



SHIRE
of
DANDARAGAN

AGENDA AND BUSINESS PAPERS

for the

ORDINARY COUNCIL MEETING

to be held

**AT THE DANDARAGAN COMMUNITY RECREATION CLUB,
DANDARAGAN**

on

THURSDAY 24 SEPTEMBER 2020

COMMENCING AT 4.00PM

(THIS DOCUMENT IS AVAILABLE IN LARGER PRINT ON REQUEST)



ORDINARY COUNCIL MEETING

THURSDAY 24 SEPTEMBER 2020

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

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

DAY	DATE	TIME	MEETING VENUE
Thurs	24 September 2020	4.00pm	Dandaragan
Thurs	22 October 2020	4.00pm	Jurien Bay
Thurs	26 November 2020	4.00pm	Cervantes
Thurs	17 December 2020	4.00pm	Jurien Bay
Thurs	28 January 2021	4.00pm	Jurien Bay
Thurs	25 February 2021	4.00pm	Jurien Bay
Thurs	25 March 2021	4.00pm	Jurien Bay
Thurs	22 April 2021	4.00pm	Badgingarra
Thurs	27 May 2021	4.00pm	Jurien Bay
Thurs	24 June 2021	4.00pm	Jurien Bay

Brent Bailey
CHIEF EXECUTIVE OFFICER



DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING A COUNCIL MEETING

Please note:

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

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

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

Brent Bailey
CHIEF EXECUTIVE OFFICER



COUNCIL MEETING INFORMATION NOTES

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

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

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

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

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

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

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

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

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

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

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

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

NOTE:

10.3 Unopposed Business

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

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

SHIRE OF DANDARAGAN QUESTIONS FROM THE PUBLIC

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

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

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

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

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

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

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

SHIRE OF DANDARAGAN

QUESTIONS FROM THE PUBLIC

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

Name: _____ Signature: _____

Address: _____

Contact No: _____ Meeting Date: _____

Council Agenda Item No: _____

Name of Organisation Representing: _____
(if applicable)

QUESTION:

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

Please see notes on Public Question Time overleaf...



SHIRE OF DANDARAGAN

Record of Disclosure

Person making disclosure:

Surname: _____

Given Names: _____

Member of Council Officer of Council Committee Member

Date of Meeting: _____

Type of Meeting: Ordinary Meeting of the Council Committee Meeting

Special Meeting of the Council Selection Panel Other _____

Report Item No: _____

Report Title: _____

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

Indirect Financial (section 5.61) Impartiality

Extent of Interest: _____

Signed: _____ **Date:** _____

(Office Use Only)

Minute Book Page: _____

Signature of Staff Recording Entry: _____

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

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

Section 5.60A – Financial Interest

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

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

Section 5.60B - Proximity interest

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

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

Section 5.61 – Indirect Financial Interest

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

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

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

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

- preside at the part of the meeting relating to the matter; or

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

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

Disclosure of Interest Affecting Impartiality

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

The existence of an interest affecting impartiality is dependent on –

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

For example, with the declaration of a financial interest an elected member leaves the room and does not vote (unless permitted to do so by the meeting or the Minister). With the declaration of an impartiality interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the meeting continues as if no interest existed.

If the matter in which an elected member or employee has an interest affecting impartiality is to be discussed at a council or committee meeting, the member or employee is to disclose the interest either in a written notice given to the CEO before the meeting or verbally at the meeting immediately before the matter is discussed.

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

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

Table of Contents

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	1
1.1	DECLARATION OF OPENING.....	1
1.2	DISCLAIMER READING	1
2	RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE.....	1
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
4	PUBLIC QUESTION TIME.....	2
5	APPLICATIONS FOR LEAVE OF ABSENCE.....	2
6	CONFIRMATION OF MINUTES	2
6.1	MINUTES OF THE ORDINARY MEETING HELD 27 AUGUST 2020.....	2
7	NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....	2
8	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS	2
9	REPORTS OF COMMITTEES AND OFFICERS	3
9.1	CORPORATE & COMMUNITY SERVICES.....	3
9.1.1	ACCOUNTS FOR PAYMENT – AUGUST 2020	3
9.1.2	FINANCIAL STATEMENTS - MONTHLY REPORTING FOR THE PERIOD ENDING 31 AUGUST 2020.....	5
9.1.3	BUDGET AMENDMENT - STAFF HOUSING REFURBISHMENT.....	7
9.2	INFRASTRUCTURE SERVICES.....	11
9.3	DEVELOPMENT SERVICES.....	11
9.3.1	PROPOSED MICROBREWERY – 12 GYPSUM STREET, JURIE BAY.....	11
9.3.2	PROPOSED GARAPORT – 28 MIDDLETON BOULEVARD, JURIE BAY	26
9.3.3	PROPOSED ROAD CLOSURES AND AMALGAMATION – RESERVE 28541 PORTIONS OF UNMADE ROAD RESERVES OFF DOUST, ROBERTS AND HEATON STREETS, JURIE BAY.....	31
9.4	GOVERNANCE & ADMINISTRATION	35
9.4.1	OVERFLOW CAMPING POLICY.....	35
9.4.2	SHIRE OF DANDARAGAN POLICY MANUAL AMENDMENTS	39
9.5	COUNCILLOR INFORMATION BULLETIN.....	3
9.5.1	SHIRE OF DANDARAGAN – AUGUST 2020 COUNCIL STATUS REPORT	42
9.5.2	SHIRE OF DANDARAGAN – EXECUTIVE MANAGER INFRASTRUCTURE REPORT – AUGUST 2020.....	42
9.5.3	SHIRE OF DANDARAGAN – BUILDING STATISTICS – AUGUST 2020.....	42
9.5.4	SHIRE OF DANDARAGAN – PLANNING STATISTICS – AUGUST 2020.....	42
9.5.5	SHIRE OF DANDARAGAN TOURISM / LIBRARY REPORT FOR AUGUST 2020.....	42
10	NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING	42
11	CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC.....	42
12	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	42
13	CLOSURE OF MEETING	42

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**1.1 DECLARATION OF OPENING**

"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

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

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

2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**Members**

Councillor L Holmes	(President)
Councillor P Scharf	(Deputy President)
Councillor J Clarke	
Councillor A Eyre	
Councillor W Gibson	
Councillor D Richardson	
Councillor R Rybarczyk	
Councillor R Shanahun	
Councillor D Slyns	

Staff

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

Apologies**Approved Leave of Absence**

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 CONFIRMATION OF MINUTES

6.1 MINUTES OF THE ORDINARY MEETING HELD 27 AUGUST 2020

7 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Advance Dandaragan – Vision Document

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 CORPORATE & COMMUNITY SERVICES

9.1.1 ACCOUNTS FOR PAYMENT – AUGUST 2020

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Financial Management / Creditors / Expenditure
Disclosure of Interest:	None
Date:	11 September 2020
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

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

BACKGROUND

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

COMMENT

The cheque, electronic funds transfer (EFT), BPAY and direct debit payments for August 2020 totalled \$888,841.13 for the Municipal Fund.

Should Councillors wish to raise any issues relating to the August 2020 Accounts for payment, please do not hesitate to contact the Executive Manager Corporate and Community Services prior to the Council Meeting, in order that research can be undertaken and details provided either at the time of the query or at the meeting.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

Regulation 13 of the Local Government Financial Management Regulations 1997.

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Cheque, EFT and direct debit listings for August 2020 (Doc Id: 162682)
(Marked 9.1.1)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That the Cheque and EFT listing for the period ending 31 August 2020 totalling \$888,841.13 be adopted.

9.1.2 FINANCIAL STATEMENTS - MONTHLY REPORTING FOR THE PERIOD ENDING 31 AUGUST 2020

Location:	Shire of Dandaragan
Applicant:	N/A
Folder	Business Classification Scheme / Financial Management / Financial Reporting / Periodic Reports
Disclosure of Interest:	None
Date:	14 September 2020
Author:	Scott Clayton, Executive Manager Corporate and Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To table and adopt the monthly financial statements for the period ending 31 August 2020.

BACKGROUND

As part of the Local Government Act 1995 and Financial Management Regulations (1996), monthly financial statements are required to be presented to Council. Circulated are the monthly financial statements for the period ending 31 August 2020.

COMMENT

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

1. Net Current Assets

Council's Net Current Assets [i.e. surplus / (deficit)] position as at the 31 August 2020 was \$7,250,806. The composition of this equates to Current Assets minus Current Liabilities less Cash Assets that have restrictions on their use placed on them, in this case Reserves and Restricted Assets. The current position indicates that Council can easily meet its short-term liquidity or solvency.

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

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

2. Material Variances

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

Note 12 of the attached report details any significant variances. Should Councillors wish to raise any issues relating to the 31 August 2020 financial statements, please do not hesitate to

contact the Executive Manager Corporate and Community Services prior to the Council Meeting in order that research can be undertaken and details provided either at the time of the query or at the meeting.

CONSULTATION

Chief Executive Officer

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

STRATEGIC IMPLICATIONS

There are no strategic implication relevant to this item.

ATTACHMENTS

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

- Financial statements for the period ending 31 August 2020 (Doc Id:162772)
(Marked 9.1.2)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

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

9.1.3 BUDGET AMENDMENT - STAFF HOUSING REFURBISHMENT

Location:	2 York Street, Jurien Bay
Applicant:	N/A
Folder Path:	Business Classification Scheme / Council Properties / Maintenance / Jurien Bay
Disclosure of Interest:	Nil
Date:	14 September 2020
Author:	Brent Bailey, Chief Executive Officer
Senior Officer:	N/A

PROPOSAL

This item recommends a budget amendment to undertake repair and minor refurbishment of the Shire staff house at 2 York Street, Jurien Bay. The house has been recently vacated which provides an opportune time for these works prior to re-tenanting.

BACKGROUND

The Shire has owned the residential dwelling at 2 York Street since 1977 and for the last 9 years the property was provided to the former Manager Building Services. During this time there has been minimal maintenance / refurbishment undertaken as shown in the following itemised list:

WORK ITEM	COST
Cooktop & fittings	\$912
Install Air conditioner	\$800
Wardrobe Installation	\$1201
Zincalume flashings	\$460
Toilet replacement	\$427
Repair electrical switches & lighting	\$387
Replace smoke alarms	\$277
Inspect RCD & smoke alarm compliance	\$152

Following the recent vacancy of the dwelling a property inspection has been undertaken by the Shire's Building Maintenance Officer and the following list of works has been identified and prioritised that require external contractors and materials.

These works were not identified at the time the budget was developed however the high priority works and internal painting should ideally be completed prior to re-tenanting the residence. To facilitate these works in a timely manner a budget amendment is proposed to utilise funds from the Building Reserve for this purpose.

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 24 SEPTEMBER 2020

HIGH PRIORITY	
WORK ITEM	COST
Electrical Works – Replace light fittings, change GPOs, replace smoke alarms, repairs to primary air conditioner, install air conditioner in bedroom 1, install rear patio light.	\$3,400
Water Softener – Current unit is not working and unserviceable	\$2,900
Shower Screen Ensuite – Broken and cracked, requires replacement	\$1,020
Laundry Cabinets – chipboard has perished, no location for enclosed laundry storage.	\$2,900
Bedroom Carpets – Current carpets are >20 years old were in poor condition and have been removed.	\$2,900
Miscellaneous materials – Towel rails, outdoor fascia repairs, shed door replacement, minor hardware repairs items.	\$1,550
Ensuite Vanity Unit – current unit is broken and outdated.	\$960
TOTAL	\$15,630

MEDIUM PRIORITY	
WORK ITEM	COST
Internal Painting – last internal repaint was >10 years ago.	\$8,000
Flyscreens – Current flyscreens are perishing.	\$1,170
2x Security Doors – To replace aged lightweight aluminium doors.	\$1,980
Built in Robe – Bed 1/Ensuite – No current enclosed shelving in bedroom 1, clothes shelves currently located in ensuite.	\$2,500
TOTAL	\$13,650

LOW PRIORITY	
WORK ITEM	COST
External Painting	\$7,500
External Patio Extension & Privacy Screening	\$10,230
Bathroom Shower Screen (to replace shower curtain)	\$1,225
TOTAL	\$18,955

COMMENT

The officer's recommendation proposes that Council approve a budget amendment to allocate \$23,630 from the Building Renewal Reserve to fund the high priority works and internal painting. The purpose of the Building Renewal Reserve is:

“To fund capital renewal of buildings and associated assets as guided by the Building Asset Management Plan”

The proposed renewal of this building is consistent with the reserve purpose.

By undertaking the high priority works and internal painting the residence will be tenatable in a suitable standard and reutilised in a short timeframe. The other lower priority items are proposed be deferred until the 2021/2022 budget process and can be completed with minimal disruption to a tenant.

Alternatively, given the level of expenditure identified, Council may consider other options such as:

- 1) Defer the maintenance and refurbishment items identified to a future budget cycle where the works aren't reliant on reserve transfers. This option may see the property held vacant or tenanted in a sub-standard condition.
- 2) Consider the ongoing ownership of the property as being surplus to needs and put the property on the market in its current condition.

CONSULTATION

Nil

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

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

This item recommends a budget amendment as follows:

Transfer from Building Renewal Reserve - \$23,630

2 York Street – Building Renewal - \$23,630

The current balance of the Building Renewal Reserve is \$791,613

STRATEGIC IMPLICATIONS

Strategic Community Plan – Envision 2029

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 24 SEPTEMBER 2020

01 – Infrastructure	The Shire will sustain a dynamic infrastructure network responsive to usage demand that attracts and retains residents and businesses
Priority Outcomes	Our Roles
Our investments in public assets are based on responsible and sustainable asset custodianship	Modernise the Shire’s Asset Management Planning framework to sustainably manage our existing asset network and consider asset expansion within sustainable levels of service

ATTACHMENTS

Nil

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council:

- 1. Endorse a budget amendment to complete the following list of prioritised works at 2 York Street, Jurien Bay in 2020 / 2021:**

WORK ITEM	COST
Electrical Works	\$3,400
Water Softener	\$2,900
Shower Screen Ensuite	\$1,020
Laundry Cabinets	\$2,900
Bedroom Carpets	\$2,900
Miscellaneous materials	\$1,550
Ensuite Vanity Unit	\$960
Internal Painting	\$8,000
Total	\$23,630.00

- 2. Endorse the transfer of \$23,630 from the Building Renewal Reserve to meet these costs.**

9.2 INFRASTRUCTURE SERVICES

9.3 DEVELOPMENT SERVICES

9.3.1 PROPOSED MICROBREWERY – 12 GYPSUM STREET, JURIEN BAY

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

PROPOSAL

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



Locational Map of 12 Gypsum Street, Jurien Bay

BACKGROUND

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

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

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

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

If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may —

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

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

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

A Microbrewery is defined under the Scheme as follows:

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

It was determined that the proposal could be considered under Clause 3.4.2 (b) of the Scheme, and as such, public advertisement of the proposal was undertaken by the reporting officer in accordance with the Shire's Delegations Register.

Alternatively, Council could determine that the proposal is not consistent with the objective of the Industrial zone (Clause 3.4.2 (c) of the Scheme) via an alternative motion to officer recommendation 1 and the development application would not proceed to be refused or approved.

Liquor Licence Types

The applicant has advised that they will be applying for a 'Tavern Licence'. The various types of licences available under the Liquor Act are outlined in the table below taken from the Racing, Gaming and Liquor webpage. These have been outlined to provide comparative information but are subject to the separate approvals process carried out by Racing, Gaming and Liquor.

The Liquor Act provides for the grant of a hotel licence, hotel restricted licence, tavern licence and a tavern restricted licence. However, they are all referred to as a hotel licence and vary in the manner of trade and trading restrictions in accordance with section 41 of the Act. These are outlined below.

Hotel
Authorises the sale and supply of liquor, for consumption on and off the licenced premises and must provide accommodation.
Hotel restricted
Authorises the sale and supply of liquor for consumption on the premises only (i.e. no packaged liquor sales except to a lodger and only in such quantities that might be reasonably consumed by that lodger on that day). It is also subject to the conditions that it provides accommodation.
Tavern
Authorises the sale and supply of liquor for consumption on and off the licenced premises. A holder of a tavern licence does not need to provide accommodation.
Tavern restricted
Authorises the sale and supply of liquor for consumption on the licenced premises only (i.e. no packaged liquor sales). A holder of a tavern restricted licence does not need to provide accommodation.

A producer's licence under section 55 of the Act primarily authorises the licensee to sell liquor that has actually been produced by, or under the control or direction of, that person. However, the licensee is also authorised to sell or supply liquor, other than liquor produced by the licensee if the liquor is consumed ancillary to a meal in a dining area on the licensed premises or for the purpose of tastings.

