMMENDATION 4 / COUNCIL DECISION**

Moved Cr Scharf, seconded Cr Eyre

In accordance with Section 18 (5) (5b) of the Bushfires Act 1954 Council approve the motion:

- a) that burning in fire weather zones – southwest and northwest (area west of Brand Highway) over the Easter Holiday Period be changed from prohibited to restricted. (burning permitted under a permit to set fire to the bush written by a Fire Control Officer).

**CARRIED 8 / 0**

## 9.4.2 ARTS AND CULTURE PLAN – VIBRANT COMMUNITIES

Location:	Shire of Dandaragan
Applicant:	Shire of Dandaragan
Folder Path:	Business Classification Scheme / Recreation and Cultural Services / Programs / Public Arts Initiative
Disclosure of Interest:	Nil
Date:	17 August 2020
Author:	Cristi McPhee, Community Development Officer
Senior Officer:	Michelle Perkins, Manager Customer and Community Services

### PROPOSAL

That Council endorse the Vibrant Communities Arts and Culture Plan, as a key informing document.

### BACKGROUND

In August 2017, Council confirmed support towards the development of the Shire's first arts and culture plan – *Vibrant Communities Arts and Culture Plan*.

The Shire's Strategic Community Plan identifies a key desire within the community to see further development of arts and culture in our towns. We recognise the value of creative and cultural arts and support its continued growth in our communities through Vibrant Communities Arts and Culture Plan. In alignment with Envision 2029, Vibrant Communities supports inclusive events that celebrate community and cultural spirit that brings community together. In addition, Vibrant Communities illustrates the capacity of arts, creativity and culture to enrich the vitality of the region, enhance its appeal to residents and visitors, increasing tourism and liveability within our Shire.

### COMMENT

The development of Vibrant Communities Arts and Culture Plan began in June 2019 with an informal visit from Consultant, Art Historian – Curator, Dianna McGirr, to determine the project objectives, investigate context and meet with key staff. Research of relevant Local Government policies, planning documents and arts / culture literature was undertaken to investigate best practice in arts/cultural planning, public art / percent-for-art policies and to identify key cultural, social and economic trends. Formal site visits and a tour of the Shire of Dandaragan was conducted with officers to identify pre-existing cultural sites, public art, potential public art spaces, key arts/cultural activities, tourism opportunities, economic drivers, and to meet with community representatives and stakeholders across our Shire.

Vibrant Communities Arts and Culture Plan was informed by the community through a range of consultation opportunities including community workshops, in-person discussions, and surveys, and was developed in consultation with the arts, culture and heritage sectors, and in collaboration with a group of cultural leaders within the Shire's community. Whilst the Shire of Dandaragan has many

<p><b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b></p>
--

active arts and culture participants, without an integrated approach, arts at the Local Government level risks being ad hoc and may misrepresent our communities' individual cultures. Vibrant Communities along with the development a Public Art Policy aims to provide a clear integrated approach to arts and cultural events, activities and public art, reflecting the values and individuality of our towns, proactively attracting the type of arts and cultural activities that allow the Shire to develop its own cultural statements.

Two overarching themes emerged from the community consultation process:

- A resounding desire for events and venues that bring people of all ages and abilities together (locals and visitors) to share, learn, collaborate and have a good time enjoying a wide variety of creative arts and cultural activities
- Creating community cohesion and sense of place whilst respecting the distinct characteristics of each community. From those themes a wide range of key projects and actions emerged, including:
  - Quality of life and social benefits, access and inclusion - Promote and foster social benefits gained from active participation in creative and cultural activities to wider community
  - Public Art – Foster cross-portfolio approach to Shire projects & exploit parallels between public art, entry statements, gateway signs & streetscape revitalisation to maximise resources & generate photo opportunities
  - Creative and Cultural Tourism – Adopt a holistic approach to tourism & promote creative enterprise & cultural experiences as attractions in destination marketing
  - Yued People, culture and country - Integrate Indigenous stories & culture into existing events & new events, e.g. Celebrating NAIDOC Week with stories about culture, language, artefacts & looking after country

### CONSULTATION

Development of the Vibrant Communities Arts and Culture Plan required an extensive engagement process due to its potential impact and benefit across the Shire, and because of that, a thorough and thought-out consultation plan was developed.

