



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

**MINUTES**  
  
**of the**  
  
**ORDINARY COUNCIL MEETING**  
  
**held at the**  
  
**COUNCIL CHAMBERS, JURIEN BAY**  
  
**on**  
  
**THURSDAY 27 NOVEMBER 2025**  
  
**COMMENCING AT 4.00PM**

***THESE MINUTES ARE YET TO BE CONFIRMED***

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

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## MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025

### 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

#### 1.1 DECLARATION OF OPENING

The Shire President declared the meeting open at 4.00pm 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 5 members of the public present.

*"The Shire of Dandaragan accepts no responsibility for any statements or actions arising from discussion during this meeting."*

*Members of the public should not act on verbal comments made during the meeting and should rely only on the official written confirmation of Council decisions, issued within fourteen days."*

### 2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

#### Members

Councillor T O’Gorman

(President)

Councillor G Lethlean

(Deputy President)

Councillor W Gibson

Councillor R Glasfurd

Councillor S Johnson

Councillor S Krakowiak

Councillor S Young

#### Staff

Mr B Bailey

(Chief Executive Officer)

Mrs R Pink

(Executive Manager Corporate Services)

Mr L Fouché

(Executive Manager Development Services)

Mr A MacKenzie

(Manager Development Planning)

Mr W Miller

(Acting Executive Manager of Infrastructure)

Miss R Sutton

(Manager Customer and Community Services)

Mrs K Dean

(Administration Officer)

#### Apologies

Nil

|   |
|---|
| <b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025</b> |
|---|

### **Approved Leave of Absence**

Nil

### **Observers**

There were 5 members of the public present.

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

Nil

## **4 PUBLIC QUESTION TIME**

### ***Mr Tim Bailey***

- 1. I'm disappointed that the information, which was sent out to Ratepayers, Jurien Bay Foreshore Master Plan Review, has only been received in the last couple days by people who do not reside in town. It's disappointing the powers that be, have chosen to delay the mailing of this information, and it's made it impossible to make a submission.*

### **Shire President Response**

The decision to commence a period of public consultation was made at the last Council Meeting and the staff acted on that straight away. I note, the letter was written on the 4 November 2025 and posted on 5 November 2025; it's then in the hands of Australia Post. There is an extended period of 42-days which doesn't end until the 12 December 2025 which is plenty of opportunity for people to get their submissions in, even if they only received the letter of notice today.

- 2. Are there any plans to put in a public lavatory on the north side of the skate park?*

### **Chief Executive Officer Response**

If you look at the master plan, it shows a public ablution just to the south of the playground. The issue we have in providing an ablution to the north of the skate park, is trying to connect it to deep sewerage. Where the original Dobbyn Park toilets were located there was a very high-water table. When there was a high tide, you could end up with wastewater rising up into public open space. It's logical that any public ablution in the foreshore be connected to deep sewerage wherever possible, and we are restricted by gravity in terms of where we can put that. The cost of putting a pump station in for one public ablution would be exorbitant.

- 3. When is the building going to commence on the other side of the Caravan Park and when that does come to fruition, will the gate that comes out onto White Street be the exit for caravans?*

## MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025

### **Shire President Response**

The Roberts Street vacant block is private land and there is a development approval on that land at the moment, but I will hand over to the CEO.

### **Chief Executive Officer Response**

We can't force the Roberts Street property to develop. We certainly, like the rest of the community, would like to see that site commence its development and start contributing to the economic growth of the town. With regards to the south-western exit of the caravan park, the development approval for that site identified that it would use that exit during peak periods, when the entry is relocated to the Sandpiper / Roberts Street area.

***Mr Tim Bailey submitted three questions prior to the meeting.***

1. *Fauntleroy Park was created at great expense to us all, physically (dust & inconvenience) and financially; to cater for tourists, locals, markets and entertainment – where will these options [Jurien Bay Foreshore Master Plan Review] be relocated, as the remaining space will no longer be adequate.*

### **Shire President Response during Public Question Time**

There is nothing to be relocated; the markets, festivals and events will still stay there. The intention was, it would only be the swale and the soak well that would be parking, and no green area would be taken up for parking. When we undertook electrical upgrades on the site there was electrical infrastructure installed down that side. The intention was not to go on the grass in any manner.

2. *What response have you had from EPA?*

### **Shire President Response during Public Question Time**

This hasn't gone to the EPA; this is at master planning stage of development. Any items requiring EPA consideration would be a separate process undertaken in later design stages.

3. *Where will the stormwater run-off/ be redirected to after the removal of the swale?*

### **Chief Executive Officer Response during Public Question Time**

There are other civil products we can use. We have recently done one on Bluewater Drive where we have subsurface cells, which are essentially plastic blocks that sit underneath, so we are able to reclaim if we need to. The actual volume of water taken in the subject swales is also very low, and civil engineering processes will determine how drainage can be addressed in the area.

## MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025

### **Mr Peter Wilding**

1. *I am concerned that we seem to keep having development by proposal, and not actual development. This, Jurien Bay Foreshore Master Plan Review, is the third proposal we've had in this area. You're obviously going to take that whole strip.*

### **Shire President Response**

To give people some background on why we've gone back out for public consultation on this. In December 2024, we approved the siting of 4 upgraded sea containers on that area, foreshore. The idea was put forward to us by the Jurien Beach Café, it was put out for public comment, and no objections were received. They were granted a lease over a certain part of that area, to the south of the café on the grassed area. They still have that development approval in place and could put those sea containers there.

Since then, there has been a change of management, and the lease owners came back to us with an idea to expand further south, parallel to the Caravan Park. This wasn't conceived in our original foreshore master plan, so on that basis, Council chose to review the foreshore masterplan and get the community's views on the proposal as part of that process. We have gone to a consultant and asked them for alternate options. Some more carparking will be required, if there is hospitality venture down there.

The consultant has looked at the swale drain and drainage site, which has not been used since it went in there, and figured that may be a reasonable option for a parking location - it is a suggested option. The three proposals are not to scale, they are in block form, it's purely a master plan and it is not actually a final design for construction. If it gets approved, at all, the detailed design will come at a later stage. The land is public land, so before we can draw up a lease to the proponents, we will have to go out again for public consultation to dispose of that land. There are strong views out there, and that is the whole point of going out for public consultation.

2. *I just think it's going to fall over financially, and council and ratepayers will have spent a fortune.*

### **Chief Executive Officer Response**

It's important to recognise that any new development would need to provide their parking. It's likely that council would be negotiating with any developer to fund or contribute to parking associated to their development.

3. *What would it cost to put some grass in the sand area over the limestone wall, near the children's playground?*

### **Chief Executive Officer Response**

At this stage, anything westward of the wall is not within council-controlled land. It sits within a reserve that we don't control. We would be required to firstly, get

## MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025

control of that land and secondly, to get a clearing permit, which I imagine would be very difficult to get, and limiting any works in the dune system.

***Mr Peter Wilding & Mrs Nerina Wilding submitted three questions prior to the meeting.***

1. *Safety concerns, Jurien Bay Foreshore Master Plan Review: has the council conducted a proposed traffic flow assessment? At the moment there is already a forklift traversing the residential portion of White Street. This proposal will increase forklifts and trucks and semi-trailers mixing with tourist car activity. It is an accident waiting to happen.*

### **Shire President Response during Public Question Time**

No, we haven't. This would be part of the next stage in design, and we would be doing that traffic assessment then.

2. *Cost: what is the cost of this proposal, including the cost of undoing the past proposal of the park?*

### **Shire President Response during Public Question Time**

The cost at the moment would be what we have paid for the consultant to give us alternative options, and that is covered in our budget under consultant's fees.

3. *Has the Council considered moving the restaurant and parking to the north of the Skate Park, closer to the existing resort/ tourists?*

### **Shire President Response during Public Question Time**

This is addressed in the next stage of our foreshore master planning. We haven't conceived that yet, as it's a long way off. We want to see what we can do in the space currently proposed for development.

***Mrs Angela Christian submitted three questions prior to the meeting.***

1. *Why were scaled, accurate drawings not provided to the public during the proposal, Jurien Bay Foreshore Master Plan Review?*

### **Shire President Response during Public Question Time**

Because we haven't done them yet. The scale drawings depend on where we decide it goes. If we decide on Option 1, 2 or 3, then we will get the scale and design drawings.

2. *Will the Shire now release full scaled drawings, elevations, sections & accurate measurements so the public can make a decision on the true concept?*



## MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025

### **Shire President Response during Public Question Time**

I think you have the answer to that now - we don't have full scale drawings, and if we don't approve this proposal, we will never have full scale drawings.

3. *Will the Shire provide to the public a detailed cost breakdown including how much public money is allocated to the infrastructure on the foreshore?*

### **Shire President Response during Public Question Time**

That will depend on whether we go ahead but we have some costings as to what it's cost us with consultants.

### **Chief Executive Officer Response during Public Question Time**

Any public funds spent on this project when we get to delivery stage will be included in our annual budget, which will be open for any members of the public to observe that.

***Mrs Joy Smith submitted three questions prior to the meeting.***

1. *Can the Shire please provide accurate scaled drawings showing the true dimensions of the proposed, Jurien Bay Foreshore Master Plan Review, angled parking bays?*

### **Shire President Response during Public Question Time**

I think we've answered that question.

2. *Why were the only community options presented near identical designs, rather than genuine alternative locations?*

### **Shire President Response during Public Question Time**

This is the area we're looking at and has always been intended to have development around. Once we go further north and we start master planning the area north of the skate park, north of Heaton Street on Doust Street, then we will have other options.

3. *What alternative parking solutions have been assessed?*

### **Shire President Response during Public Question Time**

No parking solutions have been assessed. They have been suggested, and if this doesn't go ahead, we won't waste money on parking alternatives.

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| <b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025</b> |
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***Mr Kevin Eyden submitted three questions prior to the meeting.***

- 1. What formal assessment has been undertaken to justify replacing an established grassed recreation area with additional parking?*

**Shire President Response during Public Question Time**

No intention to impinge on that grass area.