Requirements to be met
Beer and other spirits must be brewed/distilled on the licensed premises to be

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 24 SEPTEMBER 2020

deemed liquor produced by the licensee.
Consumption on the premises
Generally, a producer's licence is authorised to sell and supply take-away liquor for consumption off the licensed premises.
A producer's licence can also include an area on the licensed premises for the conduct of tastings or consumption subject to appropriate facilities such as toilets being available and local health and planning approvals having been issued.
Liquor not produced by the licensee can only be sold if it is ancillary to a meal or for the purposes of tastings.
What is considered to be a 'genuine producer' under the Act
The licensing authority must be satisfied that there is a sufficient yield from the vineyard/orchard or apiary to enable the applicant to be regarded as a genuine producer of liquor (tonnage sufficient to produce 5,000 bottles of liquor).

The compatibility of a 'Tavern Licence' in the industrial area is discussed in the comments section of this report.

COMMENT

After consideration for the installation of seating furniture (recommended as a condition of approval) the proposed licenced area of the development would have a capacity for no more than 225 patrons. This number has been used in determining the number of car parking bays and toilet facilities required.

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

- 13 x car parking bays
- 3 x bicycle racks

The proponent has shown 13x car bays on the development's site plan and is compliant with LPP9.6's listed standard. It is assumed the bicycle racks will form part of the site landscaping – this is recommended as a condition of approval. The applicant has also stated that they have an initial agreement with Skydive Jurien Bay to use their shuttle vehicles in the evening to transport patrons to and from the Microbrewery, in an effort to reduce the onus on patron premise vehicle parking.

LPP9.6 outlines for Industrial zoned properties, parking only needs to be a suitable gravel standard only, as proposed. The development site is also provided with a large 40m long verge area which has also been finished with a gravel surface. This area could also be used for vehicle overflow parking unless Council

determines that this is not appropriate for the development. This would require an additional condition of approval to be added to ensure the verge area is not used for parking at anytime.

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

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

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

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

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

The location of the Microbrewery within the CDLIA results in minimal concern that the development is not compatible with its setting or established amenity of the locality it is situated within - providing the premises undertakes brewing activities on site to comply with the planning scheme. This has been included as a condition of planning approval. The proposed Microbrewery will

appear no different to other established lots within the CDLIA. Noise concerns regarding the licensed area are also negligible considering no established residential locality is in close vicinity of the development. The applicant has been advised of the risk that a neighbouring site may be repurposed to a more intensive industrial use which may impact on the amenity of the Microbrewery, particularly to the licensed patron area. Future site landscaping (recommended condition of approval) and the fit-out of the patron area provides the applicant with the opportunity to minimise any impact from this potential issue.

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

Development timeframe

It is a State-wide standard that each development approval granted by an approval authority has 2 years to substantially commence the approved use, unless conditioned otherwise by the approval authority. Substantially commenced means that some substantial part of work in respect of a development approved under a planning scheme has been performed. In this instance, this has been taken to be the brewing of beers on the premises and this being the predominant use. Council may decide to make this period shorter or longer based on the scale and complexity of the application. However, the standard 2 years is proposed given this is the standard timeframe and the time in which the applicant has stated they will need to be fully functional as a Microbrewery.

A recommended condition of approval will require the applicant to provide updates to Shire planning staff on the progress of the Microbrewery in each 6-month period up until the 2 years to demonstrate progress towards substantial completion. If by the 2 years, the Microbrewery is not brewing beers on site as the predominant land-use, development approval would lapse. Shire staff would have collected evidence in accordance with the recommended monitoring condition and could prosecute the applicant for committing an offence under the *Planning and Development Act 2005* (the Act), which is outlined below.

Tavern liquor licence

An issue raised by the public submissions is that the premises will effectively function as a bar (tavern) until such a time as the microbrewery is fully established and producing sufficient volumes of product. The Scheme defines a tavern as a *premises licensed*

as a tavern under the Liquor Licensing Act 1988 and used to sell liquor for consumption on the premises. The Scheme prohibits the land-use of a tavern in the Industrial zone, 'X' use in the Zoning Table of the Scheme. Therefore, the predominant use of the premises must be as a 'Microbrewery'. A condition of approval restricting the premises to the sale of beer produced on the property and boutique beers produced by other recognised microbreweries will differentiate the premises from a Tavern that offers an unlimited range of alcohol products. In the event that the premises predominately operates as a tavern, then the premises would be in contravention of the Scheme which is an offence under Section 218 of the Act:

218. Planning scheme or condition on development, contravening etc.

A person who —

- a) contravenes the provisions of a planning scheme; or*
- b) commences, continues or carries out any development in any part of a region the subject of a region planning scheme or any part of an area the subject of a local planning scheme or improvement scheme otherwise than in accordance with the provisions of the planning scheme; or*
- c) commences, continues or carries out any such development which is required to comply with a planning scheme otherwise than in accordance with any condition imposed under this Act or the scheme with respect to the development, or otherwise fails to comply with any such condition, commits an offence.*

223. General penalty

Unless otherwise provided, a person who commits an offence under this Act is liable to a fine of \$200 000 and, in the case of a continuing offence, a further fine of \$25 000 for each day during which the offence continues.

Furthermore, there is provision under the Liquor Control Act 1988 Section 95 for disciplinary action to be taken by Liquor Licensing if a licensee does not comply with the Local Planning Scheme. The Shire can lodge a request with Liquor Licensing for this to be investigated.

Division 13 — Disciplinary matters

95. Disciplinary action against licensees, grounds and procedure for

(4) There shall be proper cause for disciplinary action if —

(c) —

- (iv) contravene the requirements of a written law as to planning, building, health, or safety; the licensed premises*

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 24 SEPTEMBER 2020

The development approval granted by Council is separate from the liquor licence approval issued by Liquor Licensing. If Council issues an approval, a certificate (called a Section 40 notice) is provided by Shire staff to Liquor Licensing advising that the premises will comply with the planning laws.

The development approval takes into account the predominant use of the land. The liquor licence takes into account how liquor is produced, sold and/or distributed, by way of with or without a meal, tastings and sale of packaged liquor.

The predominant use from a planning perspective would be determined on a number of factors such as:

- The branding of the business; are customers drawn to the premises because of the microbrewery.
- The volume of beer produced onsite and sold either at the bar or externally compared to the volume of other alcoholic drinks not produced by the microbrewery available or served. However, it is reasonable that from time to time and when starting up the microbrewery or during a breakdown in the brewing process, there will be more imported product sold. Annual production volumes should be used to ascertain the predominant use.
- If only craft beers from other similar microbreweries that are not available locally are sold.
- The promotion and display of the microbrewery vats and processing is highlighted to the patrons by way of viewing the process.

Taking into account the above factors, there can be a valid town planning case for a microbrewery that wanted to serve ancillary meals, being granted a 'Tavern Licence' under the *Liquor Control Act 1988* (Liquor Act), but still have valid development approval as a microbrewery providing the microbrewery is the predominant use. The applicant has stated that this is their intention for this development. Accordingly, planning approval is recommended subject to a number of conditions as outlined in the officer's recommendation.

CONSULTATION

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

Submitter	Comment/concern	Officer Response
Jurien Bay Chamber of Commerce	1. Strongly supports the proposed development and maintenance of the appropriate mix of recreational and commercial	1. Noted. 2. Council discretion is sought for the reduction of one on-site car parking bay on the

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 24 SEPTEMBER 2020

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

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 24 SEPTEMBER 2020

Submitter	Comment/concern	Officer Response
	4. Lack of safe and adequate transport for patrons leaving the premises, due to the isolated location and lack of pedestrian infrastructure to and from.	operate a shuttle taxi service for patrons given the isolated location of the CDLIA. Nonetheless, transport and to and from is a patron's responsibility.
General ratepayer	Supports the development on the basis the development provides a further attraction to residents and visitors of the Shire.	Noted.
Jurien Bay licensed premise	Objects to the proposal on the speculation that the proposal is simply a bar in an industrial shed.	Repudiated based on the development application in hand.
Jurien Bay licensed premise	<ol style="list-style-type: none"> 1. Objects to the proposal on the speculation that the proposal is simply a bar in an industrial shed. 2. Lack of safe and adequate transport for patrons leaving the premises, due to the isolated location and lack of pedestrian infrastructure to and from. 	<ol style="list-style-type: none"> 1. Repudiated based on the development application in hand. 2. As per response 4 to submitter 3

The applicant was also invited to address the above comments/concerns directly to Council by a two-way presentation.

STATUTORY ENVIRONMENT

Local Planning Scheme No.7

Planning and Development Act 2005

When a Council considers a development or planning application, it undertakes a quasi-judicial role. It is required to consider the information the applicant has provided and test it against the provisions of the Town Planning Scheme and any other relevant planning instruments or policies. (*Source: Principles of Planning Law, Stan 2008*) There have been a number of non-valid town planning considerations raised during the public consultation period and the following information is provided to support the officer's responses to these matters.

A better proposal:

It is not a relevant planning consideration that another proposal might provide a better planning outcome. The job of the approval authority is to determine the application before it – not to second guess what could be achieved. This position was confirmed in the decision in *SPB Pty Ltd and Ors v Town of Claremont (2003)*, where it was noted:

The function for the Tribunal is not, of course, to determine whether a proposed development is the best possible development, having regard to all issues that might conceivably be placed on the subject site. What the Tribunal must do is to assess whether, in the interests of all orderly and proper planning, and the amenity of the area, and having regard to all applicable planning instruments, a development should be approved. Thus, unless it can be said that a proposed development is contrary to any of those considerations, it should be approved notwithstanding that some may think that a better development of the site might be possible. (Source: Making Good Planning decisions, DAPS Practice Notes May 2020)

Economic viability:

Viability is perceived to be a question of commercial risk and it is not, by itself, a matter within the scope of town planning and the determination of how land is to be used. As such, Dollery, Marshall and Worthinton (2003) state the following:

Town planning is not concerned with general economic regulation or the rationalisation of product; rather it is concerned with the pattern of land use and with promoting consistency between various uses of land. Town planning provides a fetter on our free enterprise market system, but it is not designed to replace that system with a form of centralised economic decision making. (Source: Making Good Planning decisions, DAPS Practice Notes May 2020)

Economic competition:

The threat of competition to existing businesses is not a relevant planning consideration. It only becomes a relevant planning consideration if there is a prospect that there will be a reduction in the facilities available to the community. This was made clear in *Kentucky Fried Chicken Pty Ltd v Gantidis* (1979), in which the following was determined:

Economic competition feared or expected from a proposed use is not a planning consideration within the terms of the planning ordinance governing this matter...the mere threat of competition to existing businesses, if not accompanied by a prospect of a resultant overall adverse effect upon the extent and adequacy of facilities available to the local community if the development be proceeded with, will not be a relevant town planning consideration. (Source: Making Good Planning decisions, DAPS Practice Notes May 2020)

Moral consideration:

Moral considerations are irrelevant unless they manifest in a physical impact on amenity. If a use is permitted under a planning scheme, and is not illegal in a general sense, then there are no grounds to refuse it on that basis alone. That said, a development application can be refused provided the decision is made on

proper planning grounds. As stated in *Snashall v Sydney City Council* (1981):

A planning authority is not a custodian of morals. However, that does not mean that, under the guise of tolerance, it should turn its back on considerations of urban amenity and aesthetics. (Source: Making Good Planning decisions, DAPS Practice Notes May 2020)

Objective and testable expert evidence:

Where an application hinges on a particular planning consideration, it is preferable to make that decision on the basis of objective evidence. It is not enough, for example, to refuse an application because “it will cause traffic congestion”, without supporting this submission with evidence. (Source: *Making Good Planning decisions, DAPS Practice Notes May 2020*)

Competing consideration:

It is important to recognise that there will usually be competing relevant considerations, which will pose significant challenges for approval authorities to weigh. An approval authority should consider all considerations, especially those set out in policy, with a degree of flexibility. In some circumstances, an approval authority will be left with the difficult task of giving primacy to one relevant consideration over another, or against a multitude of considerations.

An approval authority shouldn’t engage in a rigid determination, such as weighing the number of ratepayers or stakeholders for a project, against the number of ratepayers or stakeholders in opposition. Planning decisions should never be a ‘numbers game’. In some circumstances, one overriding relevant consideration may even outweigh a number of other relevant considerations. Importantly, approval authorities must always turn their minds in a logical and considered manner to all the relevant facts and evidence, making sure to determine each application on the merits. (Source: *Making Good Planning decisions, DAPS Practice Notes May 2020*)

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The proponent has paid the required development application fee.

STRATEGIC IMPLICATIONS

Local Planning Strategy (2020) –

Economy Strategic Directions:

- Support growth of the tourism sector by assisting operators to provide a range of products to cater for differing consumer experiences and expectations.

- Ensure industrial activities that do not adversely impact on surrounding uses.

Strategic Community Plan – Envision 2029

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

ATTACHMENTS.

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

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

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council:

- 1. Determine in accordance with clause 3.4.2(b) of the *Shire of Dandaragan Local Planning Scheme No.7* that the proposed land use of Microbrewery is consistent with the objective of the Industrial zone; and**
- 2. Approve the development application for a Microbrewery upon Lot 1200 Gypsum Street, Jurien Bay subject to the following conditions and advice:**
 - a) The approved development shall predominantly operate as a Microbrewery.**
 - b) The Microbrewery is restricted to the sale of beer produced on the property and boutique beers produced by other recognised microbreweries. This condition applies to beer sales only.**
 - c) The Microbrewery shall be undertaken in accordance with the documentation submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the Shire of Dandaragan.**
 - d) Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the Shire of Dandaragan.**
 - e) The Microbrewery shall be substantially commenced within two years from the date of this approval, by means of brewing beers at the premises for consumption on the premises, and / or in sealed**

containers for consumption off the premises. If the development is not substantially commenced within this period, this approval shall lapse and be of no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of the Shire of Dandaragan having first being sought and obtained.

- f) The capacity of the venue must not exceed 225 patrons.
- g) The licensed premises are to be furnished with chairs, lounges, and tables.
- h) Prior to the public opening of the premises to patrons, vehicle accessways, parking area marking/signage, and bicycle racks must be installed/constructed and thereafter maintained to the specifications and satisfaction of the Shire of Dandaragan.
- i) Goods or materials must not be permanently stored within the areas dedicated to parking, landscaping, vehicle manoeuvring or within access driveways.
- j) External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Shire of Dandaragan.
- k) The applicant/landowner is to provide a progress report to the Shire of Dandaragan on the status of the Microbrewery each six month period from the date of approval until the expiry of the two year substantially commenced period outlined in Condition E.
- l) Prior to the issue of a building permit, the following bushfire planning matters are to be addressed to the satisfaction of the Shire of Dandaragan:
 - 1. a Bushfire Attack Level (BAL) Contour Map or a BAL Assessment;
 - 2. the identification of any issues arising from the BAL Contour Map or BAL Assessment; and
 - 3. an assessment against the bushfire protection criteria contained within the *State Planning Policy 3.7 Guidelines* demonstrating compliance within the boundary of the development lot.
- m) Prior to the public opening of the premises to patrons, a detailed landscaping plan for the subject site and the road verge must be submitted to, and approved to, the satisfaction of the Shire of Dandaragan, and must be implemented, including the following:
 - 1. the location, number and type of proposed trees and shrubs;
 - 2. any lawns to be established;
 - 3. any existing vegetation and/or landscaped areas to be retained;
 - 4. any verge treatments; and
 - 5. evidence that the proposed landscaping will not, at maturity, negatively impact the development or

adjoining properties.

Advice Notes:

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

9.3.2 PROPOSED GARAPORT – 28 MIDDLETON BOULEVARD, JURIEN BAY

Location: 28 (Lot 772) Middleton Boulevard, Jurien Bay
 Applicant & Landowner: R Worrall
 File Ref: Development Services Apps\Development Application\2020\53
 Disclosure of Interest: Nil
 Date: 8 September 2020
 Author: Rory Mackay, Planning Officer
 Senior Officer: David Chidlow, Executive Manager of Development Services

PROPOSAL

The proponent is seeking development approval for a garaport (*combination of a carport and shed/garage*) upon 28 Middleton Boulevard, Jurien Bay.



Location Map – 28 (Lot 772) Middleton Boulevard, Jurien Bay



Example of a Garaport

BACKGROUND

The applicant is seeking development approval to construct a 14m x 3.5m, 49m² garaport at a wall height of 3.5m and a ridge height of 3.8m on the 698 square metre property. Half of the garaport will be an enclosed shed while the other half of the structure will be roof only as shown on the attached plans. The garaport will be built up to (150mm from) both the side and rear boundaries it addresses.

The subject property is zoned Residential under the Shire's Local Planning Scheme No.7 with a density code of R20.

The proposed garage complies Council's *Local Planning Policy 9.4: Outbuildings Residential Areas* as detailed the following table:

	LPP9.4 Sizing	Proposed Garage
Area	80m ²	49m ²
Wall Height	3.5m	3.5m
Ridge Height	4.5m	3.8m

Local Planning Policy 9.10: Residential Design Codes – Side and Rear Boundary Setbacks provides the ability for the proposed garaport to be built up to the boundary (within 600mm of the boundary) and approved under delegated authority subject to the: design principles of section 5.1.3 P3.2 of the Residential Design Codes (R-Codes) being sufficiently addressed to the satisfaction of Shire planning staff; and no objection or concern has been raised by an adjoining landowner or residents.