Consequently, our list of stakeholders reflected an intent to illustrate how a thriving cultural ecosystem contributes to many aspects of tourism and liveability, and a desire to capture public input towards a myriad of cultural activities.

Workshops were advertised to the wider community in local papers, on the Shire's website and via social media to broaden the scope to include representatives from diverse yet complimentary interests. All community members that are interested in or

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

potentially affected by an arts and culture plan were welcome to participate in the inclusive dialogue.

Key stakeholder groups identified are listed below and information was provided to each stakeholder, however not all chose to participate:

- Sandpaper
- Badgingarra Primary School
- Badgingarra Wind Farm
- Badgingarra Solar Farm
- Cervantes Cultural Committee
- Cervantes Chamber of Commerce
- Cervantes Primary School
- Cervantes Men's Shed
- Cervantes CWA
- Cervantes Historical Society
- Pinnacles Newspaper
- Dandaragan CRC
- Dandaragan Primary School
- Redgum Reports Newspaper
- Advance Dandaragan
- Wolba Wolba Heritage Site Management Committee
- Yandin Wind Farm
- ICAN
- Jurien Bay CWA
- Jurien Bay Senior Citizens Group
- Jurien Bay Chamber of Commerce
- Craytales
- Jurien Bay Progress Association
- Jurien Bay Camera Club
- Lions Club of Jurien Bay
- Jurien Bay Regional Herbarium Group
- Jurien Bay Men's Shed
- Jurien Bay CRC
- Jurien Bay District High School
- Youth Advisory Council WA
- WA Stargazers Club
- Kwelena Mambakort Aboriginal Corporation (KMAC)
- Wheatbelt Development Commission
- Ardross
- Tronox Management
- Emu Downs Wind Farm
- Emu Downs Solar Farm, along with an extensive list of individual arts and culture practitioners from across the Shire.

#### **Workshop Attendees:**

Groups	Representatives
Badgingarra Community Association	Dahlia Richardson, Catherine Barnes, Anne Park, Sara Kenny
Badgingarra CWA	Sara Kenny, Faye Wilkinson, Gwen White,



**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

	Joy Williams, Debbie Avery, Pat Whybrow
Badgingarra Church	Johnathan Nelson
Badgingarra Playgroup	Catherine Barnes
Badgingarra arts and culture practitioners and community members	Helle Rasmussen, Dorothy Doust, Frances Abbey, Jillian Nelson, Robyn Brockman, Linda Jones, Allison Whybrow, Renate Wimpler, Anne Park, Deborah Avery, Don Williams, Mike Kenny, Gina Kenny, Pierre Brockman, Joy Williams, Moya Coppin Melanie White
Badgingarra Primary School	Gina Kenny, Melanie White,
Badgingarra Bowls Club	Pat Whybrow
Cervantes Chamber of Commerce	Sharon McMahon
Cervantes Cultural Committee	Marilyn Gazeley, Murray Ford, Anne Murray,
Cervantes Coast Yoga	Allison Carnegie-Smith
Cervantes Historical Society	Marilyn Gazeley, Murray Ford,
Cervantes Men's Shed	Murray Ford
Cervantes arts and culture practitioners and community members	Kelvin Balchin, Wanda Harley, Veronica Maher, Diane Knight, Kelly Tayler
Dandaragan CRC	Andrea Gray,
Dandaragan arts and culture practitioners and community members	Angela Kruger, Allison Whybrow
KMAC	Deborah Nannup
ICAN	Jenny Krieg, Judy Kulisa, Evelyn Hawkins, Pam Johnson,
Jurien Bay Chamber of Commerce	Mary Arthur
Jurien CWA	Debbie Jackson,
Jurien Bay Men's Shed	Rob Shanhun
Jurien Bay arts and culture practitioners and community members	Pauline Parker, Linda Jacobsen-Willet, John Willet, Kiera Wullemin, Louise Taylor Wood, Diane Ganzer, Gosia Taylor, Shiner James Pantling, Rick Krieg

Each workshop invited participants to engage in two activities. The first activity was designed to discover motives - participants were encouraged to share their personal memories and experiences of something that had inspired, moved or provoked them and how it made them feel. Appreciating why people engage in activities is best understood from personal experience, motives become apparent and can be applied to community participation expectations. The second activity was designed to uncover their arts and culture related dreams and desires, discover common themes and differences, and explore opportunities for collaboration. Participants were encouraged to share what arts and culture activities they would like to see happening within the community and how their ideas benefit the community. Through this exercise a set of exciting, ambitious and coherent desires emerged from participants across the Shire.