- 2. Was a public open space impact assessment completed and if so, can it be provided?*

**Shire President Response during Public Question Time**

No, it hasn't, as this is a concept and if it doesn't get passed, we are not going to waste the money doing other assessments.

- 3. What alternative locations for parking were evaluated before deciding to use foreshore green space, and were these dismissed?*

**Shire President Response during Public Question Time**

The only foreshore space was the swale and the soak well. When we did the original foreshore master plan, the assessment on parking was we had sufficient parking. If we do a development there, what parking they will require and whether we can accommodate that in our existing parking or if we have to put extra parking in.

**Chief Executive Officer Response during Public Question Time**

For council to entertain the concept of an additional hospitality venue there, we can't put additional pressure on existing parking which we know is at a premium.

In exploring an idea of a new hospitality venue, it leads to 'where would the parking associated with that venue be situated?' The project has been presented in its current form, to show the impact to particularly the hospitality venue would have flow on effects to other areas. This process is about asking the public, 'is this project supported by the broader community' because it's council and community land that's being given up to a private developer. This comes with trade-offs; you can't have one without impacting another area, and the public, and the councillors will need to decide if that is the better thing to do for the community.

***Mrs Rosemary Bailey submitted three questions prior to the meeting.***

- 1. Is this plan to scale, and if so, would it be for very small cars only?*

## MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025

### Shire President Response during Public Question Time

I think we've answered that, Rosemary.

*2. Has the Progress Association and other community groups been consulted?*

### Shire President Response during Public Question Time

I am the coordinator for the markets and the Turquoise Coast Festival, so yes, I have been consulted. I have also spoken to the executive of the Progress Association, and they didn't have any particular concerns, providing we weren't losing any grassed area, as that's the critical bit for us.

*3. We have spent thousands on upgrade on Bashford Street, why don't you finish that before taking on this absurd proposal?*

### Shire President Response during Public Question Time

The Bashford Street proposal is Main Roads, and Main Roads fund that. That was before my time so I will hand that over to the CEO.

### Chief Executive Officer Response during Public Question Time

Bashford Street isn't a council owned road [falling under Main Roads WA tenure], it's outside of our control, and I think our ratepayers would like their ratepayer funds spent on ratepayer land and projects.

## 5 APPLICATIONS FOR LEAVE OF ABSENCE

### COUNCIL DECISION

Moved Cr Young, seconded Cr Glasfurd

That the following request of leave of absence be approved:

Cr Gibson – the next Council Meeting 18 December 2025

CARRIED 7 / 0

FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak

AGAINST: Nil

## 6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 20 OCTOBER 2025 & ORDINARY COUNCIL MEETING HELD ON 23 OCTOBER 2025

### COUNCIL DECISION

Moved Cr Lethlean, seconded Cr Gibson

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| <b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025</b> |
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That the minutes of the Ordinary Meeting of Council held be confirmed.

**CARRIED 7 / 0**

**FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak**

**AGAINST: Nil**

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

Nil

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

Nil

**9 REPORTS OF COMMITTEES AND OFFICERS**

**9.1 CORPORATE & COMMUNITY SERVICES**

**9.1.1 ACCOUNTS FOR PAYMENT FOR THE PERIOD ENDED 31 OCTOBER 2025**

|                         |  |
|-------------------------|--|
| Location:               | Shire of Dandaragan                                |
| Applicant:              | N/A  |
| Folder Path:            | SODR-2042075298-146891                             |
| Disclosure of Interest: | None   |
| Date:                   | 17 November 2025                                   |
| Author:                 | Cobus van der Westhuysen, Assistant Accountant     |
| Senior Officer:         | Rebecca Pink, Executive Manager Corporate Services |

**PROPOSAL**

To receive the Cheque, EFT, BPAY, Direct Debit and Fuel Card listing for the month of October 2025.

**BACKGROUND**

In accordance with the *Local Government Act 1995*, and *Financial Management Regulations 1996*, a list of expenditure payments is required to be presented to Council.

**COMMENT**

The Cheque, EFT, BPAY and Direct Debit (including fuel cards) payments for October 2025 totalled **\$1,342,938.46** for the Municipal Fund.

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| <b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025</b> |
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Should Councillors wish to raise any issues relating to the October 2025 Accounts for payment, please do not hesitate to contact the Executive Manager 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

Nil

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 currently.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Cheque, EFT, BPAY, Direct Debit and Fuel Card listings for October 2025 (Doc Id: SODR-2042075298-146891)

**(Marked 9.1.1)**

VOTING REQUIREMENT

Simple majority

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Krakowiak, seconded Cr Johnson**

**That Council receive the Cheque, EFT, BPAY, Direct Debit and Fuel Card payment listing for the period ending 31 October 2025 totalling \$1,342,938.46.**

**CARRIED 7 / 0**

**FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak**

**AGAINST: Nil**

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| <b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025</b> |
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## 9.1.2 FINANCIAL STATEMENTS – MONTHLY REPORTING FOR THE PERIOD ENDING 31 OCTOBER 2025

|                         |  |
|-------------------------|--|
| Location:               | Shire of Dandaragan                                |
| Applicant:              | N/A  |
| Folder Path:            | SODR-2042075298-14894                              |
| Disclosure of Interest: | None   |
| Date:                   | 17 November 2025                                   |
| Author:                 | Cobus van der Westhuysen, Assistant Accountant     |
| Senior Officer:         | Rebecca Pink, Executive Manager Corporate Services |

### PROPOSAL

To present the Monthly Financial Report for the period ending 31 October 2025 to Council.

### BACKGROUND

*Regulations 34 and 35 of the Local Government (Financial Management) Regulations 1996* require a monthly statement of financial activity, monthly statement of financial position and explanation of material variances to be presented to Council.

The report must be presented at an ordinary meeting of council within two months after the end of the month to which the statement relates. Regulations prescribe the information to be contained in the report.

The Monthly Financial Report has been compiled to comply with the *Local Government Act 1995*, associated regulations, and to the extent they are not inconsistent with the *Local Government Act 1995* and the *Australian Accounting Standards*.

In accordance with *Regulation 34(5) of the Local Government (Financial Management) Regulations 1996*, on 24 July 2025, Council adopted the annual material variance threshold of 10% for reporting budget variances within monthly financial reporting for the 2025/26 financial year, subject to a \$10,000 minimum, below which, variances are not required to be reported.

### COMMENT

The Monthly Financial Report for the period ending 31 October 2025 is attached to include the following information as required by legislation:

- Statement of Financial Activity;
- Statement of Financial Position;
- Note 1 – Basis of Preparation and Significant Accounting Policies;
- Note 2 – Statement of Financial Activity Information; and
- Note 3 - Explanation of Material Variances.

There is no legislative requirement for supplementary financial information to be considered with the monthly financial reports presented to Council, however, to assist Council with explanatory details for the above statements, there is supplementary information at the back of the statements.

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| <b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025</b> |
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Should Councillors wish to raise any issues relating to the 31 October 2025 financial statements, please do not hesitate to contact the Executive Manager prior to the Council Meeting for research to be undertaken and details provided either at the time of the query or at the meeting.

#### STATUTORY ENVIRONMENT

*Regulation 34 and 35 of the Local Government (Financial Management) Regulations 1996.*

#### POLICY IMPLICATIONS

There are no known policy implications associated with this item.

#### FINANCIAL IMPLICATIONS

The presentation of these monthly financial reports provides Council with regular updates regarding the status of the financial position and assists to comply with the *Local Government Act 1995* and associated regulations.

#### STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this item.

#### ATTACHMENTS

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

- Financial statements for the period ending 31 October 2025  
(Doc Id: SODR-2042075298-14894)  
**(Marked 9.1.2)**

#### VOTING REQUIREMENT

Simple majority

|  |
|--|
| <b>OFFICER RECOMMENDATION / COUNCIL DECISION</b> |
|--|

**Moved Cr Glasfurd, seconded Cr Young**

**That Council receive the Monthly Financial Report for the period ended 31 October 2025.**

**CARRIED 7 / 0**

**FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak**

**AGAINST: Nil**

## MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025

### 9.1.3 FINALISE ENDORSEMENT OF DANDARAGAN RECREATION PRECINCT MASTER PLAN

|                         |  |
|-------------------------|--|
| Location:               | Dandaragan Recreation Reserve                          |
| Applicant:              | N/A  |
| Folder Path:            | SODR-1876983588-2764                                   |
| Disclosure of Interest: | None   |
| Date:                   | 11 November 2025                                       |
| Author:                 | Rhiarn Sutton, Manager Customer and Community Services |
| Senior Officer:         | Brent Bailey, Chief Executive Officer                  |

#### PROPOSAL

This item requests that Council endorse the final report on the Dandaragan Recreation Precinct Master Plan following public advertising in September.

#### BACKGROUND

The Dandaragan Recreation Precinct Master Plan is the second Master Plan to be completed. The Dandaragan Recreation Precinct Working Group was formed and held their initial meeting in March 2025.

The draft plan was advertised during September 2025 for a final round of public consultation. There were no submissions received. There are no changes to the Master Plan, and it is now presented for Council for final endorsement.

#### COMMENT

The Dandaragan Recreation Precinct Master Plan has now completed its public consultation phase, with the draft plan advertised during September. No submissions were received, and no amendments to the draft plan are proposed.

The Master Plan provides a strategic framework to guide the future development of the precinct and reflects the input of the Dandaragan Recreation Precinct Working Group. Endorsement of the final Master Plan will enable the Shire to progress to the next phase, being project development, including detailed design, cost estimation, and preparation of funding applications for priority projects.

The following table outlines the highest priority projects identified by the Working Group, together with the next steps for each. Some projects will require additional resources to be allocated by Council to support implementation.

| Project Description   | Stage                     |
|---|---------------------------|
| New changerooms and additional general use ablutions          | Stage 1 – urgent priority |
| Sheltered viewing areas/ seating for football and multi-court | Stage 2 – high priority   |
| New bar servery   | Stage 2 – high priority   |
| Resurface outdoor court with multi-court markings and goals   | Stage 2 – high priority   |



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|  |                           |
|--|---------------------------|
| Additional multi-purpose or storage room | Stage 3 – medium priority |
| Additional men's ablutions               | Stage 3 – medium priority |
| Stage area security and access control   | Stage 3 – medium priority |

### CONSULTATION

- Dandaragan Recreation Precinct Working Group
- Dandaragan residents
- MCG Architects

### STATUTORY ENVIRONMENT

There are no statutory environment implications relevant to this item.