In this instance, the adjoining side landowner has objected to the proposal resulting in the application being before Council for a decision.

The property in questioned is currently vacant land however a building permit application for a dwelling is imminent. Nonetheless, the building permit for the garaport will not be issued until the dwelling is substantially commenced (slab down). This development application, the subject of this report if granted approval will provide the applicant with 2 years in which to substantially commence the garaport.

COMMENT

The R-Codes' design principles of section 5.1.3, P3.2 read as follow:

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

- *makes more effective use of space for enhanced privacy for the occupant/s or outdoor living areas;*
- *does not have any adverse impact on the amenity of the adjoining property;*

- *does not compromise the design principle contained in clause 5.1.3 P3.1;*
 - *reduce impacts of building bulk on adjoining properties;*
 - *provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and*
 - *minimise the extent of overlooking and resultant loss of privacy on adjoining properties.*

The merits of the application are stated below in relation to these design principles:

1. The proposal complies with the design provisions of *Local Planning Policy 9.4*.
2. The proposed position of the garaport in one back corner of the property is a design characteristic consistent throughout the locality of the Beachridge Estate, Jurien Bay.
3. The affected side boundary is west to the adjoining neighbour resulting in clause 5.4.2 Solar access for adjoining sites (overshading) of the R-Codes being not applicable for the development, as overshading is only determined on a north to south lot boundary basis.
4. The adjoining side property is vacant, which provides this landowner with the ability to construct a residence to site characteristics in due course.
5. The materials and colours of the garaport are complementary to the future dwelling's design, to not detract from the streetscape or the amenity of neighbouring properties.
6. A standard condition of outbuilding development approval is that stormwater is contained and controlled on the applicant's property. This will ensure that no gutters or downpipes/stormwater are situated or run into the adjoining neighbour's property.

Given the above, the proposal is considered to achieve orderly and proper planning by the reporting officer. Therefore, Council is recommended to approve the subject development application.

CONSULTATION

The proposal was forwarded to potential affected adjoining side and rear neighbours for comment.

The neighbouring side landowner has concerns that the reduced side setback would result in a lack of fence and stormwater downpipe maintenance, due to the applicant having no access down the side of the shed. Fence maintenance is not a valid concern for this application while it is viewed a condition to ensure onsite stormwater disposal is sufficient to cover the other aspect of the objection.

STATUTORY ENVIRONMENT

- Local Planning Scheme No 7:

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 24 SEPTEMBER 2020

Clause 4.2 of the Scheme outlines *State Planning Policy 3.1 - Residential Design Codes* is to read as part of the Scheme.

- Shire of Dandaragan Delegation Register

POLICY IMPLICATIONS

- Local Planning Policy 9.4 Outbuildings Residential Areas
- Local Planning Policy 9.10: Residential Design Codes – Side and Rear Boundary Setbacks

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Community Plan - Envision 2029

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

ATTACHMENTS

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

- Development application plans (Doc Id: 162506)

(Marked 9.3.2)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council grant development approval for the proposed outbuilding on Lot 772 Middleton Boulevard, Jurien Bay subject to the following conditions and advice notes:

- 1. All development shall be in accordance with the plans submitted with the subject development application dated 3 August 2020 and shall not be altered without the prior written approval of the local government.**
- 2. All stormwater must be contained and disposed of on-site at all times, to the satisfaction of the Shire of Dandaragan.**

Advice Note:

- A. The applicant is advised this is development approval only and not a building permit. A building permit must be obtained for this development. The subsequent building permit will not be issued by the Shire of Dandaragan until**

a dwelling on the subject property is substantially commenced.

- B. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.**
- C. Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.**

9.3.3 PROPOSED ROAD CLOSURES AND AMALGAMATION – RESERVE 28541 PORTIONS OF UNMADE ROAD RESERVES OFF DOUST, ROBERTS AND HEATON STREETS, JURIE BAY

Location:	Reserve 28541 Portions of unmade road reserves off Doust, Roberts and Heaton Streets, Jurie Bay
Applicant:	N/A
Folder Path:	Business Classification Scheme / Roads / Road Closure / Permanent
Disclosure of Interest:	None
Date:	10 September 2020
Author:	David Chidlow, Manager of Planning
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To consider consolidation of the foreshore reserve and unmade road reserves off Doust, Roberts and Heaton Streets, Jurie Bay, for the purpose of the Foreshore Master Plan developments.

BACKGROUND

There are three unmade road reserves along this stretch of the foreshore. The historical intent of these road reserves was to enable vehicle access to jetties along this stretch of the foreshore to enable legal access for professional fisheries prior to the harbour development. The actual use of these road reserves today is redundant and the areas are landscaped in the same manner as the balance of the foreshore reserve. During the detailed engineering phase of the Youth Precinct it was determined that the facility will encroach onto one of these unmade road reserves by approximately 20m.

With the removal of Ross's jetty and the conversion of the Roberts Street jetty from a professional fishing jetty to a tourist jetty, there is no longer a need for these dedicated road reserves. The consolidation of the land tenure is the most appropriate outcome given the current and forecast future use of the area.

The following images show the location of the unmade road reserves.

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 24 SEPTEMBER 2020



COMMENT

Where a road dedicated for public use is proposed to be closed, it may be closed at the request of Local Government under section 58 of the Land Administration Act 1997. The Local Government must allow 35 days after the publication in a newspaper for objections and must consider any objection before requesting closure. Regulation 9 of the Land Administration Regulations 1998 specify the procedural requirements of Local Government prior to submitting a request to the Minister for Lands.

One of the principles which will be considered by Department of Planning, Lands and Heritage (DPLH) for a road closure request is:

- Road closure should not occur if there is current use, an expected requirement, or it provides the only dedicated access to a land parcel, or creates a land locked parcel of land.

There are no conflicts with access or future uses of these unmade road reserves. Undertaking this process is consistent with the adopted Foreshore Masterplan for Jurien Bay and supports the ongoing development of the site including the Youth Precinct, Town Plaza and new ablution / pavilion site.

CONSULTATION

Consultation will be undertaken in accordance with the Land Administration Act if Council agrees to the proposed road closure.

STATUTORY ENVIRONMENT

Land Administration Act 1997 Section 58 – Closing roads

- (1) When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.
- (2) When a local government resolves to make a request under subsection (1), the local government must in accordance with the regulations prepare and deliver the request to the Minister.
- (3) A local government must not resolve to make a request under subsection (1) until a period of 35 days has elapsed from the publication in a newspaper circulating in its district of notice of motion for that resolution, and the local government has considered any objections made to it within that period concerning the proposals set out in that notice.

POLICY IMPLICATIONS

- There are no local policy implications relevant to this item.

FINANCIAL IMPLICATIONS

- Survey fees of approximately \$3000

STRATEGIC IMPLICATIONS

Strategic Community Plan – Envision 2029

01 – Infrastructure	The Shire will sustain a dynamic infrastructure network responsive to usage demand that attracts and retains residents and business
Priority Outcomes	Our Roles
Our communities contain vibrant, activated public open and buildings with high levels of utilisation and functionality	To manager and facilitate community assets that are flexible, vibrant, adaptable and enjoyable places to occupy employing the principals of place making and design thinking.

ATTACHMENTS.

Nil

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council commence the road closure process for three unmade road reserve portions that traverse the Jurien Bay Foreshore (Dobbyn Park) Reserve 28541 being the ends of Roberts and Doust Streets and portion off Heaton Street, Jurien Bay.

9.4 GOVERNANCE & ADMINISTRATION

9.4.1 OVERFLOW CAMPING POLICY

Location:	Cervantes and Jurien Bay
Applicant:	N/A
Folder Path:	Business Classification Scheme / Corporate Management / Policy / Policy Register
Disclosure of Interest:	Nil
Date:	11 September 2020
Author:	Tony O’Gorman, Economic Development Manager
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

This policy will provide Council with an overflow Camping Policy that is consistent across the Shire.

BACKGROUND

The Council has for a number of years provided overflow camping at the Jurien Sport and Recreation Centre and the Cervantes Community Recreation Centre. The management committees of both centres have managed the facilities on behalf of the Council. Each centre collects fees once it has been determined that the caravan park in the respective towns have reached capacity. These funds are then used to assist the financial sustainability of the centres.

The ablutions at each recreation centre are utilised by campers in the overflow sites. Cleaning and stocking of the ablution facilities are undertaken by the respective management committees.

Historically each management committee has operated under different arrangements with respect to bookings and methods for determining opening times. The purpose of the Overflow Camping Policy is to ensure consistency across both towns so that visitors are not confused by different requirements at each overflow site. The Policy will also ensure that the Shire maintains compliance with the Caravan and Camping Grounds Act

COMMENT

Council provides overflow camping through the Sport and Recreation Centre in each town. It is important that Council has consistency across the towns in terms of what is being provided. There are legislative requirements regarding what Council must comply with when operating an unlicensed campground.

Overflow camping is only referred to in the legislation where it is an additional area associated with a licensed Caravan Park and Campground. The facility that is currently provided as overflow in Jurien Bay and Cervantes is under the act termed an unlicensed facility. Local government is permitted to operate unlicensed campgrounds but must comply with certain sections of the Caravan and Camping Grounds Act 1995 and the Caravan and

Camping Grounds Regulations 1997. The policy considers the relevant sections of the act and the regulations. The sections are appended to the policy.

CONSULTATION

- Cervantes Community Recreation Centre Committee
- Jurien Sport and Recreation Centre Committee
- Shire of Dandaragan Rangers
- Department for Local Government, Sport and Cultural Industries.

STATUTORY ENVIRONMENT

Caravan and Camping Grounds Act 1995

13. Duties of licence holder

- (1) *A person licensed to operate a facility must ensure that —*
- (a) *a manager or other responsible person —*
 - (i) *resides in or near the facility; and*
 - (ii) *is responsible for the supervision of the facility; and*
 - (iii) *is accessible at all times in case of an emergency; and*
 - (iv) *where the facility is a caravan park, is available at the office of the caravan park during normal office hours;*
 - and*
 - (b) *a register of occupiers is maintained in the prescribed manner; and*
 - (c) *copies of this Act, any subsidiary legislation made under this Act, facility rules (if any) made by the licence holder and any special conditions imposed on the licence are readily available for inspection by the occupiers of the facility.*

Penalty: \$2 000.

- (2) *A person licensed to operate a facility must display the following at the facility in accordance with subsection (3) —*
- (a) *the licence issued in respect of the facility; and*
 - (b) *any special conditions imposed on the licence; and*
 - (c) *a plan of the facility; and*
 - (d) *a copy of the facility rules (if any) made by the licence holder; and*
 - (e) *the name, address and telephone number of a person to be contacted in an emergency.*

Penalty: \$1 000.

- (3) *The information referred to in subsection (2) must be displayed in a prominent position at a camping ground or in a prominent position at the office of a caravan park.*
- (4) *In this section —*
- special conditions** *means conditions imposed on the relevant licence by the local government and specified on the licence as conditions to which this section applies.*

Division 4 — Local government operated facilities

15. Local government may operate facility in its district without licence

- (1) *Despite section 6, a local government is not required to hold a licence to operate a facility in its district but sections 13 and 31 and all subsidiary legislation made under this Act apply to a local government which operates a facility in its district as if it were the licence holder in respect of the facility.*
- (2) *A local government must ensure that all facilities that it operates in its district are inspected in accordance with section 21 and that any works specification notice given under that section is complied with as soon as is practicable*

Caravan and Camping Grounds Regulations 1997 Regulation 48 Overflow areas

A local government may specify in a licence for a facility, an area of the facility as an overflow area.

Regulation 65. Register of occupiers

A register of occupiers under section 13(1)(b) of the Act is to be maintained in such a form that it is possible to readily ascertain —

- (a) *the name and principal place of residence of an occupier for each site occupied; and*
- (b) *which site is occupied by a particular occupier, or group of occupiers; and*
- (c) *the dates on which an occupier, or group of occupiers, arrives at, and departs from, a site; and*
- (d) *in respect of a caravan park, the number plate of —*
- (i) the caravan; and*
- (ii) the vehicle towing, or which towed, the caravan, where possible; and*
- (iii) another vehicle used by occupiers of the site, if it is not possible to identify the number plate referred to in subparagraph (ii).*

POLICY IMPLICATIONS

The Overflow Camping Policy, once adopted, will ensure consistency and compliance across all overflow camping areas.

FINANCIAL IMPLICATIONS

There are no additional financial implications relevant to this item.

STRATEGIC IMPLICATIONS

Strategic Community Plan – Envision 2029

02 - Prosperity	The Shire will experience broad economic and population growth with decreasing economic barriers, diversified agriculture and fisheries output and vibrant visitor economy.
Priority Outcomes	Our Roles
The Shire is home to a successful and growing market for domestic and international tourism.	Facilitate and support events that promote the region and deliver a positive economic impact.

ATTACHMENTS

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

- Proposed Overflow Camping Policy (Doc Id: 156658)
(Marked 9.4.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council adopt the Overflow Camping Policy as per attachment (Doc Id: 156658).

9.4.2 SHIRE OF DANDARAGAN POLICY MANUAL AMENDMENTS

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme/Corporate Management/Policy/Policy Register
Disclosure of Interest:	Nil
Date:	24 August 2020
Author:	Julie Rouse, Coordinator Infrastructure Services
Senior Officer:	Brad Pepper, Executive Manager Infrastructure

PROPOSAL

That Council adopt amendments to policies 1.1 – C-1PAT01 – Purchasing and Tender and 7.4 – C-7TSRRF04 Street Trees and Streetscapes, as a result of a recent review of each policy.

BACKGROUND

The Shire of Dandaragan has recently undergone a review of policies 1.1 – C-1PAT01 – Purchasing and Tender, and 7.4 – C-7TSRRF04 – Street Trees and Streetscapes, which has resulted in several changes.

COMMENT

Purchasing and Tender Policy

Following a recent review of this policy it has been noted within *Part B – Management Procedures, Part 1 – General Purchasing* under the heading ‘*Expenditure Thresholds – Quotation Requirements for Purchasing*’ that there are several references to the following wording - “*Prior to any documentation being issued a Request for Quote (RFQ) number must be obtained from the Executive Manager of Corporate and Community Services*”.

This wording has been deemed unnecessary as there is no legislative requirement for RFQ’s to be kept in a register and Shire officers responsible for purchasing can assign an RFQ number themselves which fits within their individual document naming processes, ensuring they adhere to Council’s procurement policy for compliance purposes.

Therefore it is requested that this wording, where it is referenced 4 times under the heading ‘*Expenditure Thresholds – Quotation Requirements for Purchasing*’ within Part B, Part 1 of the Purchasing and Tender policy, be removed (refer to Attachment 1).

Street Trees and Streetscapes Policy

Following a significant number of recent customer enquiries requesting the Shire mulch garden beds within the Beachridge Estate, it has been identified that such requests are outside of the Shire’s current resource capability, particularly given the number of garden beds about and the size of the estate.

This resulted in a review of Council's current Street Trees and Streetscapes policy where a couple of discrepancies were identified that needed to be addressed (refer to Attachment 2).

Of particular note is the revised wording relating to any remedial works being undertaken where the impact of adverse wind conditions result in the undermining of Shire infrastructure and the removal of gravel not to be used as a backfill material. In cases where infrastructure is being undermined Shire staff will backfill with gravel to prevent further wind erosion and reduce the risk of damage to Shire assets.

Residents seeking mulch for garden beds outside of their properties are encouraged to complete a Street Tree/Streetscape Application form for which they will be responsible for maintaining once established by the Shire.

Also, an amendment under the heading *1.3 Street Trees – Rural Residential and Rural Area, dot point (iii)* has been made altering the number of trees provided by the Shire from 'up to 50', considered to be excessive, be amended to 'some trees'. The supply of trees will be determined through consultation with property and adjoining landowners, as already stated within the policy.

Other minor formatting changes have also been made to this policy as highlighted through tracked changes in Attachment 2.

CONSULTATION

Executive Management Team

STATUTORY ENVIRONMENT

There are no statutory implications relevant to this item.