**Community engagement methods:**

Engagement method	Participant numbers	Description
-------------------	---------------------	-------------

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

Community Workshops	Badgingarra 27 Cervantes 11 Dandaragan 4 Jurien Bay 16	2 hour, community consultation workshops held in each town.
Workshop Feedback Forms	Badgingarra 27 Cervantes 11 Dandaragan 4 Jurien Bay 16	Feedback forms were given out after each workshop to ensure the workshops were effective and met the expectations of the community.
Have Your Say Forms (capturing ideas from people who did not attend workshops)	Badgingarra 6 Cervantes 2 Dandaragan 3 Jurien Bay 8 Unknown 2	A have your say survey were available online and a community comment box and have your say forms were available at each library for those not able to attend the workshops.
Consultation via phone	KMAC Annie Shaw, Margaret Drayton	Further consultation with Yued representatives was undertaken via phone during WA's COVID-19 peak.
Draft plan Survey Monkey feedback and additional responses	Badgingarra 5 Cervantes 1 Dandaragan 1 Jurien Bay 6 Moora 1 Unknown 3	This survey required respondents to have either read the draft plan or attended a community consultation workshops.

Key Stakeholder groups and community representatives were notified of community workshops, surveys, the draft plan review and feedback periods via detailed emails with attached flyers, links to relevant information, surveys and forms. In addition, the wider community was informed through adverts in local papers, Facebook posts, posters and flyers.

**Breakdown of dissemination of information:**

Content advertised	Method of dissemination
Workshops advertisement	Emailed to all local papers for advertising in next issue
Badgingarra specific workshop flyer	Dropped to all Badgingarra PO boxes to compensate for missing the Sandpaper deadline
Workshop flyers	Placed on community notice boards and at local businesses (Jurien Bay and Cervantes)
Workshop flyer	Emailed to Dandaragan CRC for promotion on inland community notice boards and social media post
Workshop flyer	Emailed to KMAC for forwarding and social media post
Workshop flyer	Emailed to all stakeholders
Workshop promo	Facebook post
Facebook event created for each workshop/town.	Facebook events create to gauge interest
Workshop reminder	Facebook workshop reminder post
Workshop held in Dandaragan and Badgingarra	All participants completed a workshop specific feedback form
Workshop held in Cervantes	All participants completed a workshop specific feedback form
Workshop held in Jurien Bay	All participants completed a workshop specific feedback form

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

Community Arts and Culture Plan surveys and community comments box	Hard copy surveys and a community comments box was placed in all libraries immediately after workshops, to encourage comments and involvement from those who couldn't attend.
Online Vibrant Communities Arts and Culture Plan survey created	Online survey created for those who could not attend workshops and are unable to access libraries for comments box
Online Vibrant Communities Arts and Culture Plan survey promoted	Email out to all stakeholders with links to Shire's website online survey
Draft Vibrant Communities Arts and Culture Plan open form comment	Draft comments survey created via Survey Monkey
Draft Vibrant Communities Arts and Culture Plan open for comment	Information advising of comment period and survey link added to Shire website
Draft Vibrant Communities Arts and Culture Plan open for comment	Information advising of comment period and survey links posted on Facebook
Draft Vibrant Communities open for comment	Shire Matters article with information on comment period and links sent to Robyn for next issue
Draft Vibrant Communities Arts and Culture Plan open for comment	Draft plan open for comment advert with links to survey sent to Redgum Reports and Pinnacles paper only, as both papers had an early issue prior to Shire Matters.
Draft Vibrant Communities Arts and Culture Plan open for comment	Emailed information advising of comment period and survey links to all stakeholders

Community feedback from the draft Vibrant Communities Arts and Culture Plan resulted in the document being updated to reflect the existing land tenure of the Apex Camp site and the opportunity to investigate how the site may be used in the future. All other feedback was either supportive of the Plan or was related to content already addressed in the Plan.

#### STATUTORY ENVIRONMENT

There are no statutory implications with this item.

#### POLICY IMPLICATIONS

There are no immediate policy implications with this item. The Vibrant Communities Arts and Culture Plan proposes that Council consider adoption of a public art policy which will be brought to Council at a later date.