### POLICY IMPLICATIONS

Project identified within the Master Plan will be influenced by several Council Policies including:

- *Policy 6.1 – C-6SRF01 – Sport and Recreation Funding*

### FINANCIAL IMPLICATIONS

Future financial contributions will be required from the annual budget process and through external funding sources based on priorities identified in the Master Plan and in keeping with the overall Sport and Recreation Plan.

### STRATEGIC IMPLICATIONS

*Shire of Dandaragan Council Plan*

| Outcomes  | Initiatives   |
|---|---|
| Our recreation precincts will be contemporary and highly utilised | Complete the Jurien Bay, Dandaragan and Badgingarra Recreation Precinct Masterplans |

### ATTACHMENTS

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

- Dandaragan Recreation Precinct Master Plan (Doc id: SODR-1272937250-4324)

**(Marked 9.1.3)**

### VOTING REQUIREMENT

Simple majority

### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Glasfurd, seconded Cr Lethlean**

**That Council:**

- 1. Endorse the Dandaragan Recreation Precinct Master Plan (Doc Id: SODR-1272937250-4324) as the strategic blueprint for the precinct's future development.**
- 2. Accept the project staging and priority sequence identified by the Working Group as follows:**

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025**

| <b>Project Description</b>                                    | <b>Stage</b>              |
|---|---------------------------|
| New changerooms and additional general use ablutions          | Stage 1 – urgent priority |
| Sheltered viewing areas/ seating for football and multi-court | Stage 2 – high priority   |
| New bar servery   | Stage 2 – high priority   |
| Resurface outdoor court with multi-court markings and goals   | Stage 2 – high priority   |
| Additional multi-purpose or storage room                      | Stage 3 – medium priority |
| Additional men's ablutions                                    | Stage 3 – medium priority |
| Stage area security and access control                        | Stage 3 – medium priority |

- 3. Authorise staff to develop supporting documentation (e.g. Needs Analysis and Project Business Cases), commission detailed designs and cost estimates for Stage 1 and 2 projects so that grant applications can be prepared. Seek grant and partnership funding (State/Federal, industry and club contributions) for major elements and allocate Shire budget to any necessary design or site works in 2025/26.**
- 4. Instruct officers to continue working with local clubs (Football, Netball, Bowls, Hockey, Recreation Centre Management Committee etc.) to finalise their requirements and co-funding arrangements for shared facilities and to agree on an operational management model for the centre going forward.**

**CARRIED 7 / 0**

**FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak**

**AGAINST: Nil**

#### **9.1.4 ENDORSE COMMUNITY DEVELOPMENT PLAN**

|                         |  |
|-------------------------|--|
| Location:               | N/A  |
| Applicant:              | Shire of Dandaragan                                    |
| Folder Path:            | SODR-437506902-13475                                   |
| Disclosure of Interest: | None   |
| Date:                   | 13 November 2025                                       |
| Author:                 | Rhiarn Sutton, Manager Customer and Community Services |
| Senior Officer:         | Brent Bailey, Chief Executive Officer                  |

#### **PROPOSAL**

This item requests that Council provide endorsement of the Shire of Dandaragan Community Development Plan.

|   |
|---|
| <b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025</b> |
|---|

### BACKGROUND

The Community Development Plan consolidates several key strategic documents into one integrated framework, including the Youth Plan, Age-Friendly Plan, Club Development Plan, and Disability, Access and Inclusion Plan. This approach ensures alignment, efficiency, and impact across all areas of community engagement.

The Plan was developed through extensive community consultation in 2025, including surveys, town meetings, and targeted engagement with youth and key stakeholders. It aligns with State strategies such as the WA Youth Action Plan, State Seniors Strategy, and WA Volunteer Strategy.

The Plan focuses on four core pillars:

- Education and Lifelong Learning – Improving access to training, early childhood education, and youth development opportunities.
- Health and Wellbeing – Promoting active lifestyles, mental health support, and inclusive community events.
- Club Development and Volunteers – Strengthening governance, volunteer recruitment, and sustainability of local clubs.
- Disability, Access and Inclusion – Enhancing accessibility in public spaces, services, and events, including provision for a Changing Places facility.

The draft plan was prepared and taken to Council at the August 2025 Ordinary Council Meeting:

### **COUNCIL DECISION**

*Moved Cr Lethlean, seconded Cr Gibson*

*That Council:*

- 1. Endorses the Draft Community Development Plan 2025–2029; and*
- 2. Authorises the Draft Plan to be advertised for public comment and submissions for the period 1 September 2025 to 30 September 2025, with feedback to be presented to Council for consideration prior to final adoption.*

The Draft plan was open for public comment for the month of September.

### COMMENT

The Community Development Plan provides a clear and coordinated approach to supporting community wellbeing and growth across the Shire. Endorsement of the Plan will enable the Shire to:

- Prioritise and allocate resources effectively for community programs and initiatives.
- Provide a strategic framework for partnerships with local groups, organisations, and government agencies.

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- Monitor and evaluate the delivery and outcomes of community development activities.
- Ensure alignment with the Shire's broader strategic objectives and planning frameworks.

The Community Development Plan outlines key projects to strengthen education, health, inclusion, and community engagement. Major initiatives include:

- Establishing local vocational training opportunities and hosting annual career expos.
- Delivering youth leadership and employment programs, plus biennial Youth Expos.
- Expanding health and wellbeing initiatives such as mental wellness events, active ageing programs, and improved aged care facilities.
- Implementing structured volunteer programs and capacity-building workshops for clubs.
- Enhancing accessibility through an inclusive Changing Place facility, improved beach access, and dementia-friendly programs.

The Plan will guide Council, staff, and the community in implementing key initiatives that foster social cohesion, participation, and an improved quality of life for residents.

### CONSULTATION

The draft Community Development Plan was advertised for public comment, providing residents and stakeholders with an opportunity to review and provide feedback. During the consultation period, three submissions were received:

- Two submissions requested the inclusion of respite and aged care facilities in addition to fitness and health activities for older residents. This feedback has been incorporated under *Health and Wellbeing*, with initiatives now including improved access to respite services and full-service aged care facilities within the local community.
- One submission from the Yued Aboriginal Corporation recommended the inclusion of the *Aboriginal Empowerment Strategy WA 2021–2029* as a key reference document. This has been added to the Plan.

The consultation process ensured that community priorities and cultural considerations were reflected in the final Plan, strengthening its relevance and responsiveness to local needs.

### STATUTORY ENVIRONMENT

Nil

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### POLICY IMPLICATIONS

There are no known policy implications associated with this item.

### FINANCIAL IMPLICATIONS

There are several new projects and activities proposed in this Plan. The delivery of this plan is estimated to require additional Community Development Officer which has been provisioned in the 2025/26 budget.

### STRATEGIC IMPLICATIONS

*Strategic Community Plan – Envision 2029*

| Priority Outcome  | Initiatives  |
|---|--|
| The Shire has an active community development program supporting events, cultural development and community building activities.<br>We are safe, active and healthy community | Review the Shire's Youth Plan.<br>Review the Shire's Age Friendly Plan |

### ATTACHMENTS

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

- Shire of Dandaragan Community Development Plan 2025-2029  
(Doc Id: SODR-437506902-14054)

**(Marked 9.1.4)**

### VOTING REQUIREMENT

Simple majority

### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Gibson, seconded Cr Young**

**That Council endorse the Shire of Dandaragan Community Development Plan.**

**CARRIED 7 / 0**

**FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak**

**AGAINST: Nil**

## **9.1.5 BADGINGARRA RECREATION PRECINCT WORKING GROUP NOMINATIONS**

|              |                      |
|--------------|----------------------|
| Location:    | N/A                  |
| Applicant:   | Shire of Dandaragan  |
| Folder Path: | SODR-1876983588-2741 |

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|                         |  |
|-------------------------|--|
| Disclosure of Interest: | None   |
| Date:                   | 4 November 2025  |
| Author:                 | Rhiarn Sutton, Manager Customer and Community Services |
| Senior Officer:         | Brent Bailey, Chief Executive Officer                  |

### PROPOSAL

The purpose of this item is for Council to consider public nominations for memberships of the Badgingarra Working Group

### BACKGROUND

In September 2025, Council endorsed the Badgingarra Recreation Precinct Working Group Terms of Reference that set out the operating guidelines for the Working Group and authorised

### OFFICER RECOMMENDATION

*That Council:*

- 1. Endorse the Badgingarra Recreation Precinct Working Group Terms of Reference as indicated in the attachments Doc Id: SODR-1272937250-4394.*
- 2. Authorise the Chief Executive Officer to call for community member nominations for the Badgingarra Recreation Precinct Working Group.*
- 3. Appoint Councillor Lethlean as the Chair of the Working Group.*
- 4. Appoint Councillor Young as the second Council representative for the Working Group.*
- 5. Endorse the Badgingarra Recreation Precinct Discussion Paper (Doc Id: SODR-1272937250-4352) to be circulated to the community forming part of the consultation process.*

*CARRIED 6/0*

During the month of October, calls for nominations were prominently promoted. Our staff promoted the opportunity to local sporting groups, aiming to ensure a wide-ranging demographic of participants. Officers engaged with senior community members, youth, and families engaged in sports, to promote the development of a Working Group that represented a broad cross-section of our community. Sport and recreational club members, located within the Badgingarra Recreation Precinct, were encouraged to submit nominations for the working group.

The membership will be comprised of a minimum of nine and a maximum of eleven, selected through the nomination process, which will also include the participation of two Shire of Dandaragan Councillors.

### COMMENT

A total of twelve community members nominated to participate in the Working Group, offering a broad range of backgrounds and experience. Officers are recommending the following individuals for appointment for the 2025/26 year to ensure a balanced mix of skills

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aligned with the Badgingarra Recreation Precinct Terms of Reference and the development of the masterplan.