POLICY IMPLICATIONS

Amendments will need to be made to policies 1.1 – CPAT01 – Purchasing and Tender (Part B), and 7.4 – C-7TSRRF04 – Street Trees and Streetscapes as previously noted.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item

ATTACHMENTS

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

- Policy 1.1 - CPAT01 Extract – Part B Management Procedures Part 1 General Purchasing with tracked changes (Doc Id: 162793)
- Policy 7.4 – C-7TSRRF04 – Street Trees and Streetscapes with tracked changes (Doc Id: 162796)
- Final Amended Purchasing and Tender Policy (Doc Id: 162960)
- Final Amended Street Trees and Streetscapes (Doc Id: 162952) **(Marked 9.4.2)**

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council adopt the amended policies:

- 1. Policy 1.1 – C-1PAT01 – Purchasing and Tender (Doc Id: 162960) and**
- 2. Policy 7.4 – C-7TSRRF04 Street Trees and Streetscapes (Doc Id: 162952) as outlined in the Officer’s report.**

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

Document ID: 162819

Attached to the agenda is a copy of the Shire's status report from the Council Meeting held 27 August 2020. **(Marked 9.5.1)**

9.5.2 SHIRE OF DANDARAGAN – EXECUTIVE MANAGER INFRASTRUCTURE REPORT – AUGUST 2020

Document ID: 162799

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

9.5.3 SHIRE OF DANDARAGAN – BUILDING STATISTICS – AUGUST 2020

Document ID: 162195

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

9.5.4 SHIRE OF DANDARAGAN – PLANNING STATISTICS – AUGUST 2020

Document ID: 162304

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

9.5.5 SHIRE OF DANDARAGAN TOURISM / LIBRARY REPORT FOR AUGUST 2020

Document ID: 162776

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

10 NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING**11 CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC****12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****13 CLOSURE OF MEETING**



ATTACHMENTS

FOR ORDINARY COUNCIL MEETING 24 SEPTEMBER 2020

SHIRE OF DANDARAGAN

ACCOUNTS FOR PAYMENT

FOR THE PERIOD ENDING

31 AUGUST 2020

SUMMARY OF SCHEDULE OF ACCOUNTS AUGUST 2020

<u>FUND</u>					<u>AMOUNT</u>
<u>MUNICIPAL FUND</u>					
CHEQUES			-		\$0.00
EFT'S	EFT	451	-	EFT 457	\$758,883.03
DIRECT DEBITS	GJBDEB	4137		GJBDEB 4165	\$94,394.19
BPAY	BPAY	BPAY170820	-	BPAY BPAY210820B	\$35,563.91
TOTAL MUNICIPAL FUND					<u>\$888,841.13</u>
<u>TRUST FUND</u>					
CHEQUES			-		\$0.00
EFT'S	EFT		-	EFT	\$0.00
TRANSFER	Trust		-	Muni	\$0.00
					<u>\$0.00</u>

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

Posting Date	Document No.	Description	Amount
3/08/2020	GJBDEB-4139	ANZ Merchant Fees July 20 - JB Admin	\$ 63.15
3/08/2020	GJBDEB-4140	BWA Merchant Fees July 20 - JB Admin	\$ 156.55
3/08/2020	GJBDEB-4141	BWA Merchant Fees July 20 - TCVC	\$ 64.23
3/08/2020	GJBDEB-4142	BWA - Paper Transaction Fee - July 20	\$ 37.20
3/08/2020	GJBDEB-4143	BWA - BPay Mtnc Fee - July 20	\$ 15.00
3/08/2020	GJBDEB-4144	BWA - Over the Count Svc Fee - July 20	\$ 57.00
3/08/2020	GJBDEB-4145	BWA - BPay Transaction Fee - July 20	\$ 139.20
3/08/2020	GJBDEB-4146	BWA - Mtnc Fee Ex 117-005816-7	\$ 20.00
3/08/2020	GJBDEB-4147	BWA - OBB Record Fee	\$ 9.55
4/08/2020	GJBDEB-4148	JB Progress Assoc - SSL 133 - Principal & Interest	\$ 3,912.44
6/08/2020	GJBDEB-4137	Salary Packaging	\$ 2,568.65
6/08/2020	GJBDEB-4138	SuperChoice	\$ 20,461.66
12/08/2020	GJBDEB-4160	JB Admin Ctr Loan 127 - Principal & Interest	\$ 39,549.78
17/08/2020	GJBDEB-4161	SecurePay - Trans Fee - July 2020	\$ 2.24
20/08/2020	GJBDEB-4149	Salary Packaging	\$ 2,627.44
20/08/2020	GJBDEB-4150	M/C - Leoncheon meeting - TWP	\$ 174.50
20/08/2020	GJBDEB-4151	M/C - Accom - CEO performance reviewer	\$ 270.00
20/08/2020	GJBDEB-4152	M/C - JTA - wiring repairs to PLV257	\$ 60.00
20/08/2020	GJBDEB-4153	M/C - Flowers for staff family funeral	\$ 110.00
20/08/2020	GJBDEB-4154	M/C - Fuel PLV257	\$ 171.86
20/08/2020	GJBDEB-4155	M/C - Fuel PLV257	\$ 119.47
20/08/2020	GJBDEB-4156	M/C - HDMI Cables & Port Adaptor	\$ 83.99
20/08/2020	GJBDEB-4157	M/C - 6 x wireless Keyboard/Mouse combo's	\$ 491.85
20/08/2020	GJBDEB-4158	M/C - Bunnings vouchers for various gifts	\$ 1,000.00
20/08/2020	GJBDEB-4159	SuperChoice	\$ 19,554.85
24/08/2020	GJBDEB-4162	Easifleet - ERV Lease 41 of 48	\$ 1,257.31
24/08/2020	GJBDEB-4163	AusPost - Comm July 20 - TCVC	\$ 74.10
24/08/2020	GJBDEB-4164	AusPost - Comm July 20 - JB Admin	\$ 23.35
31/08/2020	GJBDEB-4165	WEX Fuel Usage Jul/Aug 20	\$ 1,318.82

\$ 94,394.19

This page has been left blank, no cheques payments recorded.

Date	EFT Number	Vendor	Invoice Number	Description	Amount
6/08/2020	451	Cancelled	Cancelled	Cancelled	\$ -
6/08/2020	452	Payroll	Payroll	Payroll F/N end 04/08/2020 Total Payroll Total EFT452	\$ 148,364.11 \$ 148,364.11 \$ 148,364.11
7/08/2020	453/1014				
		V80003 - Redgum Reports Inc	20200276	Shire Matters ED12 Total V80003	\$ 593.00 \$ 593.00
		V80021 - Boc Gases	5005069792	Cylinder Hire/Usage July 20 Total V80021	\$ 90.62 \$ 90.62
		V80033 - Derricks Auto-Ag & Hardware Plus	10213493 10214087 10214659	Electrode Holder, bossweld earth clamp Diesel fuel pump PVC TMP hose Total V80033	\$ 121.80 \$ 250.00 \$ 41.20 \$ 413.00
		V80087 - Synergy	919109010/JUL20 317260610/JUL20 2	Power watch security lighting 1/7-31/7/20 JCC 30/6-29/07/20 Total V80087	\$ 412.52 \$ 122.95 \$ 535.47
		V80102 - Westrac Equipment	PI4837389	Air & fuel filters, elements Total V80102	\$ 264.12 \$ 264.12
		V80137 - Western Australian Local Government Association	I3082915 I3083436 I3083437	Membership subscription 20/21 Local Government award training Local government award training Total V80137	\$ 32,698.46 \$ 578.00 \$ 578.00 \$ 33,854.46
		V80163 - Badgingarra Community Assn	2020-114	Badgingarra General Maintenance Contract July 20 Total V80163	\$ 3,400.10 \$ 3,400.10
		V80413 - W Purser & Sons	150720	Refreshments 20 yr of service function Total V80413	\$ 46.50 \$ 46.50
		V81343 - Dandaragan Mechanical Services	5731 5772	Repair fuel leak - PLV238 Drum assy Total V81343	\$ 622.45 \$ 169.05 \$ 791.50
		V81545 - Winc Australia Pty Limited	9033209466 9033215892 9033245966 9033260957 9033303552	Stationery supplies July 20 Stationery Supplies July 20 Stationery Supplies Stationery Supplies Stationery Supplies Total V81545	\$ 194.02 \$ 332.04 \$ 4.63 \$ 35.86 \$ 66.00 \$ 632.55
		V81778 - Local Government Professionals Australia WA	17817	2020/21 Membership subscription Total V81778	\$ 531.00 \$ 531.00
		V81874 - Child Support	PJ003312	Child Support FN end 04/08/2020 Total V81874	\$ 70.37 \$ 70.37
		V81886 - Western Lockservice	10860256	LW Status 6 OS key Total V81886	\$ 122.60 \$ 122.60
		V81973 - Fuel Distributors of WA Pty Ltd	481002378	Diesel - Jurien Depot Total V81973	\$ 9,110.96 \$ 9,110.96
		V82057 - Ray White Jurien Bay		EMP0395 - Staff Housing 12/08/20 - 25/08/20 EMP358 - Staff Housing 12/08/20 - 25/08/20 Total V82057	\$ 670.00 \$ 760.00 \$ 1,430.00
		V82116 - Pinnacles Express	ZJ7628825	Shire matters 2019/20 Total V82116	\$ 160.00 \$ 160.00
		V82166 - David Gray & Co Pty Ltd	I549807	Rubbish Bins Total V82166	\$ 2,125.20 \$ 2,125.20
		V82228 - Marketforce Pty Ltd	34091 34092 34860	Public notice - firebreak & fuel hazard reduction Local Gov tenders - GROH housing Early settlement discount June 20 Total V82228	\$ 1,090.40 \$ 485.61 \$ 38.52 \$ 1,537.49
		V82382 - Redgum Village	992	Accommodation & meals Total V82382	\$ 165.00 \$ 165.00
		V82655 - Melrose Cellars - Cellarbrations	60060898	Refreshments - 20 yrs of service function Total V82655	\$ 161.00 \$ 161.00
		V82672 - Jurien Bay Tourist Park	BOOEASY BOOKING 8613535	BookEasy booking 8613535 Total V82672	\$ 118.12 \$ 118.12
		V82993 - Jurien Bay Mitre 10	527658 527574	Weeder/How long handle Hunter gear drive ultra Total V82993	\$ 28.50 \$ 310.00 \$ 338.50
		V83079 - Olympic Design & Drafting	080720	Architectural design - GROH house Total V83079	\$ 4,730.00 \$ 4,730.00
		V83145 - Avdata Australia	150029051/101	Jurien Airport flight data July 20 Total V83145	\$ 156.05 \$ 156.05
		V83278 - The Workwear Group Pty Ltd	12392797 804447	Staff uniforms Staff uniforms - return Total V83278	\$ 560.00 \$ 464.80 \$ 95.20
		V83480 - Jurien Bay Newsagency	SN00035103082020	July stationery Total V83480	\$ 396.17 \$ 396.17
		V83507 - Council First	SI005802	STP Transactions - July 20 Total V83507	\$ 42.02 \$ 42.02

V83548 - AusQ (WA) Pty Ltd	5326	Traffic Management Training	\$ 1,098.00
	5327	Traffic Management Training	\$ 3,380.00
		Total V83548	\$ 4,478.00
V83736 - Waterlogic Australia Pty Ltd	2096755	Water Filter & Ice Machine Lease August 20	\$ 877.80
	2096754	Water Filter & Ice Machine Lease August 20	\$ 678.70
		Total V83736	\$ 1,556.50
V84004 - Department of Water and Environmental Regulation	TF014675	Controlled Waste Tracking 15/07-31/0720	\$ 924.00
		Total V84004	\$ 924.00
V84100 - Jurien Bay Motel Apartments	BOOEASY BOOKING 8597123	BookEasy Booking 8597123	\$ 136.00
		Total V84100	\$ 136.00
V84108 - Jurien Bay Adventure Tours	BOOEASY BOOKING 8608481 8608497	BookEasy bookings	\$ 333.20
		Total V84108	\$ 333.20
V84175 - Ni Luh Eyden	JUL20/28	Cleaning - visitor centre	\$ 210.00
		Total V84175	\$ 210.00
V84207 - Office Line	74817	Office chairs	\$ 3,005.20
		Total V84207	\$ 3,005.20
V84213 - Autopro Moora	131	Protective Clothing	\$ 366.20
		Total V84213	\$ 366.20
V84273 - Building And Energy	DANDARAGAN BSL JULY 20	BSL Remittance for July 20	\$ 1,286.48
		Total V84273	\$ 1,286.48
V84327 - Lyall Ward	JUL20/3	July 20 waste management contract	\$ 2,112.00
		Total V84327	\$ 2,112.00
V84371 - Nessa Hall - Nussy Cleaning Management Services	6976	Cleaning & Maintenance Contract July 20	\$ 5,334.29
	6977	Monthly Cervantes Cleaning Contract July 20	\$ 3,474.63
		Total V84371	\$ 8,808.92
V84402 - Moora IGA	1507	Refreshments - 20 Yrs of service function	\$ 65.02
		Total V84402	\$ 65.02
V84425 - Gregory Morton	VERGE BOND REFUND	Verge Bond Refund - 96/2019	-\$ 500.00
		Total V84425	-\$ 500.00
V84426 - Newground Water Services Pty Ltd	1400	Flanged fittings, pressure gauge	\$ 1,113.53
		Total V84426	\$ 1,113.53
		Total EFT01014	\$ 86,806.05
17/08/2020	454/01015		
V80033 - Derricks Auto-Ag & Hardware Plus	10215167	Retracta grease reel	\$ 540.00
	10215767	Hex Nut & bolts	\$ 37.60
	10215290	LED Licence plate lamp	\$ 53.00
		Total V80033	\$ 630.60
V80087 - Synergy	185507110/AUG20	Adriana 4 A Park 28/06 - 27/0720	\$ 86.46
	721287150/AUG20	Street Lighting	\$ 15,301.03
		Total V80087	\$ 15,387.49
V80090 - State Law Publisher	163402	Government gazette - Firebreak notice	\$ 263.28
		Total V80090	\$ 263.28
V80150 - RDI Transport	42071	Freight - Dandy Depot	\$ 330.00
		Total V80150	\$ 330.00
V80228 - Arrow Bronze	697815	Cemetery Plaque	\$ 817.74
		Total V80228	\$ 817.74
V80289 - Jurien Pharmacy	1966564	Hep B course	\$ 228.00
		Total V80289	\$ 228.00
V81002 - Landgate	CR353245	Credit invoice paid twice	\$ 251.28
	CR993137	Credit Invoice paid twice	\$ 26.20
	357990	Gross rental valuations	\$ 299.89
	358134	Rural UV's	\$ 69.20
		Total V81002	\$ 91.61
V81038 - AV Truck Services Pty Ltd	727624	Radiator Hose	\$ 116.38
	728167	Sensor & oil level sensor	\$ 448.36
		Total V81038	\$ 564.74
V81252 - Brooks Hire Service Pty Ltd	167791	Hire of roller	\$ 1,510.96
		Total V81252	\$ 1,510.96
V81343 - Dandaragan Mechanical Services	5824	Reversing alarm	\$ 108.45
		Total V81343	\$ 108.45
V81352 - Jurien Signs	4767	Safety glasses, earplugs	\$ 492.99
		Total V81352	\$ 492.99
V81490 - Ricoh Finance	278920	Photo copier lease - 08/09-07/10/20	\$ 1,337.60
		Total V81490	\$ 1,337.60
V81506 - Afgri Equipment Australia Pty Ltd	1944573	Drain plug, ring	\$ 74.05
		Total V81506	\$ 74.05
V81545 - Winc Australia Pty Limited	9033370613	Refreshments - School visit council meeting	\$ 245.57
		Total V81545	\$ 245.57
V81744 - Nutrien Ag Solutions	903235402	Genf Chlorpyrifos	\$ 398.20
		Total V81744	\$ 398.20
V81784 - Wren Oil	95960	Oil waste disposal	\$ 77.00
		Total V81784	\$ 77.00
V81795 - Jurien Bay Community Resource Centre			