#### FINANCIAL IMPLICATIONS

There are no immediate financial implications associated with this item. The Vibrant Communities Art and Culture Plan proposes that council consider investigation of a percentage for arts component to any future public art policy.

#### STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

**ATTACHMENTS**

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

- Schedule of submissions (Doc Id: 160339)
- Vibrant Communities Arts and Culture Plan (Doc Id: 160878)

***(Marked 9.4.2)***

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Eyre, seconded Cr Rybarczyk**

**That Council endorse the Vibrant Communities Arts and Culture Plan (Doc Id: 160878).**

**CARRIED 8 / 0**

**9.5 COUNCILLOR INFORMATION BULLETIN****9.5.1 SHIRE OF DANDARAGAN – JULY 2020 COUNCIL STATUS REPORT**

Document ID: 160405

Attached to the agenda is a copy of the Shire's status report from the Council Meeting held 23 July 2020. ***(Marked 9.5.1)***

**9.5.2 SHIRE OF DANDARAGAN – EXECUTIVE MANAGER INFRASTRUCTURE REPORT – JULY 2020**

Document ID: 160843

Attached to the agenda is a copy of the Shire of Dandaragan's Executive Manager Infrastructure Report for July 2020. ***(Marked 9.5.2)***

**9.5.3 SHIRE OF DANDARAGAN – BUILDING STATISTICS – JULY 2020**

Document ID: 160083

Attached to the agenda is a copy of the Shire of Dandaragan Building Statistics for July 2020. ***(Marked 9.5.3)***

**9.5.4 SHIRE OF DANDARAGAN – PLANNING STATISTICS – JULY 2020**

Document ID: 158555

Attached to the agenda is a copy of the Shire of Dandaragan Planning Statistics for July 2020. ***(Marked 9.5.4)***

**9.5.5 SHIRE OF DANDARAGAN TOURISM / LIBRARY REPORT FOR JULY 2020**

Document ID: 160877

Attached to the agenda is monthly report for Tourism / Library for July 2020. ***(Marked 9.5.5)***

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

**9.5.6 ASTROTOURISM 2019 / 2020 ACHIEVEMENTS**

Document ID: [DOC ID]

Attached to the agenda is a copy of the Astro Achievements 2019 / 2020 Snapshot Reports (*Marked 9.5.6*)

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

Nil

**COUNCIL DECISION**

Moved Cr Scharf, seconded Cr Gibson to adjourn the meeting at 11.39am until 12:00pm to conduct a scheduled citizenship ceremony.

**CARRIED 8 / 0**

The Shire President reconvened the meeting at 12:00pm with Councillors Holmes, Scharf, Gibson, Slyns, Shanhun, Rybarczyk, Clarke, Eyre and the Chief Executive Officer present.

**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 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.

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

- (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;
    - (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 COUNCIL DECISION**

**Moved Cr Scharf, seconded Cr Eyre**

**That the meeting be closed to members of the public at 12:01pm in accordance with Section 5.23 (2) (h) 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 'Chief Executive Officer 2019 / 2020 Performance Review'.**

**CARRIED 8 / 0**

<b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020</b>
---

**11.1.1 PRIVATE AND CONFIDENTIAL – CHIEF EXECUTIVE OFFICER  
2019 / 2020 PERFORMANCE REVIEW**

Location:	Shire of Dandaragan
Applicant:	N / A
Folder Path:	Human Resources / Bailey, Brent
Disclosure of Interest:	The CEO declares a financial interest in this item as it relates to his contract of employment.
Date:	13 August 2020
Author:	Councillor Leslee Holmes, Shire President

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

**RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Gibson, seconded Cr Eyre**

**That Council endorses the proposed recommendations as stated in section 5.0 of the confidential Chief Executive Officer Annual Performance Appraisal Report – August 2020 (Doc Id: 160662).**

**CARRIED 8 / 0**

**COUNCIL DECISION**

**Moved Cr Shanhun, seconded Cr Eyre that the Meeting be reopened to the public at 12:03pm.**

**CARRIED 8 / 0**

*Note: No members of the public or staff returned to the meeting.*

**12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**13 CLOSURE OF MEETING**

The presiding member declared the meeting closed at 12:04pm.

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 AUGUST 2020**

These minutes were confirmed at a meeting on 24 September 2020

Signed 

Presiding person at the meeting at which the minutes were confirmed

Date 24 September 2020