All nominations were carefully reviewed, and each was considered suitable for involvement. In forming a proposed membership list (table below), officers, together with the Council nominated Chair and Deputy Chair, have focused on achieving an effective mix of perspectives and representation. The recommended composition reflects this approach and acknowledges the valuable interest shown by all nominees. Council may, however, determine an alternative composition should it consider a different mix of members more appropriate.

| INDIVIDUAL NOMINEE |
|--------------------|
| Catherine Barnes   |
| Dorothy Doust      |
| Christie Felber    |
| Erin Hayes         |
| Melanie White      |
| Teagan White       |
| Allison Whybrow    |
| Ishbel Wilson      |
| Jen Wootton        |

### CONSULTATION

The Badgingarra Recreation Precinct Working Group will be a primary source of community consultation

### STATUTORY ENVIRONMENT

There are no statutory implications relevant to this item.

### POLICY IMPLICATIONS

There are no policy implications associated with this item.

### FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

### STRATEGIC IMPLICATIONS

*Shire of Dandaragan Council Plan*

| Priority Outcome  | Initiative  |
|---|---|
| Our recreation precincts will be contemporary and highly utilised | Complete the Jurien Bay, Dandaragan and Badgingarra Recreation Precinct Masterplans |

### ATTACHMENTS

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

- Badgingarra Working Group Nominations (Doc Id: SODR-437506902-14590)

|   |
|---|
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|---|

**(Marked 9.1.5)**

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Lethlean, seconded Cr Young**

**That Council endorse the following nominees as members of the Badgingarra Precinct Working Group:**

- 1. Catherine Barnes**
- 2. Dorothy Doust**
- 3. Christie Felber**
- 4. Erin Hayes**
- 5. Melanie White**
- 6. Teagan White**
- 7. Allison Whybrow**
- 8. Ishbel Wilson**
- 9. Jen Wootton**

**CARRIED 7 / 0**

**FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak**

**AGAINST: Nil**

**9.1.6 JURIEB BAY RECREATION PRECINCT MASTER PLAN**

|                         |  |
|-------------------------|--|
| Location:               | Jurien Bay Recreation Reserve                          |
| Applicant:              | N/A  |
| Folder Path:            | SODR-1876983588-2748                                   |
| Disclosure of Interest: | None   |
| Date:                   | 4 November 2025  |
| Author:                 | Rhiarn Sutton, Manager Customer and Community Services |
| Senior Officer:         | Brent Bailey, Chief Executive Officer                  |

**PROPOSAL**

This item requests that Council endorse the final report for the Jurien Bay Precinct Masterplan following public advertising in October.

**BACKGROUND**

The Jurien Bay Recreation Master Plan is the third masterplan to be completed. The Jurien Bay Recreation Precinct Working Group was formed and held their initial meeting in October 2023.



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The plan provides a long-term vision for the precinct, including staged development options, indicative costings and priorities for renewal of aging facilities.

The draft plan was advertised for public comment in October for a final round of public consultation. There were seven submissions received.

**COMMENT**

The Master Plan reflects community priorities identified through the Working Group and public engagement, including:

- Renewal of high-used assets (courts, changerooms, social amenities)
- Provision for future sports and flexible staging options
- Co-location opportunities for clubs to reduce duplication and improve sustainability.

The plan proposes three staging options to accommodation funding scenarios, with initial priorities being:

1. Upgrade of outdoor courts
2. Construction of new changeroom and umpire facilities
3. Development of indoor sports hall and shared function space

Several submissions requested the inclusion of a community swimming pool or aquatic facility within the precinct. While community desire for a swimming pool is acknowledged and has been raised in past consultations, during the development of the Council Plan, Council elected to not progress with any planning or commitment to a swimming pool. Accordingly such a facility is beyond the scope of the current Master Plan, which focuses on the recreation precinct footprint and priorities identified through the earlier planning stages.

A swimming pool would require substantial capital investment and long-term operational funding. As such, the matter would need to be investigated separately, including feasibility, location options, demand analysis, lifecycle costing and potential partnerships or external funding. This work would require a dedicated suite of resources provided by Council through a future budget process.

The comments received demonstrate ongoing community interest in aquatic facilities, and this feedback can be retained to inform future planning considerations and advocacy activities of Council.

**CONSULTATION**

During the public comment period, seven submissions were received. While no major concerns were raised, several minor and technical points were identified and will be further considered during the detailed planning phase of the project.

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|                     |  |  |
|---------------------|--|--|
| B. Voss             | Jurien Recreation Precinct plans include a 'Changing Places' accessible change room to support wheelchair users and the wider disabled community, ensuring safe and dignified facilities for both locals and visitors. | Preference noted for a 'Changing Places' accessible facility to be located in the CBD. |
| F. Tester           | Request inclusion of a Public swimming pool.   | Noted.   |
| C. Roser            | Additional of an indoor pool area.   | Noted.   |
| M. Hughes           | Inclusion of a community swimming pool.  | Noted.   |
| L. Wood             | Inclusion of a stage inside the Jurien Bay Recreation Building.  | The facility currently has a movable stage available for use.                          |
| T. Goff             | Request for a swimming pool.   | Noted.   |
| Jurien Bowling Club | Concerns regarding function room facilities and viewing for members.   | These matters will be addressed in the detailed planning stage of the development.     |

### STATUTORY ENVIRONMENT

There are no statutory implications relevant to this item.

### POLICY IMPLICATIONS

Projects identified within the Master Plan will be influenced by a number of Council Policies including:

- *Policy 6.1 - C-6SRF01 - Sport and Recreation Funding*

### FINANCIAL IMPLICATIONS

Future financial contributions will be required from the annual budget process and through external funding sources based on priorities identified in the Master Plan and in keeping with the overall Sport and Recreation Plan

### STRATEGIC IMPLICATIONS

*Shire of Dandaragan Council Plan*

| Outcomes  | Initiatives   |
|---|---|
| Our recreation precincts will be contemporary and highly utilised | Complete the Jurien Bay, Dandaragan and Badgingarra Recreation Precinct Masterplans |

### ATTACHMENTS

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

- Jurien Bay Recreation Precinct Masterplan (Doc Id: SODR-1272937250-4396)
  - Consultation submissions (Doc Id: SODR-1272937250-4487)
- (Marked 9.1.6)**

### VOTING REQUIREMENT

Simple majority

**OFFICER RECOMMENDATION / COUNCIL DECISION****Moved Cr Krakowiak, seconded Cr Young****That Council:**

- 1. Endorse the Jurien Bay Recreation Precinct Master Plan Doc Id: SODR-1272937250-4396 as the strategic blueprint for the precinct's future development.**
- 2. Accept the project staging and priority sequence identified by the Working Group. Proceed first with the most urgent works including upgrading the courts, constructing new change-rooms and umpire rooms, and completing the public amenities. Followed by construction of the indoor sports hall and shared clubhouse/function room.**
- 3. Authorise staff to develop supporting documentation (e.g. Needs Analysis and Project Business Cases), commission detailed designs and cost estimates for the first-stage projects (items 1–4 in indicative costings) so that grant applications can be prepared. Seek grant and partnership funding (State/Federal, industry and club contributions) for major elements and allocate Shire budget to any necessary design or site works in 2026/27.**
- 4. Instruct officers to continue working with local clubs (Football, Netball, Bowls, Golf, Recreation Centre Management Committee etc.) to finalise their requirements and co-funding arrangements for shared facilities and to agree on an operational management model for the centre going forward.**

**CARRIED 7 / 0**

**FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak**

**AGAINST: Nil****9.1.7 APPOINTMENT TO PUBLIC ART WORKING GROUP**

|                         |  |
|-------------------------|--|
| Location:               | Shire of Dandaragan                                    |
| Applicant:              | N/A  |
| Folder Path:            | SODR-1876983588-2773                                   |
| Disclosure of Interest: | None   |
| Date:                   | 18 December 2025                                       |
| Author:                 | Rhiarn Sutton, Manager Customer and Community Services |
| Senior Officer:         | Brent Bailey, Chief Executive Officer                  |

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### PROPOSAL

Council is requested to appoint one community representative to the Public Art Working Group

### BACKGROUND

The Shire of Dandaragan Public Art Working Group was established to guide the development, assessment, and delivery of public art projects across the Shire, in line with the *Shire's Public Art Policy* and *Art & Culture Plan*.

A vacancy has arisen for one community representative to join the working group. Expressions of interest were sought, and one nomination was received from an individual who meets the selection criteria and demonstrates a strong interest in local arts and community engagement.

Appointment of this representative will ensure continuity of the Working Group and support ongoing public art initiatives.

### COMMENT

During the consultation period, one nomination was received from Rebecca Cassells. She brings relevant experience and a demonstrated commitment to supporting public art initiatives. Her appointment will provide valuable local insight and strengthen community representation on the Working Group.

Endorsing this appointment will enable the Working Group to progress current and upcoming public art projects efficiently.

### CONSULTATION

During the consultation period, one nomination was received, submitted by Rebecca Cassells.

### STATUTORY ENVIRONMENT

There are no statutory implications relevant to this item.

### POLICY IMPLICATIONS

There are no policy implications associated with this item.

### FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

### STRATEGIC IMPLICATIONS

*Shire of Dandaragan Council Plan*

| Priority Outcome  | Initiative   |
|---|--|
| The Shire has an active community development program supporting events, cultural development and community building activities | Support a range of community events and provide funding for external agencies and community groups to coordinate these events. |

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### ATTACHMENTS

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

- Nomination – Rebecca Cassells (Doc Id: SODR-437506902-14645)

**(Marked 9.1.7)**

### VOTING REQUIREMENT

Simple Majority

### OFFICER RECOMMENDATION / COUNCIL DECISION

**Moved Cr Young, seconded Cr Johnson**

**That Council appoints Rebecca Cassells as a community representative on the Shire of Dandaragan Public Art Working Group.**

**CARRIED 7 / 0**

**FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak**

**AGAINST: Nil**

## **9.2 INFRASTRUCTURE SERVICES**

### **9.2.1 BUDGET AMENDMENT – ROWES ROAD**

|                         |  |
|-------------------------|--|
| Location:               | Rowes Road   |
| Applicant:              | Shire of Dandaragan  |
| Folder Path:            | Infrastructure Management/Department<br>Management/Council Items |
| Disclosure of Interest: | None   |
| Date:                   | 12 November 2025   |
| Author:                 | Brad Pepper, Executive Manager Infrastructure                    |
| Senior Officer:         | Brent Bailey, Chief Executive Officer                            |

#### PROPOSAL

For Council to endorse a budget amendment to extend capital expenditure on Rowes Road and accept Main Roads WA funding in the 2025/2026 financial year.