	1002	Shire matters - Craytales issue 371	\$ 1,055.25
V81886 - Western Lockservice		Total V81795	\$ 1,055.25
	10860257	Masterkey Lock Cylinder & Keys	\$ 330.00
V81924 - Toll Transport Pty Ltd		Total V81886	\$ 330.00
	0468-D583590	Freight - Jurien Admin	\$ 82.34
	0469-D583590	Freight - Cervantes Library	\$ 95.37
	0470-D583590	Freight - Jurien Admin	\$ 83.11
	0471-D583590	Freight - Dandy Depot	\$ 24.64
	0472-D583590	Freight - Dandy Depot	\$ 137.01
	0473-D583590	Freight - Jurien Library	\$ 418.25
	0474-D583590	Freight - Dandy Library	\$ 295.85
	CR51324	Analytical Expenses	\$ 12.71
	0476-D583590	Freight - Dandy Depot	\$ 87.51
		Total V81924	\$ 1,211.37
V82028 - Avon Waste			
	40014	Fortnight rubbish removal 20/07-31/07/20	\$ 12,918.30
		Total V82028	\$ 12,918.30
V82274 - Vari-Skilled			
	14929	Shire mowing contract July 2020	\$ 14,422.39
		Total V82274	\$ 14,422.39
V82382 - Redgum Village			
	1002	Accommodation & meals - training	\$ 1,089.00
		Total V82382	\$ 1,089.00
V82437 - Knight Frank			
	PV1241	Market Rental valuation report	\$ 3,850.00
		Total V82437	\$ 3,850.00
V82561 - Sandpaper			
	2020-116	Shire Matters Issue 138	\$ 77.00
		Total V82561	\$ 77.00
V82767 - Fowler Electrical Contracting			
	R007511	Replace & repairs to depot lights	\$ 1,817.55
		Total V82767	\$ 1,817.55
V82774 - T-Quip			
	92484#12	Assy belt - tensioner 3 belt flat	\$ 230.00
		Total V82774	\$ 230.00
V82796 - Fire and Safety WA			
	35855	Kestrel 3000 pocket weather meter	\$ 826.76
	35856	Kestrel 3000 pocket weather meter	\$ 413.38
	35889	Kestrel 2000 pocket weather meter	\$ 811.47
		Total V82796	\$ 2,051.61
V82823 - The Last Drop Plumbing Co			
	3954	Maintenance on BBQ's at Sandy Cape	\$ 3,023.90
		Total V82823	\$ 3,023.90
V82993 - Jurien Bay Mitre 10			
	524405	Rheem water heater, tempering valve,	\$ 811.00
	527912	Rake with spreading bar	\$ 37.00
	527721	Jumbo toilet rolls	\$ 55.00
	528336	Blow torch, butane cartridge, silicone	\$ 88.55
	528338	Jumbo Toilet Rolls	\$ 110.00
	528339	Actizyme pellets	\$ 96.50
	528337	Multi too plunge cut sets	\$ 163.54
		Total V82993	\$ 1,361.59
V83121 - Dandaragan Community Resource Centre Inc			
	123801	Dandaragan Cleaning & Maintenance contract July 20	\$ 1,320.92
		Total V83121	\$ 1,320.92
V83278 - The Workwear Group Pty Ltd			
	12437488	Staff uniforms	\$ 116.20
		Total V83278	\$ 116.20
V83310 - AMPAC Debt Recovery (WA) Pty Ltd			
	67363	Legal Expenses - 13/7-16/7/20	\$ 154.00
	67427	Legal Expenses - 21/7-24/7/20	\$ 55.00
	67509	Legal Expenses - 27/7-30/7/20	\$ 1,633.50
		Total V83310	\$ 1,842.50
V83420 - Porter Consulting Engineers			
	20458	Survey and detailed design	\$ 12,622.50
		Total V83420	\$ 12,622.50
V83495 - Dandaragan Store			
	C56/AUG 20	Cleaning materials	\$ 49.95
		Total V83495	\$ 49.95
V83507 - Council First			
	SI005806	EDRMS Scoping	\$ 6,503.75
		Total V83507	\$ 6,503.75
V83583 - Coastal Digging			
	1860	Crane & truck hire	\$ 429.00
		Total V83583	\$ 429.00
V83634 - Woodlands Distributors & Agencies P/L			
	DAN2-064	Barricade Herbicide	\$ 1,121.78
		Total V83634	\$ 1,121.78
V83660 - D Greenwood			
	JUL20/11	Badgy Waste Mgmt contract July 20	\$ 1,280.00
		Total V83660	\$ 1,280.00
V83767 - Civic Legal Pty Ltd			
	506970	Professional Fees - Deed of novation	\$ 880.00
		Total V83767	\$ 880.00
V83835 - Family Affair Cafe			
	IV00000000148	Refreshments - FCO Course	\$ 210.00
	IV00000000150	Refreshments - Grant Workshop	\$ 141.00
		Total V83835	\$ 351.00
V83901 - Leeman Plumbing and Excavation			
	2915	Instal valve 7 check S/S pressure	\$ 1,380.94
		Total V83901	\$ 1,380.94
V83925 - BookEasy Pty Ltd			
	18242	Min monthly fee - July 20	\$ 330.00
		Total V83925	\$ 330.00
V84078 - Path Waste WA			
	37359	5 x sanitary bins	\$ 137.50
		Total V84078	\$ 137.50
V84089 - RedMac Ag Services			
	224533	Flat nozzle, screen, tube, union nut	\$ 119.21
		Total V84089	\$ 119.21
V84117 - Vanguard Press			

			26867	Distribution of holiday planner	\$ 742.45
				Total V84117	\$ 742.45
V84155 - Jurien Hardware - Thrifty Link			20-00022785	Ant killa granular 2 kg	\$ 48.31
			20-00022787	Rapid set cement	\$ 8.08
			20-00022918	Limonium Perezill blue	\$ 47.50
			70-002-000051	Broom, toilet cleaner, brush set	\$ 97.70
			20-0023210	Rapid set cement	\$ 96.90
			20-00023231	Galv hex bolts & nuts, washers	\$ 47.25
				Total V84155	\$ 345.74
V84175 - Ni Luh Eyden			JUL20/27	Cleaning toilets & BBQ's Sandy Cape	\$ 665.00
				Total V84175	\$ 665.00
V84176 - I.D. Consulting Pty Ltd			13533	profile.id 12 mnth subscription from August 20	\$ 3,850.00
				Total V84176	\$ 3,850.00
V84213 - Autopro Moora			290173	AM-FM Radio & antenna	\$ 194.99
				Total V84213	\$ 194.99
V84233 - Jolin Consulting			33	Leadership Review meeting	\$ 637.50
				Total V84233	\$ 637.50
V84405 - Australia Post			1009799634	Postage - July 20	\$ 286.65
				Total V84405	\$ 286.65
V84422 - Jurien Tyre & Auto			308	Plant - Tyres and Tubes	\$ 852.00
			344	Replace fan belt - PTL021	\$ 123.50
			430	Penrite green coolant concentrate	\$ 44.00
				Total V84422	\$ 1,019.50
V84427 - Blooms By The Beach			42	Small bunch of flowers	\$ 40.00
				Total V84427	\$ 40.00
V84428 - Bronson Safety Pty Ltd			73570	HD Cable Protector	\$ 160.11
				Total V84428	\$ 160.11
V84429 - Fire & Rescue Australia Pty Ltd			61370	Spray Nozzles	\$ 802.26
				Total V84429	\$ 802.26
				Total EFT01015	\$ 103,225.69
20/08/2020	455	Payroll	Payroll	Payroll FN end 18/08/2020	\$ 99,050.16
				Total Payroll	\$ 99,050.16
				Total EFT455	\$ 99,050.16
21/08/2020	456/01016				
V80033 - Derricks Auto-Ag & Hardware Plus			10216483	Rotary Vane Pump & Hose	\$ 360.80
			10216484	Protective Clothing	\$ 195.00
				Total V80033	\$ 555.80
V80043 - Jurien Bay IGA			07/JULY20	Refreshments - Council Meeting	\$ 1,190.03
				Total V80043	\$ 1,190.03
V80087 - Synergy			513665230/AUG20	Dam Pump 8/7 to 11/08/20	\$ 223.38
			208476200/AUG20	2 Way Towers 12/6-11/8/20	\$ 150.17
				Total V80087	\$ 373.55
V80102 - Westrac Equipment			SI1503363	Check & Repair Temperature function - PCG012	\$ 2,480.50
				Total V80102	\$ 2,480.50
V80163 - Badgingarra Community Assn			2020/21 CONTRIBUTION	2020/21 Contribution to operations	\$ 10,300.00
				Total V80163	\$ 10,300.00
V80279 - Jurien Sport and Recreation Centre			2020/21 CONTRIBUTION	2020/21 Contribution to operations	\$ 10,300.00
				Total V80279	\$ 10,300.00
V81201 - Dandaragan Community Centre Management Committ			2020/21 CONTRIBUTION	2020/21 Contribution to operations	\$ 10,300.00
				Total V81201	\$ 10,300.00
V81348 - Russ - Hills Contracting			4127	Freight - Dandy Depot	\$ 353.10
				Total V81348	\$ 353.10
V81352 - Jurien Signs			4617	Printed corflutes - COVID Facility Closed	\$ 568.01
			4800	Staff Uniforms	\$ 198.00
				Total V81352	\$ 766.01
V81382 - Cervantes Hardware and Marine			160386	Poly pipe & tees	\$ 23.54
			160564	Poly pipe & fittings, drippers	\$ 91.96
			160389	Hervicide, Envirodye, foam marker	\$ 572.00
			160538	Fuchs high temp bearing grease	\$ 275.00
				Total V81382	\$ 962.50
V81545 - Winc Australia Pty Limited			9033476346	Stationery July 20 Back Order	\$ 86.80
			9033364419	Refreshments - Council Meeting	\$ 3.95
			9033477000	Refreshments - Council Meeting	\$ 29.63
				Total V81545	\$ 120.38
V81611 - Australian Taxation Office			PJ003287	BAS July 2020	\$ 1,507.00
				Total V81611	\$ 1,507.00
V81699 - Cervantes Community Recreation Centre			2020/21 CONTRIBUTION	2020/21 Contribution to operations	\$ 10,300.00
				Total V81699	\$ 10,300.00
V81874 - Child Support			PJ003324	Child Support FN end 18/08/2020	\$ 70.37
				Total V81874	\$ 70.37
V81924 - Toll Transport Pty Ltd			0477-D583590	Freight - Dandy Library	\$ 580.53
				Total V81924	\$ 580.53
V81973 - Fuel Distributors of WA Pty Ltd			481002428	Diesel - Dandy Depot	\$ 14,409.98
				Total V81973	\$ 14,409.98
V82057 - Ray White Jurien Bay				Staff Housing 26/08/20-08/09/20	\$ 670.00
				Staff Housing 26/08/20-8/09/20	\$ 760.00
				Total V82057	\$ 1,430.00

V82131 - Market Creations	IG19-2	Fire Breaks Notice	\$ 1,639.00
		Total V82131	\$ 1,639.00
V82225 - Midcoast Hydraulic Services	674	Repair pipework - PCL008	\$ 800.31
		Total V82225	\$ 800.31
V82256 - Lowman Engineering	4068	Manufacture guide post lifter	\$ 88.00
		Total V82256	\$ 88.00
V82364 - Abco Products	588620	Cleaning Products	\$ 485.00
		Total V82364	\$ 485.00
V82649 - Jurien Garden Soils	AUG20/2	Plants	\$ 200.00
		Total V82649	\$ 200.00
V82993 - Jurien Bay Mitre 10	528498	Aluminium angle, handle, door seal	\$ 64.20
	528624	Trio Dstop	\$ 8.70
	528864	CCA Pine	\$ 15.00
	528912	CCA Pine	\$ 22.50
	528500	Accent Solarmax L/Sheen	\$ 51.25
	529034	Reinforced PVC Hose	\$ 28.75
		Total V82993	\$ 190.40
V83317 - Tourism Council Western Australia	13850	Industry development training W/Shop	\$ 2,025.00
		Total V83317	\$ 2,025.00
V83340 - CONNECT Call Centre Services	102654	After Hrs calls July 20	\$ 125.84
		Total V83340	\$ 125.84
V83420 - Porter Consulting Engineers	20470	Design Cervantes Foreshore master plan	\$ 4,180.00
		Total V83420	\$ 4,180.00
V83705 - Telstra	04169079/P022383530-7	Whispir Usage July 20	\$ 159.50
		Total V83705	\$ 159.50
V83766 - Australian Regional Tourism	1122	Tier 3 Membership 2020/21	\$ 391.00
		Total V83766	\$ 391.00
V84004 - Department of Water and Environmental Regulation	TF014905	Controlled Waste Tracking 05/8-14/08/20	\$ 132.00
		Total V84004	\$ 132.00
V84141 - WA Naturally Publications	P1-01-029218	Visitors Centre Merchandise	\$ 26.91
		Total V84141	\$ 26.91
V84155 - Jurien Hardware - Thrifty Link	20-00018763	Protective clothing -	\$ 550.71
	20-00021850	Brass hose cock, Teflon Tape	\$ 27.55
	20-00023340	Alum Angle	\$ 20.72
	20-00023372	Clear silicone, alum angle	\$ 27.83
	20-00023549	WW Steel dropper	\$ 94.95
	20-00023901	Native Rosemary, Red Geranium	\$ 33.25
	20-00014202A	PVC Fittings, Teflon Tape, Timer, Soleniod	\$ 40.00
		Total V84155	\$ 795.01
V84389 - Veronica Maher	REIMBURSEMENT - EXPENSES	Bean Bag Refills	\$ 156.00
		Total V84389	\$ 156.00
V84422 - Jurien Tyre & Auto	50076	Brake Master Cylinder	\$ 165.00
		Total V84422	\$ 165.00
V84424 - CouncilWise	80	PropertyWise Enhancement	\$ 26,790.50
		Total V84424	\$ 26,790.50
V84430 - MCG Architects Pty Ltd	2287	Schematic Design 50% complete	\$ 3,795.00
		Total V84430	\$ 3,795.00
V84431 - Neil Hunter	REFUND OVERPAYMENT OF RATES	Refund overpayment of rates	-\$ 921.58
		Total V84431	-\$ 921.58
		Total EFT01016	\$ 109,065.80
27/08/2020 457/01017			
V80087 - Synergy	411619200/AUG20	New Admin Centre 16/07-19/0820	\$ 4,701.11
	429026190/AUG20	Jurien Depot 16/07-19/08/20	\$ 1,920.72
		Total V80087	\$ 6,621.83
V80162 - Badgingarra Bowling Club (Inc)	ADVANCE SSL135	Advance - Self Supporting Loan 135	\$ 50,000.00
		Total V80162	\$ 50,000.00
V80217 - CWA Jurien	2020-812	Wreath for Vietnam Veterans Day	\$ 55.00
		Total V80217	\$ 55.00
V80240 - RBC Rural	28132	Meterplan charge August 20	\$ 2,108.87
		Total V80240	\$ 2,108.87
V80429 - JDS Electrical Services	1603	Supply new set top box & coaxial lead	\$ 419.80
		Total V80429	\$ 419.80
V80960 - Raeco	557393	Bookshelves	\$ 1,659.22
		Total V80960	\$ 1,659.22
V81382 - Cervantes Hardware and Marine	160667	Fertiliser	\$ 6,363.45
		Total V81382	\$ 6,363.45
V81593 - Worldwide Printing Solutions	602819	Printing Septic Works Books	\$ 390.00
		Total V81593	\$ 390.00
V81616 - Jurien Pest Management	5978	Carry out ant baiting	\$ 198.00
		Total V81616	\$ 198.00
V81860 - Shadbolt Electrical	4500989	Materials and Contracts (ALL)	\$ 949.61
		Total V81860	\$ 949.61
V81886 - Western Lockservice	10861017	LW Status 6 OS Key	\$ 122.60

		Total V81886	\$ 122.60
V81924 - Toll Transport Pty Ltd	0478-D583590	Freight Charges Week ending 23/08/20	\$ 191.92
		Total V81924	\$ 191.92
V81935 - Department of Fire and Emergency Services	151008	ESL Remittance - QTR 1 2020/21	\$ 98,797.20
		Total V81935	\$ 98,797.20
V81963 - Lewis Motors	59113	Wheel	\$ 120.01
		Total V81963	\$ 120.01
V82028 - Avon Waste	40236	Invoice P159003	\$ 12,548.07
		Total V82028	\$ 12,548.07
V82567 - State Library of WA	RI026458	Better Beginnings Program 2020/21	\$ 220.00
		Total V82567	\$ 220.00
V82993 - Jurien Bay Mitre 10	528493	Water container	\$ 30.75
	528541	Mop Bucket, mop	\$ 77.25
	529064	Screws, Bushes, hose cock, elbow	\$ 48.00
	529135	Builders ang, sturdy ang	\$ 21.50
	529184	Wheel Nylon Con	\$ 97.00
	529220	Blank key	\$ 13.40
	529242	Walplug, door stop, trio doorstop	\$ 23.35
	529494	Spark Plug, Screw	\$ 22.85
	529647	Silicon, duct tape	\$ 67.50
		Total V82993	\$ 401.60
V83507 - Council First	SI005754	Production Environment July to Sept 20	\$ 15,407.70
		Total V83507	\$ 15,407.70
V83634 - Woodlands Distributors & Agencies P/L	DAN2-063	Premium Prilled Gypsum	\$ 1,430.00
	DAN2-065	Agvita Soil, Water & Leaf testing	\$ 1,193.50
		Total V83634	\$ 2,623.50
V83694 - Elite Electrical Contracting Pty Ltd	81269	Replace emergency light	\$ 154.92
	81278	Test circuits for the emergency lighting	\$ 313.50
	81279	Test circuits for emergency lighting	\$ 352.00
		Total V83694	\$ 820.42
V83735 - Shire of Mingenew	9165	Velpic online training platform 1/7/20-30/06/21	\$ 513.33
		Total V83735	\$ 513.33
V83780 - Pinnacles Traffic Management Services	87	Traffic Management - JER	\$ 8,266.50
		Total V83780	\$ 8,266.50
V84004 - Department of Water and Environmental Regulation	DL003423	Controlled Waste Driver Licence - G Gardner	\$ 60.00
		Total V84004	\$ 60.00
V84155 - Jurien Hardware - Thrifty Link	20-00015275	Works in Progress Materials	\$ 1,999.00
	20-00018783	Landscapers fork	\$ 38.00
	20-00023898	Plants, Multi guard snail & slug,	\$ 92.62
	20-00023900	Joiner barb & thread, Shrubber stakes	\$ 15.29
	20-00023997	Artic riser	\$ 16.34
	20-00024006	WD40	\$ 25.65
	20-00023513	32 Ezy reacher pro	\$ 42.75
	20-00023534	20 litre pail	\$ 28.50
	20-00023707	Kleen air, sprakle boronia, kleenwest	\$ 76.86
	20-00023709	9kg gas refill	\$ 99.75
	20-00023843	Solar recharge battery	\$ 24.22
		Total V84155	\$ 2,458.98
V84175 - Ni Luh Eyden	AUG20/30	Clean toilets & BBQ's Sandy Cape	\$ 646.50
		Total V84175	\$ 646.50
V84221 - Holiday Guide Pty Ltd	2258	Marketing fee - based on bookings May-July 20	\$ 240.46
		Total V84221	\$ 240.46
V84432 - Warren & Kylie Zanzetti	REFUND - BUILDING APPLICATION	Refund building application 41/2020	\$ 166.65
		Total V84432	\$ 166.65
		Total EFT01017	\$ 212,371.22
Grand Total - EFT Payment			\$ 758,883.03

Date	BPAY Number	Vendor	Invoice	Description	Amount
BPAY170820					
		V80818 - Telstra Corporation			
10/08/20			2503689339/AUG20	Library Usage to 01/08/20	\$ 134.97
02/08/20			2175531686/AUG20	Mobile phone usage to 01/08/20	\$ 1,011.19
02/08/20			2175531868/AUG20	Fuel systems to 01/09/20	\$ 29.98
				Total V80818	\$ 1,176.14
				Total BPAY170820	\$ 1,176.14
BPAY 270820					
		V80818 - Telstra Corporation			
20/08/20			3009311972/AUG20	CESC usage 20/8-19/9/20	\$ 120.98
				Total V80818	\$ 120.98
				Total BPAY 270820	\$ 120.98
BPAY070820					
		V81671 - Water Corporation			
10/06/20			9007251663/JUN20	Catalonia st toilets/retic tanks 7/4-9/6/20	\$ 2,116.56
				Total V81671	\$ 2,116.56
				Total BPAY070820	\$ 2,116.56
BPAY170820A					
		V81671 - Water Corporation			
07/08/20			9007253079/AUG20	Corunna rd toilets 9/6-6/8/20	\$ 18.18
07/08/20			9007256376/AUG20	Cervantes CBD toilets 9/6-6/8/20	\$ 38.37
06/08/20			9010675344/AUG20	Cerv waste transfer strn 9/6-5/8/20	\$ 49.97
06/08/20			9007252543/AUG20	Cerv Gym hall 9/6-5/8/20	\$ 23.37
06/08/20			9007251663/AUG20	Water	\$ 456.69
				Total V81671	\$ 586.58
				Total BPAY170820A	\$ 586.58
BPAY210820					
		V80818 - Telstra Corporation			
19/08/20			5258987000/AUG20	Phone usage to 01/08/20	\$ 3,261.34
				Total V80818	\$ 3,261.34
				Total BPAY210820	\$ 3,261.34
BPAY210820A					
		V81671 - Water Corporation			
24/07/20			9015427497/AUG20	Controlled Tankered Waste 01/04-30/06/20	\$ 28,108.77
12/08/20			9011461671/AUG20	Jurien Admin Centre 09/06-11/08/20	\$ 789.75
11/08/20			9007269433/AUG20	Dobbyn Park 08/06-10/08/20	\$ 280.48
11/08/20			9022157720/AUG20	Jurien Ezy Dump 08/06-10/08/20	\$ 90.90
14/08/20			9009758951/AUG20	4 Pinetree Cct 11/06-13/08/20	\$ 276.20
12/08/20			9007271154/AUG20	2 York St 09/06-11/08/20	\$ 52.71
12/08/20			9007269986/AUG20	FRC 09/06-11/08/20	\$ 552.27
				Total V81671	\$ 30,151.08
				Total BPAY210820A	\$ 30,151.08
BPAY210820B					
		V84421 - Optus Billing Services Pty Ltd			
10/08/20			61939377/AUG20	Sat phones 05/08-04/09/20	\$ 30.96
				Total V84421	\$ 30.96
				Total BPAY210820B	\$ 30.96
BPAY270820A					
		V81671 - Water Corporation			
13/08/20			9007276262/AUG20	Jurien Depot 11/06-12/08/20	\$ 358.39
13/08/20			9007272237/AUG20	JCC 10/06-12/08/20	\$ 303.85
13/08/20			9018331642/AUG20	Jurien Hall 10/06-12/08/20	\$ 399.94
13/08/20			9007278989/AUG20	Jurien Cemetery 10/06-12/08/20	\$ 319.43
				Total V81671	\$ 1,381.61
				Total BPAY270820A	\$ 1,381.61
				Grand Total - Other	\$ 35,563.91



Monthly Statements

for the period ending 31 August 2020

Rates Setting Statement	3
Statement of Financial Position	4
Income Statement by Department	5
Income Statement by Nature or Type	6
Statement of Changes in Equity	7
Note 2 – Acquisition/Construction of Assets	8
Note 3 – Disposal of Assets	10
Note 4 – Loan Repayment Schedule	11
Note 5 – Net Current Assets	12
Note 6 – Rating Information	13
Note 7 – Cash, Investments & Receivables	14
Note 8 - Reserves-Cash/Investment Backed	15
Note 9 - Trust Funds	16
Note 10 - Budget Amendments	17
Note 11 - Grants & Contributions	18
Note 12 - Variances	19

SHIRE OF DANDARAGAN
 FINANCIAL ACTIVITY STATEMENT by Department
 as at 31 August 2020

	Leg.	Note	Budget 2020/2021	Y-T-D Budget 2020/2021	Actual 2020/2021	Variance
			\$	\$	\$	
OPERATING ACTIVITIES						
Adjusted net current assets at start of financial year - surplus/(deficit)	FMR34(2)(a)		723,612	714,457	714,457	
Revenue from operating activities (excluding rates)						
Governance			78,168	7,693	3,321	43%
General purpose funding			739,452	182,038	187,005	103%
Law, order & public safety			405,503	316,906	346,529	109%
Health			4,290	1,500	17,203	1147%
Education & welfare			10,500	0	0	100%
Community amenities			1,359,940	947,443	957,039	101%
Recreation and culture			427,586	54,492	67,980	125%
Transport			276,093	2,583	773	30%
Economic services			229,166	10,883	13,964	128%
Other property and services			136,571	37,637	31,696	84%
			3,667,270	1,561,175	1,625,511	
Expenditure from operating activities						
Governance			(642,760)	(72,772)	(66,071)	91%
General purpose funding			(197,086)	(32,740)	(24,813)	76%
Law, order & public safety			(1,344,056)	(256,033)	(245,224)	96%
Health			(321,579)	(49,357)	(41,967)	85%
Education & welfare			(110,359)	(12,102)	(9,242)	76%
Community amenities			(2,262,988)	(357,646)	(363,866)	102%
Recreation and culture			(3,144,733)	(559,693)	(511,244)	91%
Transport			(5,397,208)	(901,204)	(834,093)	93%
Economic services			(726,692)	(107,214)	(99,274)	93%
Other property and services			(619,246)	(127,456)	(124,422)	98%
			(14,766,706)	(2,476,217)	(2,320,215)	
Non-cash amounts excluded from operating activities			6,308,988	984,915	1,030,791	
Amount attributable to operating activities			(4,066,836)	784,330	1,050,545	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	11		7,193,247	10,607	38,073	
Proceeds from disposal of assets	3		33,600	0	0	
Purchase land and buildings	2		(1,751,317)	(291,886)	0	
Purchase furniture and equipment	2		(341,547)	(56,925)	0	
Purchase plant and equipment	2		(7,000)	(1,167)	0	
Purchase infrastructure assets - roads	2		(5,173,070)	(862,178)	0	
Purchase infrastructure assets - parks & reserves	2		(529,977)	(88,330)	0	
Purchase infrastructure assets - other	2		(4,093,467)	(682,244)	0	
Purchases - Works in Progress (Not Capitalised)	2		0	0	(283,657)	
Amount attributable to investing activities			(4,669,531)	(1,972,123)	(245,584)	
FINANCING ACTIVITIES						
Proceeds from new borrowings	4		1,340,000	45,089	50,000	
Repayment of borrowings	4		(157,986)	(79,493)	(38,823)	
Payment of self supporting loan to community group	4		(50,000)	(45,089)	(50,000)	
Self-supporting loan principal income	4		45,436	3,375	3,375	
Community group cash advance principal income	4		2,076	0	0	
Payment of right of use lease			(40,530)	(7,319)	(8,472)	
Transfer to reserves	8		(187,045)	(3,333)	(4,919)	
Transfer from reserves	8		(818,335)	(0)	(0)	
Amount attributable to financing activities			(1,770,286)	86,770	48,840	
Budgeted deficiency before general rates			6,966,081	1,274,563	(756,121)	
Estimated amount to be raised from general rates	6		(6,300,242)	(6,483,735)	(6,494,685)	
Adjusted net current assets at end of financial year - surplus/(deficit)	FMR34(2)(a)	5	665,839	(5,209,172)	(7,250,806)	
Budget adjustment - Provisions	FMR32(f)		(665,839)	655,839		
Budget Surplus / (Deficiency)			(0)	(4,553,333)		

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

FMR = Local Government (Financial Management) Regulations 1996

SHIRE OF DANDARAGAN
STATEMENT OF FINANCIAL POSITION
as at 31 August 2020

Description	Note	for the year	for the period
		ended 30	ending 31
		June 2020	August 2020
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	7	7,647,366	7,565,338
Trade receivables		891,893	6,562,792
Other financial assets at amortised cost		42,602	44,138
Other current assets		5,514	0
Inventories		32,574	21,220
TOTAL CURRENT ASSETS		8,619,948	14,193,488
NON-CURRENT ASSETS			
Other financial assets at amortised cost		168,672	213,761
Trade receivables		50,124	0
Land		3,072,000	3,072,000
Buildings and improvements		29,775,900	29,581,550
Furniture and equipment		796,707	777,374
Plant and equipment		3,645,180	3,538,181
Right of use assets		89,542	82,218
Infrastructure		247,954,010	247,585,006
TOTAL NON-CURRENT ASSETS		285,552,134	284,850,089
TOTAL ASSETS		294,172,082	299,043,577
CURRENT LIABILITIES			
Trade and other payables		(1,046,404)	(167,002)
Contract liabilities		(458,071)	(443,659)
Lease liabilities		(40,530)	(32,058)
Borrowings		(112,406)	(78,494)
Employee related provisions		(665,839)	(590,388)
TOTAL CURRENT LIABILITIES		(2,323,250)	(1,311,601)
NON-CURRENT LIABILITIES			
Lease liabilities		(49,619)	(49,619)
Borrowings		(157,012)	(202,101)
Employee related provisions		(110,987)	(110,987)
Other provisions		0	0
TOTAL NON-CURRENT LIABILITIES		(317,617)	(362,707)
TOTAL LIABILITIES		(2,640,867)	(1,674,307)
TOTAL NET ASSETS		291,531,215	297,369,270
EQUITY			
Retained earnings		(197,022,615)	(202,855,750)
Reserves - cash backed	8	(5,692,576)	(5,697,495)
Revaluation surplus		(88,816,025)	(88,816,025)
TOTAL EQUITY		291,531,215	297,369,269

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

SHIRE OF DANDARAGAN
STATEMENT OF COMPREHENSIVE INCOME by Nature or Type
as at 31 August 2020

	Note	Budget 2020/2021	Y-T-D Budget 2020/2021	Actual 2020/2021
		\$	\$	\$
Revenue				
Rates	6	6,300,242	6,483,735	6,494,685
Operating grants, subsidies and contributions		1,208,418	192,420	241,184
Fees and charges		2,315,079	1,342,959	1,361,648
Interest earnings		22,000	3,500	4,940
Other revenue		121,773	22,296	17,739
		9,967,512	8,044,910	8,120,196
Expenses				
Employee costs		(4,047,580)	(582,725)	(507,840)
Materials and contracts		(2,753,108)	(411,662)	(318,128)
Utilities		(459,742)	(73,827)	(56,866)
Insurance		(420,188)	(291,512)	(286,468)
Other expenses		(753,722)	(126,715)	(169,623)
Depreciation		(6,308,988)	(984,915)	(980,667)
		(14,743,328)	(2,471,356)	(2,319,591)
		(4,775,816)	5,573,555	5,800,605
Borrowing costs expense	4	(23,378)	(4,861)	(624)
Grants & Subsidies (towards non-operating activities)		7,193,247	10,607	38,073
Fair Value adjustment through profit and loss		0	0	0
Profit / Loss on Disposal of Assets	3	0	0	0
Net result		2,394,053	5,579,301	5,838,054
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		2,394,053	5,579,301	5,838,054

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

SHIRE OF DANDARAGAN
STATEMENT OF COMPREHENSIVE INCOME by Department
as at 31 August 2020

	Note	Budget 2020/2021	Y-T-D Budget 2020/2021	Actual 2020/2021
		\$	\$	\$
Governance		78,168	7,693	3,321
General purpose funding		7,039,694	6,665,773	6,681,690
Law, order & public safety		405,503	316,906	346,529
Health		4,290	1,500	17,203
Education & welfare		10,500	0	0
Community amenities		1,359,940	947,443	957,039
Recreation and culture		427,586	54,492	67,980
Transport		276,093	2,583	773
Economic services		229,166	10,883	13,964
Other property and services		136,571	37,637	31,696
		9,967,512	8,044,910	8,120,196
Expenses excluding finance costs				
Governance		(634,346)	(68,471)	(64,924)
General purpose funding		(197,086)	(32,740)	(24,813)
Law, order & public safety		(1,343,921)	(256,010)	(245,194)
Health		(321,579)	(49,357)	(41,967)
Education & welfare		(106,984)	(12,102)	(9,242)
Community amenities		(2,262,988)	(357,646)	(363,866)
Recreation and culture		(3,142,356)	(559,693)	(511,900)
Transport		(5,397,208)	(901,204)	(834,065)
Economic services		(726,692)	(107,214)	(99,274)
Other property and services		(610,169)	(126,918)	(124,348)
		(14,743,328)	(2,471,356)	(2,319,591)
		(4,775,816)	5,573,555	5,800,605
Finance costs				
Governance		(8,413)	(4,301)	(1,148)
Law, order & public safety		(135)	(23)	(30)
Education & welfare		(3,375)	0	0
Recreation and culture		(2,378)	0	656
Transport		0	0	(28)
Other property and services		(9,076)	(538)	(74)
		(23,378)	(4,861)	(624)
Non- operating grants and subsidies				
Health		2,000	0	0
Recreation and culture		1,702,654	0	0
Transport		5,483,593	10,607	38,073
Economic services		5,000	0	0
		7,193,247	10,607	38,073
Profit / (loss) on asset disposal				
		0	0	0
Net result		2,394,053	5,579,301	5,838,054
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		2,394,053	5,579,301	5,838,054

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

SHIRE OF DANDARAGAN
STATEMENT OF CHANGES IN EQUITY
as at 31 August 2020

Note	Retained Surplus	Reserves Cash Backed	Revaluation Surplus	Total Equity
	\$	\$	\$	\$
Balance as at 30 June 2020	197,022,615	5,692,576	88,816,025	291,531,215
Comprehensive Income				
Net result	5,838,054	0	0	5,838,054
Changes on revaluation of non-current assets	0	0	0	0
Total comprehensive income	5,838,054	0	0	5,838,054
Transfers from/(to) reserves	(4,919)	4,919	0	0
Balance as at 31 August 2020	202,855,750	5,697,495	88,816,025	297,369,269