#### BACKGROUND

Council endorsed in its 2025/26 budget to include the Rowes Road reconstruction project for \$530,000 funded solely by Municipal funds.

In October 2025, Main Roads sent out an expression of interest to any local governments that had shovel ready road projects that

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could be completed within this financial year and those that had capacity to fund one third (1/3) contribution towards the extra funding.

The Shire of Dandaragan expressed an interest in extending the Rows Road project and submitted an application for \$1M of extra funding to increase the project from 2.8km in length, to 8km in length. As the current project was fully funded by Municipal funding the Shire's 1/3 is already covered and essentially the Shire will gain an extra 5km of reconstructed sealed road for no extra cost.

All projects went through an assessment process with Main Roads, and the Shire of Dandaragan was successful with securing \$1M of extra funding.

### COMMENT

Whilst other roads could have been considered for this extra funding, the Council budget did not have financial capacity for the large increase that would have been required for the 1/3 contribution. Rows Road was clearly an appropriate selection for the current budget and best value for money. The additional work done this financial year will allow Council to redirect future financial resources to other projects in the upcoming financial year.

### CONSULTATION

Main Roads WA

### STATUTORY ENVIRONMENT

#### **Local Government Act 1995**

#### **Section: 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.*

- (1a) *In subsection (1) —*
- additional purpose** *means a purpose for which no expenditure estimate is included in the local government's annual budget.*
- (2) *Where expenditure has been incurred by a local government —*
- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
  - (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

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### POLICY IMPLICATIONS

There are no policy implications relevant to this item.

### FINANCIAL IMPLICATIONS

While expenditure will increase by \$1M, there will not be any impact on the current budget as income will increase by \$1M.

### STRATEGIC IMPLICATIONS

*Shire of Dandaragan Council Plan 2024*

| <b>Priority Outcomes</b>                                       | <b>Our Roles</b>  |
|--|---|
| The Shire has a high performing freight and transport network. | Continue investment in the Shire's rural sealed road network to reconstruct and widen key freight routes. |

### ATTACHMENTS

Nil

### VOTING REQUIREMENT

Absolute Majority

### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Gibson, seconded Cr Lethlean**

**That Council endorse a budget amendment to:**

- 1. Accept \$1M of funding from Main Roads WA to be attributed to and extend the Rows Road reconstruction project in the 2025/26 financial year.**
- 2. Increase the total budget associated with Rows Road from \$530,000 to \$1.53M as detailed below:**

|                                |                       |
|--------------------------------|-----------------------|
| <b>Salaries</b>                | <b>\$38,224.17</b>    |
| <b>Overheads</b>               | <b>\$36,312.96</b>    |
| <b>Plant Operation</b>         | <b>\$31,909.70</b>    |
| <b>Plant Depreciation</b>      | <b>\$14,900.75</b>    |
| <b>Materials and Contracts</b> | <b>\$1,408,652.42</b> |
| <b>TOTAL</b>                   | <b>\$1,530,000.00</b> |

**CARRIED BY ABSOLUTE MAJORITY 7 / 0**

**FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak**

**AGAINST: Nil**

## 9.2.2 APPLICATION FOR A KENNEL FACILITY – 460 NYLAGARDA ROAD

|                         |  |
|-------------------------|--|
| Location:               | Shire of Dandaragan  |
| Applicant:              | Jennifer Wootton   |
| Folder Path:            | Development Services/ Animal Management/<br>Registrations/ Kennels |
| Disclosure of Interest: | None   |
| Date:                   | 17 November 2025   |
| Author:                 | William Miller, Manager of Operations and<br>Community Safety      |
| Senior Officer:         | Brad Pepper, Executive Manager of Infrastructure                   |

### PROPOSAL

For the proponent of 460 Nylagarda Road to establish a kennel (dog boarding) facility comprising of six (6) individual holding pens and an exercise yard, for the commercial short stay boarding of dogs.

### BACKGROUND

Mrs. Jennifer Wootton of 460 Nylagarda Road, Hill River, is seeking to establish a small dog boarding facility at the forementioned rural property.

The proposal is to modify existing infrastructure on the property to allow for six (6) kennels to be utilised for commercial use. Once modified, the already approved home business (Development Application 131/25) is intended to commence operation immediately.

This facility will provide the Shire of Dandaragan residents, travellers and visitors with a convenient place to board their dogs when they are on holidays, unable to care for their dogs due to unforeseen circumstances, or visiting the area, such as travellers wishing to visit national parks.

The nearest facility akin to this proposal is located in Greenhead, which is built within its industrially zoned area on the outskirts of town. The Shire's Ranger Services team welcomes the establishment of this local facility, to ensure the welfare of the dogs is satisfactorily maintained when owners cannot look after their dogs for short periods of time.

The author of this report has drafted several conditions for this proposal based on other similar facilities and best practice in accordance with the Department of Primary Industries and Regional Development publication – Health and Welfare of Dogs in Western Australia Guidelines. This recommendation seeks Councils endorsement for the facility to commence operations under the prescribed conditions

In consultation with both the proponent and neighboring residents surrounding the proposal, the Shire of Dandaragan Ranger Services team is satisfied that this facility will be well-maintained,



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have limited, if any impact on the amenity of the area and be a positive, and heavily demanded enterprise for the region.

**COMMENT**

As the facility is capped at operating with a maximum of six (6) dogs, the author views this proposal as low impact on the community, especially given the rural zoning.

Under the *Dog Act 1976*, the maximum number of dogs that can be kept (residentially) is six (6). The Shire of Dandaragan's *Dogs Local Law 2019*, has capped the maximum number of dogs to be kept without prior Council approval to two (2). Given this application only intends to have a maximum of six (6) dogs at the facility, the author is satisfied that whilst this will become a commercial facility, the maximum number of dogs does not exceed residential quantities.

Therefore, the development has been assessed as a minor operation in comparison to other commercial kennel operations around the state, such as the Hounds Hilton, in the Midwest, which has an approved operating capacity of 36 Animals.

The officer has sought to vary the prescribed conditions contained in *Schedule 2* of the *Shire of Dandaragan Dogs Local Law 2019* as the small nature of the operation is unlikely to give rise for the need for building specific conditions that *Schedule 2* is largely centered around. The Ranger Services team will request to see the log books of the operation upon annual review of the license and will seek Council's approval to amend the facilities conditions in the event that modification or further conditions are deemed appropriate. This may include waste management, building materials and noise controls or anything else deemed appropriate for the operation to continue without giving rise to environmental or neighbourhood amenity issues.

The Shire received one response during the consultation period from a neighbour to the north of the proponent. The primary concern from this neighbour was the potential impact of barking dogs affecting the amenity of the typically quiet area and the potential this will cause disruption to their guests experience whilst staying at their two Shire approved chalets – Coomallo Park Chalets.

The consultee generally supports the application on the provision that the proponent and Council take their concerns into account and take all possible measures to reduce the occurrence of excessive barking by visiting dogs.

The neighbour supports the application on the condition that drop-off and visiting hours are limited between 8:00am and 6:00pm, reducing the likelihood of customer movements, or animals causing disturbances that may cause the dogs to bark.

The home business approval provided by the Shire Planning Department has provided a condition relating to business hours,

which should occur between 6:00am and 8:00pm daily. The Officer Recommendation for this component of approval intends to impose a further limited condition in relation to the business hours. All other conditions (below) noted in the Home Business approval are to be considered in addition to the Kennel Specific Conditions. Upon approval of the Kennel License, the Planning Department will re-issue the Home Business conditions with the new times.

### **Home Business Specific Conditions:**

1. *The Home Business (Kennels) must not occupy an area greater than 50 square metres and should be contained to the area as indicated on the attached floor plan (P1) dated 28 October 2025.*
2. *The Home Business activity shall not employ more than two (2) people.*
3. *The Home business shall not involve the retail sale, display or hire of goods of any nature.*
4. *A total of six (6) dogs can be accommodated on the property.*
5. *Only one client is permitted to access the Home Business premises at any one time with a daily limit of ten (10) clients.*
6. *All vehicle parking associated with the Home Business activity must be contained within the property boundary.*
7. *The Home Business activity must not cause nuisance or degrade the amenity of the neighbourhood in any way, including by reason of the emission of noise, light, vibration, electrical interference, odour, fumes, smoke, vapour or other pollutant, or impact on public safety or otherwise, to the satisfaction of the Shire of Dandaragan.*
8. *All materials and/or equipment used in relation to the activity must be stored within the outbuilding or behind property fences or appropriately maintained screening vegetation.*
9. *Business hours shall be limited to 6am-8pm, Monday to Sunday.*
10. *The applicant must not erect or otherwise display on the Home Business premises any sign with an area exceeding 0.2 square metres. A sign erected under this condition must: only describe the type of Home Business and provide the relevant contact details; be placed on a building, wall, fence or entry statement of the Home Business premises; and not be illuminated nor use reflective or fluorescent materials.*

### **Kennel Specific Conditions:**

- 1) Business hours for drop-offs, business-related visitors and pickups shall be limited to 8:00am – 6:00pm, Monday to Sunday.
- 2) The licensee or the person nominated in the application for a license, must, in accordance with the application for the license, continue to reside - (i) at the premises; or (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health

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and welfare.