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

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 August 2020

2 DETAILED ACQUISITION

Description	Schedule	Total	Land & Buildings \$	Plant & Equipment \$	Furniture & Equipment \$	Parks & Reserves \$	Roads \$	Other \$
Soft Conferencing additions	Governance	0	7,200			7,200		
Community Noticeboard - Other - RenewalSLK-	Governance	0	100,000					100,000
JBAdmin Emerg. lighting test circuit	Governance	695	1,000	695	1,000			
Shredder	Governance	0	5,000			5,000		
Switches / Antennas and Access Points	Governance	0	49,592			49,592		
Generator - Wellness	Health	0	7,000		7,000			
Dandaragan House (GROH)	Education & Welfare	4,300	540,000	4,300	540,000			
JBFRCC p/ground remodel & refurb Wet area	Education & Welfare	0	31,096		31,096			
Dand cemetery wing walls	Community Amenities	0	4,000		4,000			
FRC Emerg. lighting test circuit	Community Amenities	887	1,000	887	1,000			
FRC Softfall	Community Amenities	11,472	11,472					
DandCRC Emerg. lighting test circuit	Community Amenities	2,689	2,689	2,689	2,689			
CCC renewal -carryover	Recreation & Culture	0	53,613		53,613			
key revision at CCC exist hall doors	Recreation & Culture	0	14,796		14,796			
Civic Cnt. Emerg. lighting test circuit	Recreation & Culture	320	320	320	320			
JSRC Emerg. lighting test circuit	Recreation & Culture	1,205	1,064	1,205	1,064			
DCC Emerg. lighting test circuit	Recreation & Culture	2,089	2,089	2,089	2,089			
BCC Emerg. lighting test circuit	Recreation & Culture	437	1,000	437	1,000			
CCC Emerg. lighting test circuit	Recreation & Culture	320	320	320	320			
BCC re-roof carryover	Recreation & Culture	0	31,500		31,500			
CCRC noise / doors	Recreation & Culture	0	40,000		40,000			
BCC roof support for solar panels	Recreation & Culture	0	20,000		20,000			
Amphitheatre screen modifications	Recreation & Culture	0	5,200		5,200			
Fshore Pathways	Recreation & Culture	0	200,000					200,000
Jurien Irrigation Project - Other - NewSLK-	Recreation & Culture	0	104,183			104,183		
Badgingarra Tree Replacement - Other - RenewalSLK-	Recreation & Culture	0	25,794			25,794		
Dand. Landscaping/fence etc	Recreation & Culture	0	25,000			25,000		
JB Picnic Area	Recreation & Culture	0	150,000			150,000		
Faunt. Power Upgrade	Recreation & Culture	0	60,000			60,000		
Container Bar Platform	Recreation & Culture	0	165,000			165,000		
Beachridge Swales - Other - RenewalSLK-	Recreation & Culture	0	30,000					30,000
Dand. BMX Pump	Recreation & Culture	0	100,000					100,000
Dand. Public Art	Recreation & Culture	0	50,000					50,000
JB Youth Precinct	Recreation & Culture	4,070	1,200,000					4,070
Badgingarra Cricket Nets	Recreation & Culture	0	15,000					15,000
Ablution Pavillion	Recreation & Culture	3,450	750,000	3,450	750,000			
COVID Community Building Program	Recreation & Culture	1,817	74,559	1,817	74,559			
Fshore Playground	Recreation & Culture	0	250,000			250,000		
C/O Cervantes TV-Replace tower and antenna	Recreation & Culture	40,890	67,917					40,890
Coastal Fencing project - Other - RenewalSLK-	Recreation & Culture	0	80,000					80,000
Civic Centre Fit-Out	Recreation & Culture	0	29,755			29,755		
Casuarina Crescent - Other - NewSLK-	Transport	0	37,080					37,080
Eucalypt Way - Other - NewSLK-	Transport	0	48,720					48,720
Turquoise Way - Other - RenewalSLK-	Transport	0	108,750					108,750
Turquoise Way - Other - NewSLK-	Transport	0	150,000					150,000
JB Footpaths - Other - NewSLK-	Transport	0	105,000					105,000
Cervantes Footpaths - Other - NewSLK-	Transport	0	114,275					114,275
Bashford Street - Other - RenewalSLK-	Transport	0	80,000					80,000
CCC Carpark - Other - RenewalSLK-	Transport	0	156,725					156,725
Badgingarra Truck bay - Other - RenewalSLK-	Transport	0	260,000					260,000
Munbinea Road Bridge - Other - RenewalSLK-	Transport	0	394,000					394,000
Munbinea Road - Gravel ResheetSLK0-4	Transport	0	109,555				109,555	
Cadda Road - Gravel ResheetSLK18.4-22.4	Transport	0	109,555				109,555	
Kayanaba Road - Gravel ResheetSLK14.7-18.37	Transport	0	69,778				69,778	
Wandawallah Road - Gravel ResheetSLK8-12	Transport	0	109,555				109,555	
Black Arrow Road - Gravel ResheetSLK14.7-18.7	Transport	0	95,555				95,555	
Wongonderrah Road - Gravel ResheetSLK11.2-15.2	Transport	0	109,555				109,555	
Sandy Cape - ReconstructionSLK6.15-6.9	Transport	0	170,000				170,000	
Airstrip Road - SealingSLK0-1	Transport	0	29,000				29,000	
NorthWest Road - ReconstructionSLK-	Transport	0	6,362				6,362	
Yerramullah Road - Gravel ResheetSLK-	Transport	93,181	62,924				93,181	62,924

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 August 2020

3 ASSET DISPOSAL AND CHANGEOVER

Description	Proceeds from Sale		Cost of Replacement		Net Cost for Change Over		Written Down Value		Profit/(Loss) on Disposal	
	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget
FA2995 - Wagon - Mazda CX5 Maxx DN016	\$	\$			\$	\$		\$	0	\$
FA3091 - Wagon - Mazda CX5 Maxx DN032		16,800						16,800	0	0
	0	33,600	0	0	0	0	0	33,600	0	0

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 August 2020

4 INFORMATION ON BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

	Outstanding 1-Jul-20	New loans		Interest repayments		Principal repayments		Outstanding for the year ending 30 June
		2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	
Governance								
Loan 127	147,805	0	0	4,102	7,219	35,448	71,880	75,925
Education and Welfare								
Loan 136			540,000		3,375		25,432	514,568
Recreation and culture								
New loan - 137			750,000		7,746		15,238	734,762
	147,805	0	1,290,000	4,102	18,340	35,448	112,550	1,325,255
Self Supporting Loans								
Recreation and culture								
Loan 130	48,162	0	0		2,093		23,494	24,668
Loan 131	3,183	0	0		43		3,183	0
Loan 132	3,603	0	0		43		3,603	0
Loan 133	43,374	0	0	538	1,034	3,375	6,791	36,583
Loan 134	23,290		0		296		3,455	19,835
Loan 135		50,000	50,000		200		4,911	45,089
	121,612	50,000	50,000	538	3,709	3,375	45,437	126,175
	269,417	50,000	1,340,000	4,639	22,049	38,823	157,987	1,451,430
Cash Advance Repayment								
Recreation and culture								
Cervantes Bowling Club	2,076	0	0	0	0		2,076	0
	2,076	0	0	0	0	0	2,076	0

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.
The self supporting loan(s) repayment will be fully reimbursed.
The self supporting loan(s) repayment will be fully reimbursed.

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 August 2020

5. NET CURRENT ASSETS

	Note	2020	2021
		\$	\$
Composition of estimated net current assets			
Current assets			
Cash - unrestricted		1,954,791	1,867,844
Cash - restricted reserves	8	5,692,576	5,697,495
Receivables		940,008	6,606,930
Inventories		32,574	21,220
		<u>8,619,948</u>	<u>14,193,488</u>
Less: current liabilities			
Trade, other payables and provisions		(2,210,844)	(1,233,107)
Long term borrowings		(112,406)	(78,494)
		<u>(2,323,250)</u>	<u>(1,311,601)</u>
Unadjusted net current assets		6,296,699	12,881,887
Adjustments			
Less: Cash - restricted reserves	8	(5,692,576)	(5,697,495)
Less: Loans receivable - clubs/institutions		(42,602)	(44,138)
Add: Right of use lease liability		40,530	32,058
Add: Current portion of borrowings		112,406	78,494
Adjusted net current assets - surplus/(deficit)		<u>714,457</u>	<u>7,250,806</u>
Budget Adjustment			
Add: Provisions		665,839	590,388
Budget surplus/(deficit)		<u>1,380,296</u>	<u>7,841,195</u>

Reason for Adjustments

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

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 August 2020

6 RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	rate revenue	Budget 2020/2021			Actual 2020/2021		
					interim rates	back rates	total revenue	rate revenue	interim rates	back rates
	\$		\$	\$	\$	\$	\$	\$	\$	\$
General rate										
Gross rental valuations										
GRV - General	8.0156	1,884	31,764,066	2,528,082	0	0	2,528,082	2,546,082		2,546,082
Unimproved valuations										
UV - General	0.6955	520	405,363,396	2,836,184	0		2,836,184	2,836,184		2,836,184
Sub-Totals		2,404	437,127,462	5,364,266	0	0	5,364,266	5,382,266		5,382,266
Minimum										
Minimum payment	\$									
Gross rental valuations										
GRV - General	947	978	5,340,701	926,166	0	0	926,166	926,166		926,166
GRV - Lesser (Dandaragan & Badgingarra)	715	28	118,192	20,020	0	0	20,020	20,020		20,020
Unimproved valuations										
UV - Mining	894	77	1,612,271	68,838	0	0	68,838	68,838		68,838
UV - Lesser	715	223	17,484,600	159,445	0	0	159,445	159,445		159,445
Sub-Totals		1,306	24,555,764	1,174,469	0	0	1,174,469	1,174,469		1,174,469
		3,710	461,683,226	6,538,735	0	0	6,538,735	6,556,735		6,556,735
Discount refer (note 1 (c))							(240,000)			(62,049)
Total amount raised from general rates							6,298,735			6,494,686
Ex Gratia Rates							1,507			0
Total rates							6,300,242			6,494,686

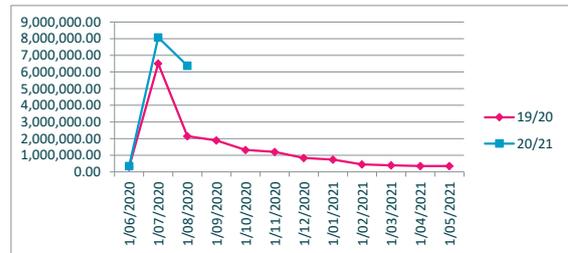
NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 August 2020

7 CASH, INVESTMENTS & RECEIVABLES

	Note	2020	2021
		\$	\$
Cash And Cash Equivalents			
Unrestricted		1,653,919	1,867,844
Restricted	8	5,821,414	5,697,495
		<u>7,475,333</u>	<u>7,565,338</u>
Receivables			
Rates outstanding		352,891	6,374,228
Sundry debtors		428,031	190,242
GST receivable		(0)	(0)
		<u>498,715</u>	<u>6,564,469</u>

Rates Outstanding

	YTD	30-Jun-20
Opening Arrears Previous Years	352,891	274,006
Levied this Year	7,763,596	7,762,858
Less Collections to date	- 1,742,259	- 7,683,973
Equals Current Outstanding	6,374,228	352,891
Net Rates Collectable	6,374,228	352,891
% Collected	21.47	95.61

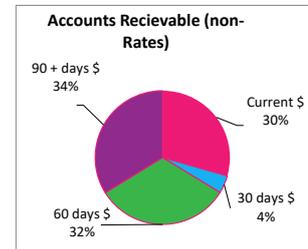


Sundry Debtors

	Current	30 days	60 days	90 + days
	\$	\$	\$	\$
Receivables General	56,027.85	8,184.38	61,711.42	64,317.98
Total Receivables General Outstanding				<u>190,241.63</u>

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)



NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 August 2020

8 CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	Opening Balance	Budget Transfer to	Transfer (from)	In Use Adjustment	Closing Balance
	\$	\$	\$		\$
Plant Reserve	254,398	220			254,618
Building Renewal Reserve	790,929	683			791,613
Rubbish Reserve	434,007	375			434,382
Community Centre Reserve	387,494	335			387,829
Television Services Reserve	97,728	84			97,813
Information Technology Reserve Reserve	57,018	49			57,067
Land Development Reserve	70,662	61			70,723
Parking Requirements (Lot 1154 Sandpiper Street) Reserve	11,405	10			11,415
Parks and Recreation Grounds Development (Seagate) Reserve	376,292	325			376,617
Sport and Recreation Reserve	310,643	268			310,912
Landscaping Reserve	2,647	2			2,649
Aerodrome Reserve	129,177	112			129,289
Public Open Space Renewal Reserve	558,221	482			558,703
Infrastructure Renewal Reserve	811,987	702			812,689
Public Open Space Construction Reserve	112,904	98			113,002
Infrastructure Construction Reserve	62,338	54			62,392
Building Construction Reserve	116,191	100			116,292
Leave Reserve	260,204	225			260,429
Economic Development Initiatives Reserve	794,068	686			794,754
Turquoise Way Path Reserve	51,766	45			51,810
Cash in lieu of landscaping – Lot 1146 Sandpiper Street Reserve	2,495	2			2,497
	5,692,576	4,919	0	0	5,697,495

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 August 2020

9 TRUST FUNDS

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

Trust Fund

Detail	Balance	Movements		Balance
	30-Jun-20	Inwards	Outwards	as at 31 August 2020
Cash In Lieu POS - L9000 Valencia	\$ 200,277	\$		\$ 200,277
	200,277	0	0	200,277

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 August 2020

10 BUDGET AMMENDMENTS

Description	Council Resolution	Schedule	Classification	Non-Cash Adjustment	Increase in cash available	Decrease in cash available	Amended Budget Running Balance
Budget Adoption						Opening Surplus	9,068
Permanent Changes							
					0	0	0
					0	0	0

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 August 2020

11 GRANTS & CONTRIBUTIONS

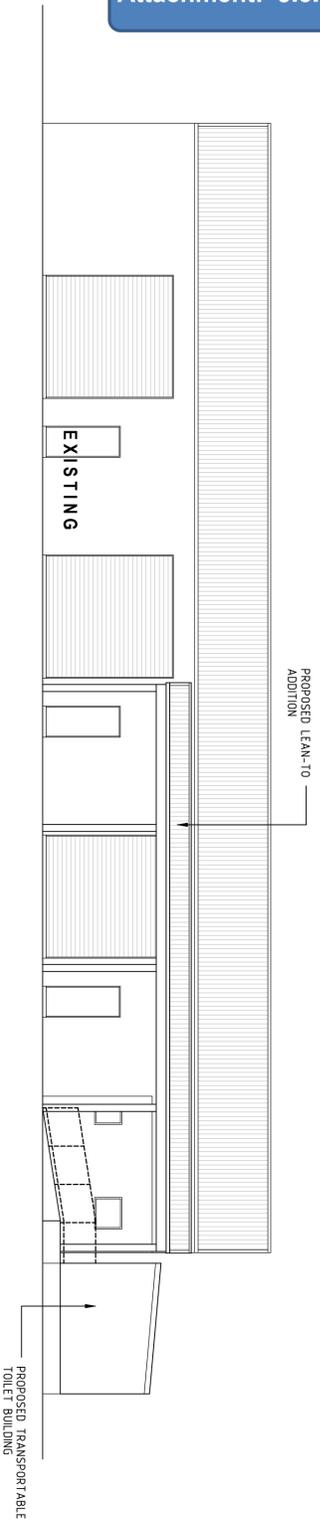
Program / Details	Grant Provider	In Advance payments	Budget 2020/21	2019 / 20 Budget Amendments	Received	Recoup Status		Not Received
						Revenue/ Expenditure	Liability	
				\$	\$	\$		
Operating								
Other General Purpose Income								
Grants Commission - General	WALGGS	351,640	357,330		90,563	90,563		266766.75
Grants Commission - Roads	WALGGS	685,664	350,822		89,555	89,555		261267.25
Fire Prevention								
ESL Operating Grant	FESA		50,000		14,164	14,164		35836.00
Other Welfare								
Spray the Grey Grant Estimate	Healthway		10,500		10,500		10,500	0.00
Swimming Areas and Beaches								
CHRMAP			30,000					30000.00
Streets Roads Bridges Depots Maint								
MRWA Direct Grant	MRWA		249,865					249865.00
Street Light Subsidy			3,400					3400.00
Tourism & Area Promotion								
Dest.Market Indust Contribution to website			10,000					10000.00
		1,037,304	1,061,917	-	204,782	194,282	10,500	857,135
Non-Operating								
Other Health								
Generator - Practice contribution			2,000					2,000
Other Recreation and Sport								
Badgingarra Cricket Nets BCA contribution			5,000					5,000
JB Youth Precinct	LotteryWest Grant		1,127,654					1,127,654
Dand. Landscaping/fence etc	Federal Drought		25,000					25,000
JB Picnic Area	Federal Drought		150,000					150,000
Faunt. Power Upgrade	Federal Drought		60,000					60,000
Dand. BMX Pump	Federal Drought		100,000					100,000
Dand. Public Art	Federal Drought		50,000					50,000
Badgingarra Cricket Nets	CSRFF Grant		40,000					40,000
Public Halls & Civic Centre								
CCRC noise / doors	Federal Drought		5,000					5,000
Television and Radio Rebroadcast								
Coastal Fencing Project	Planning Commission		40,000					40,000
Streets Roads Bridges Depots Maint								
Regional Road Group RRG	RRG		642,968					642,968
Commodity Route Funding	SCR		93,127		10,607	10,607	-	82,520
SBS Grant	SBS		115,334					115,334
RED Grant	RED		100,000					100,000
DoT Dual Use Path	DoT		141,750		17,850		17,850	123,900
WALGGC - Special Projects	WALGGS		394,000		394,000		394,000	-
WSFN	WSFN		2,203,569		28,800	27,466	1,334	2,174,769
RTR Grant	RTR		554,113					554,113
JB Footpaths	Federal Drought		150,000					150,000
CCC Carpark	Federal Drought		150,000					150,000
Badgingarra Truck bay	Federal Drought		235,000					235,000
Aragon Street Design	Federal Drought		40,000					40,000
Airfields								
RAP Grant	RAP		172,803		19,975		19,975	152,828
Local Roads and Comm Inf			590,929					590,929
Tourism & Area Promotion								
Dest.Market Indust Contribution to website			5,000					5,000
			7,193,247	-	471,232	38,073	433,159	6,722,015
		1,037,304	8,255,165	-	676,014	232,355	443,659	7,579,150.25