- 3) All solid animal waste generated by the facility is to be disposed of at an approved landfill facility.
- 4) All pens are to be thoroughly cleaned daily and disinfected between outgoing and incoming animals.
- 5) No less than two people are to be available (on call or otherwise) to care for the animals at any given time that the Kennel is operating.
- 6) The proponent is to ensure all insurances are adequate and current to provide protection to the proponent, business, property and contents, including liability.
- 7) The proponent is to maintain a register of all animals boarded at the property and kept for seven years, including age, sex and breed of the animals, and ownership information.
- 8) The proponent must have procedures in place, to the satisfaction of the Ranger Services team, to address the following:
  1. Emergency Events and Evacuation
  2. Animal Illness & Veterinary Treatment Arrangements
  3. Animal Health and Wellbeing (feeding schedules, cleaning, exercise, heat/temperature management etc)
  4. Property Security
  5. Hygiene and Disease Outbreak Management
  6. Liability Protection
  7. Pest Management
  8. Dog Attack Mitigation
- 9) The facility will be available for inspection by the Ranger Services team at least once upon establishment and annually upon renewal of the kennel facility license thereafter.

### CONSULTATION

Written correspondence to five (5) nearest property owners to the proposal (1 kilometer radius).

### STATUTORY ENVIRONMENT

#### **Recommendation 1**

The *Shire of Dandaragan Dogs Local Law 2019* states:

#### ***Part 4.6 Determination of an Application***

- (a) the matters referred to in clause 4.7;*
- (b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;*
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;*
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighborhood;*
- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and*
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding*

paragraphs.

#### **4.7 Where application cannot be approved**

*The local government cannot approve an application for a licence where -*

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a local planning scheme; or*
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.*

#### **4.8 Conditions of approval**

- (1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.*
- (2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.*

#### **Recommendation 2**

The Dog Act 1976 states:

#### **10AA. Delegation of local government powers and duties**

- (1) A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act.*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

There are no financial implications relevant to this item.

#### **STRATEGIC IMPLICATIONS**

*Shire of Dandaragan Council Plan*

| Priority Outcomes  | Initiative  |
|--|---|
| We promote our growth while honoring our natural surroundings. | Support the development of enhanced visitor experiences within our National |

#### **ATTACHMENTS**

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

- Application for a Kennel Facility – 460 Nylagarda Road, Hill River – Map/Blueprint Excerpt - SODR-518144282-852  
**(Marked 9.2.2)**

#### **VOTING REQUIREMENT**

OFFICER RECOMMENDATION 1: Simple majority

OFFICER RECOMMENDATION 2: Absolute majority

**OFFICER RECOMMENDATION 1 / COUNCIL DECISION 1**

Moved Cr Glasfurd, seconded Cr Young

That Council endorse the application for the Kennel Facility at 460 Nylagarda Road, Hill River, with the following conditions:

1. Business hours for drop-offs, business-related visitors and pickups shall be limited to 8:00am – 6:00pm, Monday to Sunday.
2. All solid animal waste generated by the facility is to be disposed of at an approved landfill facility or into a septic waste system approved by the Shire.
3. All pens are to be thoroughly cleaned daily and disinfected between outgoing and incoming animals.
4. No less than two people are to be available (on call or otherwise) to care for the animals at any given time that the Kennel is operating.
5. The proponent is to ensure all insurances are adequate and current to provide protection to the proponent, business, property and contents, including liability.
6. The proponent is to maintain a register of all animals boarded at the property and kept for seven years, including age, sex and breed of the animals, and ownership information.
7. The proponent must have procedures in place, to the satisfaction of the Ranger Services team, to address the following:
  1. Emergency Events and Evacuation
  2. Animal Illness & Veterinary Treatment Arrangements
  3. Animal Health and Wellbeing (feeding schedules, cleaning, exercise, heat/temperature management etc)
  4. Property Security
  5. Hygiene and Disease Outbreak Management
  6. Liability Protection
  7. Pest Management
  8. Dog Attack Mitigation
8. The facility will be available for inspection by the Ranger Services team at least once upon establishment and annually upon renewal of the kennel facility license thereafter.

**CARRIED 7 / 0**

**FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak**

**AGAINST: Nil**

**OFFICER RECOMMENDATION 2 / COUNCIL DECISION 2****Moved Cr Young, seconded Cr Lethlean****That Council, subject to compliance with the facility's license conditions and there being no material complaints about the facility's operation, delegate authority to the Chief Executive Officer to renew the ongoing annual facility license.****CARRIED BY ABSOLUTE MAJORITY 7 / 0****FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak****AGAINST: Nil****9.3 DEVELOPMENT SERVICES****9.3.1 REQUEST FOR TENDER - CERVANTES RECREATION CENTRE CHANGEROOMS**

|                         |  |
|-------------------------|--|
| Location:               | Reserve 40711, Lot 850, 2 Aragon Street, Cervantes     |
| Applicant:              | N/A  |
| Folder Path:            | SODR-877026889-11301                                   |
| Disclosure of Interest: | None   |
| Date:                   | 17 November 2025                                       |
| Author:                 | Alex MacKenzie, Manager Planning and Building Services |
| Senior Officer:         | Louis Fouche, Executive Manager Development Services   |

**PROPOSAL**

At the October 2025 meeting, Council resolved to decline all tenders received for RFT 01-2026 (Cervantes Changerooms and Umpire Amenities Upgrade Project). This report provides the outcome of that process (including a written proposal from RBT Manufacturing) and seeks Council approval to increase the project budget and enter into a negotiated contract with RBT.

**BACKGROUND**

On 25 August 2022, the Council endorsed the Cervantes Recreation Precinct Masterplan (Masterplan) which included recommended upgrades to the facility's changerooms. In 2024 the Shire was successful in securing a \$210,000 grant from the State Community Sporting and Recreation Facilities Fund (CSRFF) for this purpose.

The project aims to deliver a modern, accessible changeroom facility adjacent to the existing football shed, consistent with the *AFL Preferred Facility Guidelines (2024)*.

## MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025

In August 2025, the Shire invited public tenders (RFT 01-2026) for construction of new changerooms and umpire facilities at the Cervantes Recreation Centre, following the 2022 Masterplan and a successful \$210,000 CSRFF grant. The tender closed on 26 September 2025, and two responses were received: one from Hickey Construction/MCG Architects, and one from RBT Manufacturing. However, the RBT submission was received after the deadline, making it non-conforming. The only conforming bid (Hickey/MCG) was significantly over budget, and its proposed completion (October 2026) would not meet the grant's June 2026 deadline.

Because no conforming tender met the project's funding and schedule requirements, Council declined to award the contract (in accordance with *Regulation 18(5) of the Local Government (Functions and General) Regulations 1996*). This regulatory provision explicitly allows the Council to enter into negotiations with a tenderer when "no tender is accepted". Acting on this, Council resolved on 23 October 2025 to:

1. *Reject all tenders received for RFT 01-2026 – Cervantes Changeroom and Umpire Amenities Upgrade Project, in accordance with Regulation 18(5) of the Local Government (Functions and General) Regulations 1996, due to:*
  - *Tendered prices exceeding the available budget;*
  - *Proposed timeframes not meeting project requirements;*
2. *Delegates authority to the Chief Executive Officer to:*
  - a. *Refine the project scope, specifications, delivery timeframe, and cost plan;*
  - b. *Invite selected local builders and the two original Perth-based tenderers to submit quotations or revised proposals, ensuring a fair and transparent process;*
  - c. *Evaluate submissions that meet the approved project scope, timeline, and budget; and*
  - d. *Enter into and execute a contract for the project, provided the total contract value is within 10% of the approved budget.*
3. *Requires the CEO to report outcomes to Council for further consideration where:*
  - *The contract value exceeds the approved budget by more than 10%; or*
  - *Any material changes to the project scope or specifications are proposed.*

### COMMENT

Following the October meeting of Council, RBT Manufacturing, and two local builders were invited to provide fee proposals for the construction of the Cervantes changerooms. One local contractor advised that they were too busy, while the other provided a indicative verbal quote that equated to \$2,333 per m<sup>2</sup> but could not

# MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025

commit to a timeframe and needed further drawings and planning work completed to finalise a formal quote.

RBT's proposal is priced at \$2,933 per m<sup>2</sup> inclusive of GST and has provided a detailed written submission detailing a 20-week construction timeframe which should allow for completion within grant funding requirements (required completion date being June 15, 2026). Additionally, RBT's proposal includes a construction management plan aimed at minimising on-site disruption so as to avoid interruptions to the community's use of the location for sporting and other purposes. Civil works on-site would be undertaken during February-March with construction expected to occur >98% off-site during April-June. Installation and finishing onsite is anticipated to take approximately 2-3 days.

However, RBT's quoted price of \$880,000 (incl. GST) is more than 10% greater than the \$630,000 project budget. Under the CSRFF grant agreement, the Shire is currently committed to a \$380,021 cash contribution, with the State government contributing \$209,979. An amount of \$400,000 was previously allocated to the broader Cervantes recreation centre upgrade as part of the 2025-26 budget, this component of the project (reconfiguration of entrance and upgrades to the multipurpose room and library). However, this was put on hold for evaluation with Council through the budget review at the administrative level when it became clear that the overall project cost would likely exceed available funds.

To enable the completion of the changerooms component (and to ensure that the Shire does not lose the \$210,000 contribution from the State government); it is now requested that Council approve a reallocation of an additional \$340,000. The proposed amended budget allows for an additional \$290,000 in construction and an amount of \$50,000 being an appropriate allowance for possible project costs that could be incurred by the Shire. By approving the requested allocation of funds, this will mitigate the risk of losing some \$209,979 in State funding which will occur should the project not be completed by mid-June 2026.

|                    | Current Project Budget | Proposed Project Budget                           |
|--------------------|------------------------|---|
| Shire Contribution | \$380,021              | \$380,021 + \$340,000<br>(\$720,021)              |
| Shire In-Kind      | \$39,937.50            | \$39,937.50                                       |
| State Funding      | \$209,979              | \$209,979   |
| <b>Total</b>       | <b>\$629,937</b>       | \$969,937.50<br><b>(\$930,000 Cash Component)</b> |

If Council forms the view that the revised project cost of for a changeroom block does not demonstrate value for money—particularly given the facility will be fully utilised for only around 10 home/finals fixtures per year—an alternative course of action is available. Council may determine that the capital outlay is



disproportionate to the utilisation rate, the broader community benefit, and the long-term financial commitments of the Shire, and therefore not a prudent investment of ratepayer funds.

In this circumstance, Council could resolve not to proceed with the negotiated contract and instead try to find a more cost-effective option that still meets compliance, accessibility and community needs. This approach will increase the timeframe for a changeroom solution and potentially impact the availability of grant funding towards the project.

Council may instead decide to:

- Decline to progress with the changeroom upgrade at the current cost.
- Engage a qualified architect or quantity surveyor to review the scope, specifications and design standard to identify opportunities for significant cost reduction (e.g. modular layouts, reduced footprint, staged construction).
- Develop a revised concept and cost estimate for a scaled or staged facility that is better aligned to actual utilisation and affordability.
- Re-submit a new CSRFF application in a future funding round based on a revised design, acknowledging that the current \$210,000 grant would be forfeited.

This approach preserves Council's financial flexibility, avoids committing to a high-cost single purpose asset with limited annual use, and allows the Shire to explore a more proportionate long-term solution for the Cervantes community. This approach however does not address the project's goal of providing equitable sets of compliant male and female changerooms at this venue. This direction also runs the risk that costs will continue to escalate in the building industry affecting the project's future viability in its entirety.

### CONSULTATION

The tender was originally advertised in the West Australian and via the Shire's social media over 28-days with the submission period closing at 4pm on Friday 26 September. Direct quotes were sought over a 7-day period in October-November 2025.

### STATUTORY ENVIRONMENT

*Local Government Act 1995 – Section 3.57:* Requires public tender for goods/services above the threshold (the original tender complied with this).

*Local Government Act 1995 – Section 6.8:* Expenditure not in the annual budget must be authorised by Council resolution. The proposed \$340,000 funding increase falls under this section.

*Local Government (Functions and General) Regulations 1996 – Part 4: Regulation 18(5):* "If a local government has invited tenders

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and no tender is accepted, it may invite new tenders or may enter into negotiations with a person who tendered, with a view to entering into a contract". This provision authorises Council to now negotiate directly with RBT, who was an original tenderer, since no tender was accepted.

### POLICY IMPLICATIONS

*Council Policy 1.1 - Purchasing and Tender* : Council's Purchasing Policy allows sole-source negotiations under Reg 18(5) when no tender is accepted.

*Council Policy 1.3 - Regional Price Preference*: Does not apply, as neither RBT, nor any tenderer is a local (Shire-based) supplier.

### FINANCIAL IMPLICATIONS

This report recommends that the Shire allocate an additional \$340,000 to the Cervantes changerooms upgrade project and subsequent reduction in budget, (and effective deferral) for the Cervantes Community Centre entry / multi-purpose room.

By approving the requested allocation of funds, this will mitigate the risk of losing some \$210,000 in State funding which will occur should the project not be completed by mid-June 2026.

### STRATEGIC IMPLICATIONS

#### *Shire of Dandaragan Council Plan*

| Priority Outcomes  | Initiatives   |
|--|---|
| Our recreation precincts will be contemporary and highly utilized. | Complete the construction of a new changeroom block at the Cervantes Recreation Centre. |

#### *Strategic Community Plan 2022–2032*

#### *Goal 2: Healthy, Safe and Active Communities*

*Strategy 2.2.2: Maintain and enhance recreation and community facilities to meet local needs.*

#### *The Shire's Sport and Recreation Plan 2022*

Establishes a minimum level of service for the provision of infrastructure of four sets of gender diverse changerooms with toilets and showers at each winter sport season hosting recreation precinct in the Shire, being the towns of Cervantes, Dandaragan and Jurien Bay.

### ATTACHMENTS

Nil

### VOTING REQUIREMENT

Absolute Majority

**OFFICER RECOMMENDATION / COUNCIL DECISION**

Moved Cr Johnson, seconded Cr Krakowiak

That Council:

1. Approve a budget amendment to increase the 2025/26 Capital Works Program allocation for the Cervantes Recreation Centre Changerooms upgrade by \$340,000 (to \$930,000 total), with the additional funds to be offset by a \$340,000 reduction in the allocation to the Cervantes Community Recreation Centre New Entry and Multi-Purpose Room.
2. Pursuant to *Regulation 18(5) of the Local Government (Functions and General) Regulations 1996*, authorise the Chief Executive Officer to negotiate and enter into a contract with RBT Manufacturing for the construction of the Cervantes Recreation Centre changerooms at the quoted price (including GST) in RBT's proposal.
3. Authorise the CEO to finalise and refine the project scope, specifications, delivery timeframe and cost plan to be consistent with the approved budget and RBT's submission, so that the project can be delivered by mid-June 2026 (meeting CSRFF grant requirements).

**CARRIED BY ABSOLUTE MAJORITY 7 / 0**

**FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak**

**AGAINST: Nil**

### **9.3.2 ADOPTION OF LOCAL PLANNING POLICY 9.15 WORKFORCE ACCOMMODATION**

|                         |  |
|-------------------------|--|
| Location:               | N/A  |
| Folder Path:            | SODR-877026889-11242                                 |
| Disclosure of Interest: | None   |
| Date:                   | 17 November 2025                                     |
| Author:                 | Janine Eriksson, Strategic Planning Coordinator      |
| Senior Officer:         | Louis Fouché, Executive Manager Development Services |

#### **PROPOSAL**

This report presents the Workforce Accommodation Local Planning Policy (LPP 9.15) to Council for adoption subject to minor

modifications arising from a submission received during the public advertising period.

### **BACKGROUND**

Workforce accommodation in the Shire of Dandaragan has traditionally supported agricultural and resource-based activities but is now emerging as a more prominent land use due to a growing pipeline of renewable energy projects. Renewable energy proposals require a significant construction workforce to be housed for a period of at least 3-5 years.

The pre-existing renewable energy projects in the Shire of Dandaragan each required a construction workforce of approximately 200 employees. The recently approved Parron Windfarm is expected to require a workforce of around 400 employees during its construction phase. There are currently four prospective renewable energy proposals in the pre-planning phase within the Shire. These projects are estimated to require a total of approximately 1,300 additional construction workers.

The Shire's Local Planning Scheme No. 7 (LPS7) does not currently provide specific guidance for Workforce Accommodation, resulting in proposals being treated as a 'use not listed' and assessed under Clause 3.4.2. Public advertising for a minimum of 28 days is generally required prior to determination of these applications.

The Shire is reviewing LPS7 with the intent of introducing a formal definition, development controls, and land use permissibility for Workforce Accommodation in the revised Local Planning Scheme No. 8 (LPS8). In the interim, consistent with the State Planning Framework and Local Planning Strategy, a Local Planning Policy (LPP) is considered beneficial to guide Development Application requirements and assessment criteria for Workforce Accommodation proposals.

The Local Planning Policy encourages workforce accommodation to be located within or near urban centres and townsites. This approach is intended to deliver mutual benefits for local communities and businesses by fostering economic activity and promoting social integration.

Given the scale of potential workforce accommodation, the Local Planning Policy (LPP) recognises the possible impact on townsite amenity and rural landscapes. To manage this, the policy includes specific provisions for the location and design of workforce accommodation, which outline the suitability of workforce accommodation in both urban and rural areas. Development standards include 'basic design standards' appropriate for temporary workforce accommodation in rural areas, and 'high design standards' are included for some urban or townsite zones, particularly where it can be demonstrated that the infrastructure or dwellings can be adapted for reuse.

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The draft LPP 9.15 was presented to Council at its October 2025 Ordinary Meeting and subsequently advertised over a period of 21 days. A submission was received from Alinta Energy which is addressed in the Schedule of Submissions included as Attachment 1 to this report.

### COMMENT

Alinta Energy's submission indicates support for a policy framework that allows flexibility in workforce accommodation solutions, guided by project-specific studies and impact assessments. The submission includes the suggestions relating to terminology, definitions, and clarification of development requirements which are detailed in the Schedule of Submissions (Attachment 1):

The minor modifications to the policy detailed in Attachment 1 are shown below, and are included in the final Local Planning Policy 9.15: Workforce Accommodation (Attachment 3):

- 'Construction workforce' is to be interpreted as ~~a significant number of construction~~ the staff required to be brought into the locality for undertaking the construction phase of the project or during maintenance shut-downs, outside of what would otherwise be considered the operational phase of the project.
- The following policy objective to be modified as indicated. 'Support the development of workforce accommodation on 'Rural' zoned land for ~~short-term~~ construction projects, or seasonal or periodic employment where it does not compromise agricultural or approved land uses — and is sited to protect environmentally sensitive areas, and areas of visual heritage significance'.
- Replace provision 7.4.2.1 '(b) to include; '(b) Modular or transportable buildings, including second-hand structures, are permitted provided:
  - they are structurally sound and fit for Classification
  - buildings are arranged to minimise visual clutter.'

### CONSULTATION

Clause 4(2) of Schedule 2 – Deemed Provisions for Local Planning Schemes ('Deemed Provisions') of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires a minimum advertising period of 21 days for a draft LPP.

LPP 9.15 was advertised for 21 days following the Council meeting on 23 October 2025 and concluded on 15 November 2025. One submission was received as addressed in the attached Schedule of Submissions.

### STATUTORY ENVIRONMENT

#### *Shire of Dandaragan Local Planning Scheme No.7*

|   |
|---|
| <b>MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025</b> |
|---|

‘Workforce Accommodation’ is a land use classification (use class) that is not listed within the zoning table of the Scheme. On this basis, the use-not-listed provisions of the Scheme apply as follows:

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

*Western Australian Planning Commission – Position Statement:  
Workforce accommodation (Position Statement)*

The Position Statement outlines development requirements for workforce accommodation under the *Planning and Development Act 2005* and provides guidance to local governments on using the local planning framework to manage such developments. It highlights how planning instruments such as local planning schemes and strategies, and local planning policies can be used to control workforce accommodation, except where the *Mining Act 1978* or *State Agreement Acts* take precedence.

The ability to prepare and adopt an LPP to guide decision making on workforce accommodation is supported in the Position Statement:

*6.3 Where scheme provisions are not required, local planning policies can also provide guidance on workforce accommodation and be consistent with this Position Statement. Local planning policies are made pursuant to a scheme and assist local governments in the guidance of discretion.*

The draft LPP has been developed to provide local level guidance relevant to the matters that are outlined in the Position Statement.

*The Planning and Development Act 2005*

*The Planning and Development Act 2005* establishes a general requirement for all development to obtain approval through a development application made under a planning scheme. However, the jurisdictions of the *Mining Act 1978* and *State*

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*Agreement Acts* can vary the application of the *Planning and Development Act 2005*.

The Position Statement includes the following table which clarifies the factors which planning decisions makers can control and not control in consideration of workforce accommodation under the *Planning and Development Act 2005*.

| Controlled   | Not Controlled  |
|--|---|
| <ol style="list-style-type: none"> <li>1. Where a planning application is required, the terms of an approval related to:               <ol style="list-style-type: none"> <li>(a) timeframe</li> <li>(b) setbacks</li> <li>(c) landscaping</li> <li>(d) parking and access</li> <li>(e) location and appearance of buildings.</li> <li>(f) integration with surrounding areas.</li> <li>(g) any other land use planning matters relevant to the site.</li> </ol> </li> <li>(2) Where a planning application is required, the ability to approve/refuse a proposal considering local planning scheme requirements.</li> </ol> | <ol style="list-style-type: none"> <li>1. Any matters specified by a State Agreement Act.</li> <li>2. The issuing of a mining tenement made under the Mining Act 1978 – which can include a general purpose lease for ‘any other purpose directly connected with mining operations’ (may be located in a townsite).</li> <li>3. That workforce accommodation needs to be met by permanent accommodation rather than ‘camps’.</li> <li>4. That workforce accommodation be located in a town rather than a minesite.</li> <li>5. Whether the land for workforce accommodation is owned by the Crown or held in fee simple.</li> <li>6. Requirements for ‘community contributions’ by workforce accommodation proponents.</li> <li>7. Requirements for workforce accommodation to achieve ‘legacy benefits’</li> </ol> |

### *Planning and Development (Local Planning Schemes) Regulations 2015 (the Planning Regulations)*

The ability to prepare a LPP is afforded to the Council under clause 3 of Schedule 2 of the Deemed Provisions. The Deemed Provisions allow the Shire to prepare policies in respect to any matter related to planning and development. Policies may apply to a particular class or matter and relate to one or more parts of the Shire’s Local Planning Scheme area. Clause 4 sets out the procedure for making (and amending) a LPP.

LPPs are guidelines used to assist the local government in making decisions under the Local Planning Scheme. They must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies. In considering a development application, the local government must have due regard to relevant LPPs to the extent that the LPP is consistent with the Local Planning Scheme.

## MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Nil

### STRATEGIC IMPLICATIONS

*Shire of Dandaragan Council Plan*

| Prosperity   | Outcomes   |
|--|--|
| The region will experience economic and population growth with increasing economic opportunities, diversifying primary production and a vibrant visitor economy. | We will play a more active role in the development of land where supply is constrained and seek diverse solutions for increasing housing supply. |

*Shire of Dandaragan Local Planning Strategy*

### **Section 6.9.1 Accommodation for mining workers (operations/construction)**

*Mining and construction operators from time to time need to establish accommodation for their workers. Accommodation requirements for workers can be temporary, in the case of the construction of infrastructure workers, or more permanent, for instance for mining operators that would require the accommodation for the life of the mine. In most instances, workforce accommodation is constructed within a mining lease area, so Shire has a limited statutory responsibility. Outside of these areas, however, a proposal for workforce accommodation may need to be assessed under the Scheme. Shire encourages operators to locate non-key permanent staff in established townsites. Where this is not possible due to the remoteness of a mining activity, Shire will consider the on-site provision of temporary and permanent workers accommodation based on the merits of specific applications by considering the following:*

- *suitable access to the property being provided.*
- *the availability of services and infrastructures.*
- *the management of potential adverse impacts and land use conflict.*
- *consideration of fire risks and management.*
- *adequate landscaping and screening.*
- *the need for security and lighting and associated impacts; and*
- *rehabilitation of the site after the cessation of operations.*

### **6.9.2 Key findings**

- *Mining is an important economic activity.*
- *There is a need to prepare a local planning policy to provide further guidance when planning for workforce accommodation to service mining projects.*



## MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025

The Shire of Dandaragan Local Planning Strategy identifies the need for a Local Planning Policy (LPP) to guide the planning and assessment of workforce accommodation and provides high level guidance for items to be considered.

### ATTACHMENTS

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

- Attachment 1 -Schedule of Submissions (SODR-877026889-11283)
- Attachment 2 -Advertised Draft Local Planning Policy 9.15: Workforce Accommodation (SODR-877026889-11062)
- Attachment 3 -Final Local Planning Policy 9.15: Workforce Accommodation (SODR-877026889-11284)

**(Marked 9.3.2)**

### VOTING REQUIREMENT

Simple Majority

### OFFICER RECOMMENDATION / COUNCIL DECISION

**Moved Cr Lethlean, seconded Cr Young**

**That Council adopts Local Planning Policy 9.15 – Workforce Accommodation Doc Id: SODR-877026889-11283.**

**CARRIED 7 / 0**

**FOR: Cr O’Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak**

**AGAINST: Nil**

## **9.4 GOVERNANCE & ADMINISTRATION**

### **9.4.1 ARTIFICIAL INTELLIGENCE POLICY**

|                         |                                       |
|-------------------------|---------------------------------------|
| Location:               | N/A                                   |
| Applicant:              | N/A                                   |
| Folder Path:            | SODR-1792953452-2535                  |
| Disclosure of Interest: | None                                  |
| Date:                   | 13 November 2025                      |
| Author:                 | Brent Bailey, Chief Executive Officer |
| Senior Officer:         | N/A                                   |

### PROPOSAL

Council is asked to endorse an Artificial Intelligence Policy. The policy has been developed to establish clear governance and guidance over the use of AI technologies across the organisation.

BACKGROUND

Artificial intelligence (AI) technologies are increasingly being integrated into local government operations, including customer service systems, data analysis, asset management, and administrative processes. The adoption of AI presents significant opportunities for improved efficiency, service delivery, and innovation, but also introduces new governance, privacy, and ethical considerations.

The Shire of Dandaragan currently does not have a policy framework governing the use of AI tools or applications by staff or contractors. The proposed AI Policy establishes clear principles and expectations for the responsible use of AI, ensuring alignment with legislative obligations, information management standards, and community values.

COMMENT

The proposed AI Policy outlines the Shire's position on the use of artificial intelligence and related technologies, ensuring their deployment:

- is ethical, transparent and accountable;
- respects privacy, confidentiality, and intellectual property rights;
- supports staff capability and decision-making rather than replacing human judgement;
- complies with the *State Records Act 2000*, *Privacy Act 1988 (Cth)*, and other applicable legislation; and
- aligns with the Shire's broader governance and information management frameworks.

The policy provides guidance on acceptable use, data security, accuracy and reliability of AI-generated information, and the need for human oversight in all decision-making processes.

By adopting this policy, the Shire will position itself to safely leverage AI technologies while maintaining public trust and ensuring ethical governance standards.

CONSULTATION

- IT – External Supplier
- Industry guidance from WALGA and the Office of Digital Government

STATUTORY ENVIRONMENT

- *Local Government Act 1995*
- *State Records Act 2000*
- *Privacy Act 1988 (Cth)*
- *Freedom of Information Act 1992*

## MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025

### POLICY IMPLICATIONS

This report recommends adoption of a new Artificial Intelligence Policy.

### FINANCIAL IMPLICATIONS

Nil direct financial implications from policy adoption. Future implementation of AI-related systems or tools may have budget implications subject to separate Council consideration.

### STRATEGIC IMPLICATIONS

While there is no direct link to the current Council Plan, Officers recommend adoption of the AI Policy to enhance decision-making and service delivery associated with projects and initiatives identified in the Council Plan.

### ATTACHMENTS

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

- Policy 1.6 - C-1AI016 - Artificial Intelligence Policy (Doc Id: SODR-461937211-1628)

**(Marked 9.4.1)**

### VOTING REQUIREMENT

Simple Majority

### **OFFICER RECOMMENDATION / COUNCIL DECISION**

**Moved Cr Young, seconded Cr Gibson**

**That Council adopts the Artificial Intelligence Policy as presented in Doc Id: SODR-461937211-1628.**

**CARRIED 7 / 0**

**FOR: Cr O'Gorman, Cr Lethlean, Cr Gibson, Cr Young,  
Cr Johnson, Cr Glasfurd, Cr Krakowiak**

**AGAINST: Nil**

## **9.5 COUNCILLOR INFORMATION BULLETIN**

### **9.5.1 SHIRE OF DANDARAGAN – BUILDING STATISTICS – OCTOBER 2025**

Document ID: SODR-2045798944-37859

Attached to the agenda is a copy of the Shire of Dandaragan Building Statistics for October 2025. **(Marked 9.5.1)**

**MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 27 NOVEMBER 2025**

**9.5.2 SHIRE OF DANDARAGAN – PLANNING STATISTICS – OCTOBER 2025**

Document ID: SODR-2045798944-37904

Attached to the agenda is a copy of the Shire of Dandaragan Planning Statistics for October 2025. **(Marked 9.5.2)**

**9.5.3 SHIRE OF DANDARAGAN TOURISM / LIBRARY / COMMUNITY ACTIVITIES REPORT FOR OCTOBER 2025**

Document ID: SODR-1876983588-2772

Attached to the agenda is monthly report for Tourism / Library for October 2025. **(Marked 9.5.3)**

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

Nil

**11 CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC**

Nil

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

Nil

**13 CLOSURE OF MEETING**

The presiding member declared the meeting closed at 4.48pm.

These minutes were confirmed at a meeting on

.....

Signed .....

Presiding person at the meeting at which the minutes were confirmed

Date .....