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 August 2020

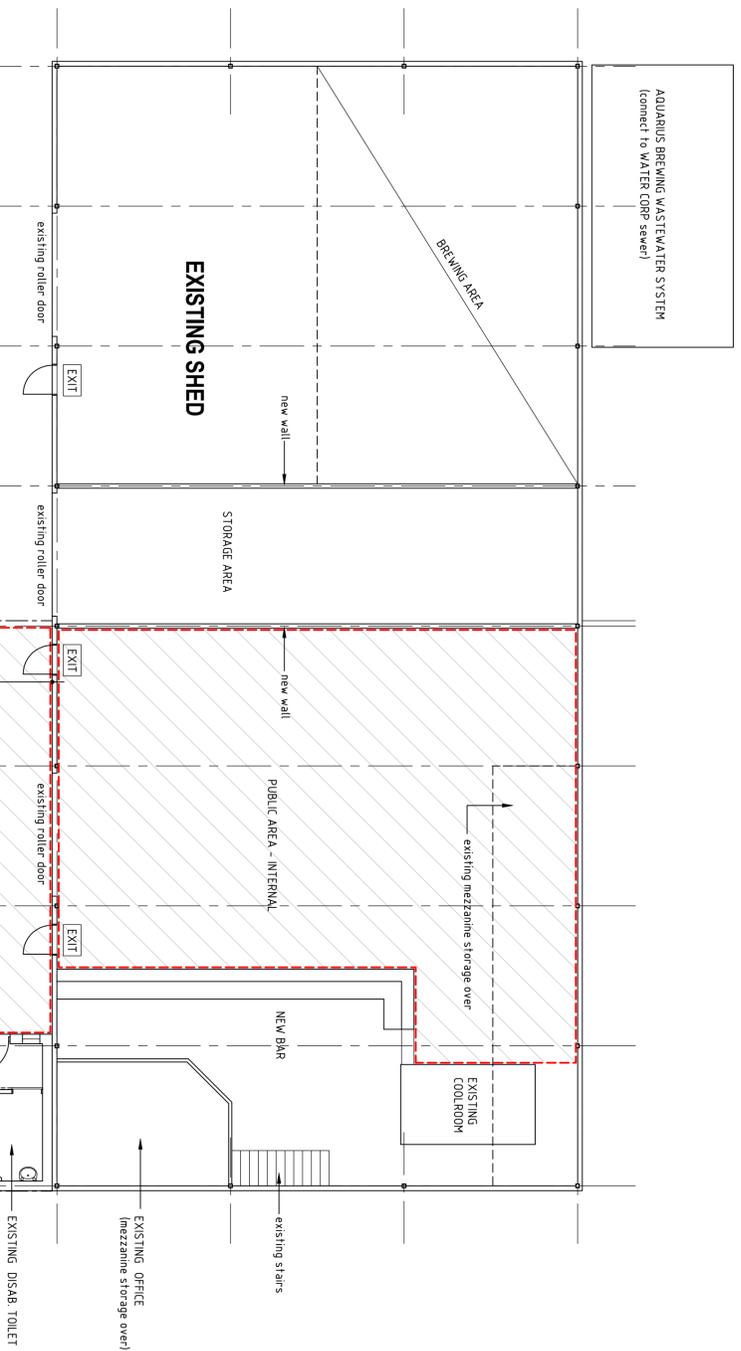
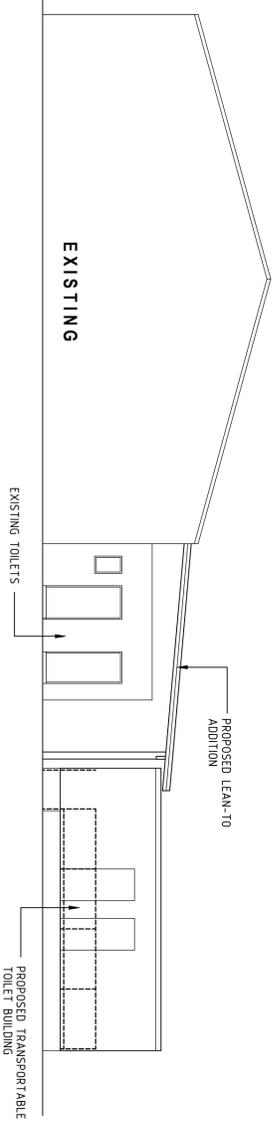
12 VARIANCES

Reporting Program	Var \$	Var %	Var	Timing / Permanent	Explanation of Variance
Operating Revenue					
Governance	(4,372)	43%	▼		
General Purpose Funding	4,967	103%	▲		
Law, Order & Public Safety	29,623	109%	▲		
Health	15,703	1147%	▲	Permanent	Unbudgeted Increase in Home Occupations, Lodging Houses & Food Reg's
Education and Welfare	0	100%	▲		
Community Ammenities	9,597	101%	▲		
Recreation and Culture	13,488	125%	▲	Permanent	Unbudgeted Insurance claims
Transport	(1,810)	30%	▼		
Economic Services	3,081	128%	▲		
Other Property and Services	(5,941)	84%	▼		
Operating Expenses					
Governance	6,700	91%	▲		
General Purpose Funding	7,927	76%	▲		
Law, Order & Public Safety	10,809	96%	▲		
Health	7,390	85%	▲		
Education and Welfare	2,860	76%	▲		
Community Ammenities	(6,220)	102%	▼		
Recreation and Culture	48,449	91%	▲		
Transport	67,112	93%	▲		
Economic Services	7,941	93%	▲		
Other Property and Services	3,035	98%	▲		

NORTH ELEVATION
1:100



EAST ELEVATION
1:100



FLOOR PLAN
1:100

DESIGN DATA:

AREAS
 EXISTING SHED: 1480.00 sq. meters
 SITE AREA: 2000.00 sq. meters
 PROPOSED LEAN-TO ADDITION: 95.19 sq. meters
 PROPOSED TRANSPORTABLE WC's: 29.60 sq. meters (approval).
 LICENSED AREA INTERNALLY: 154.85 sq. meters
 LICENSED AREA EXTERNALLY: 90.55 sq. meters
TOTAL: 245.40 sq. meters

MAXIMUM TOTAL PATRONS: 246 (123 MALE, 123 FEMALE)
TOTAL CARBAYS REQ'D PATRONS: 2750 sq. meters PUBLIC & BAR AREA (6 OFF)
TOTAL CARBAYS REQ'D EMPLOYEES: 1/2 EMPLOYEES (2 OFF)
TOTAL CARBAYS PROVIDED: 19 OFF CARBAYS

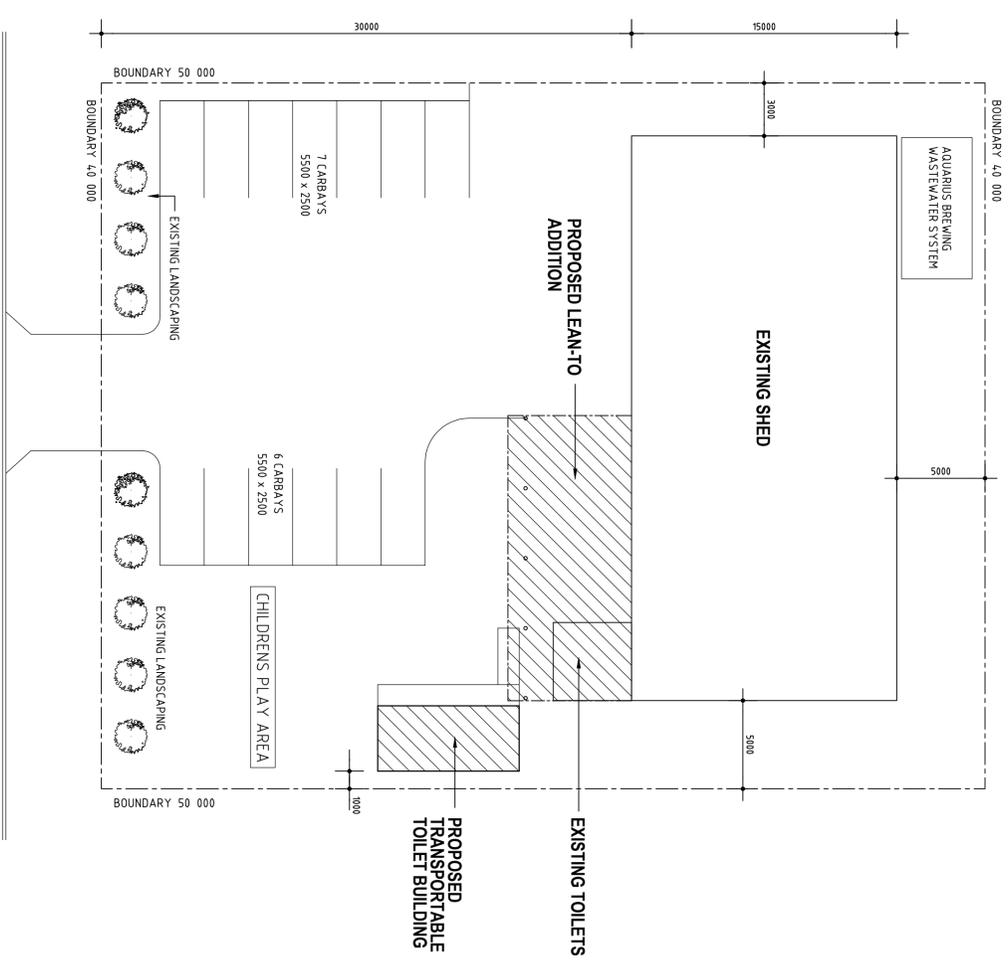
TOILET FACILITIES:
 DISABLED: 1 OFF (EXISTING)
 MALE: 2 X WC (INCL. 1 X AMBULANT)
 FEMALE: 2 X URINALS
 2 X HAND BASINS
 4 X WC (INCL. 1 X AMBULANT)
 2 X HAND BASINS
 STAFF: 1 OFF (EXISTING)

PROPOSED TRANSPORTABLE TOILET BUILDING

MALE: 2 X WC (INCL. 1 X AMBULANT)
 3 X URINALS
 2 X HAND BASINS
FEMALE: 4 X WC (INCL. 1 X AMBULANT)
 2 X HAND BASINS

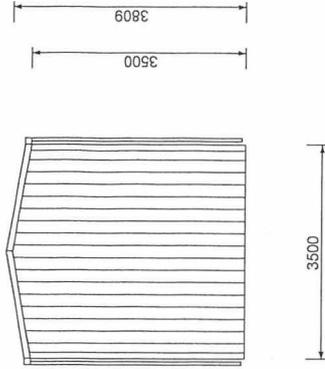


GYPSUM WAY
SITE PLAN
1:300

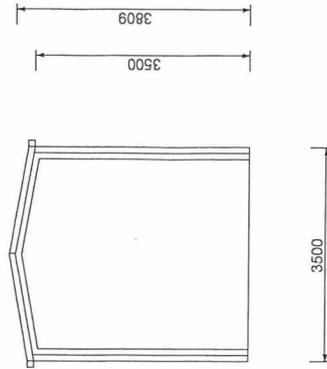


OLYMPIC DESIGN & DRAFTING		PROJECT:	
13 WHITE OAK HSE, BRINDA VA 6122 TEL: 928 8776, Mob: 0488 385 343		PROPOSED MICRO BREWERY	
DRANK	Rob Eakelboom	DATE:	JULY 2020
SCALE:	1:800, 1:200	SHEET:	1
		LOT 1200 GYPSUM WAY, JURIEN BAY	
		DWG No: 20/GW/01	
		REVISION:	

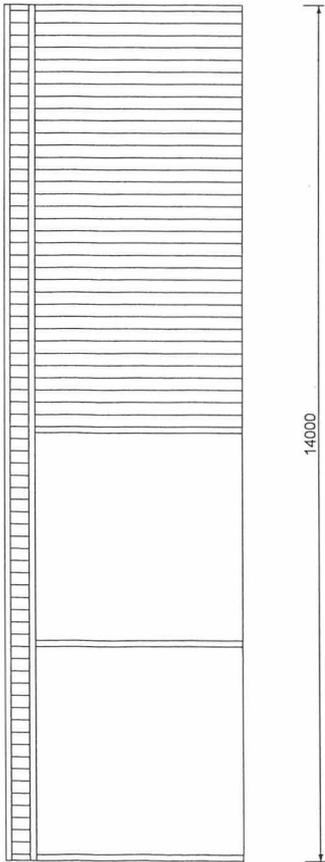
RECEIVED
05 AUG 2020
SHIRE OF DANDARAGAN



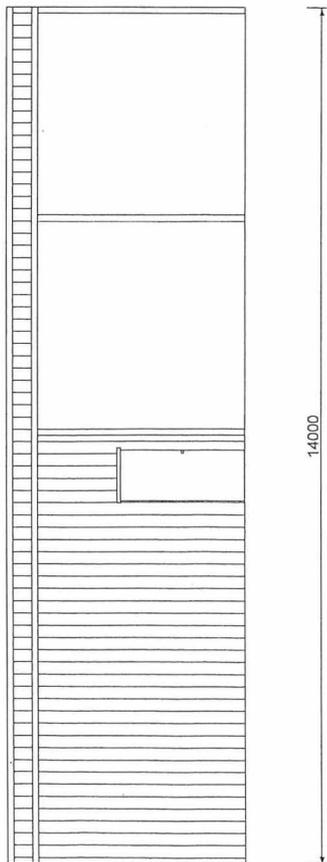
Left



Right



Back



Front

Company: Action Sheds Australia Pty Ltd
Address: 55 Erceg Road, Yangebup, WA, PC: 6164
Phone: 6559 1970
Email: karli@actionsheds.com.au



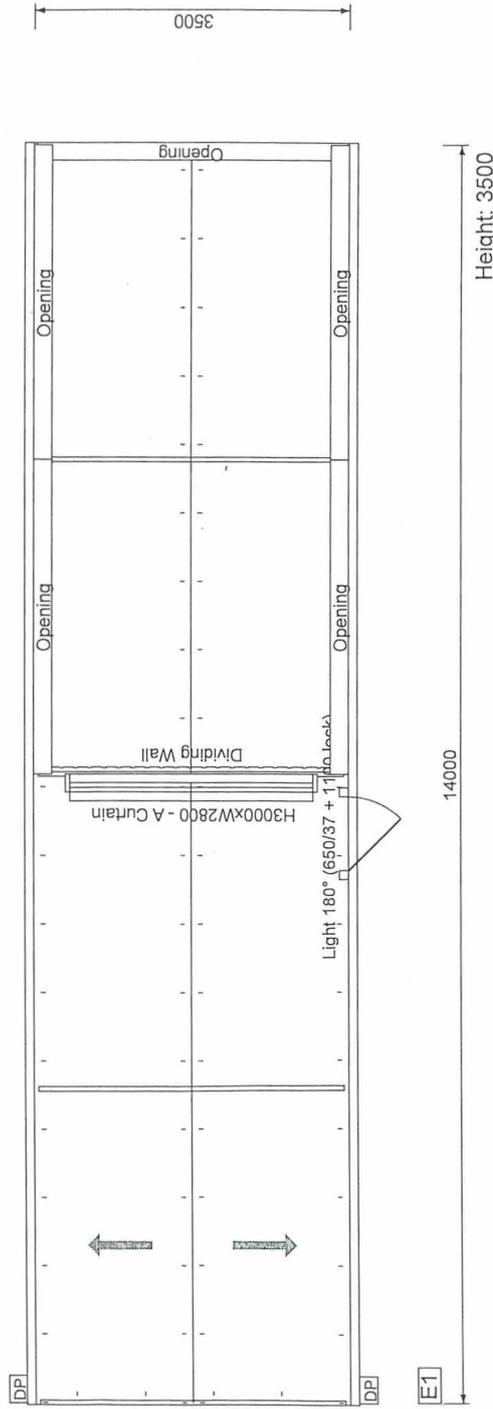
CLIENT NAME: Ray Worrall
SITE ADDRESS: 28 Middleton Boulevard
Jurien Bay, WA, PC: 6516

TITLE: ELEVATIONS
QUOTE No: ASHKR42362
SCALE: NTS
DATE: 24/06/2020
PAGES: 01 of 0

OPTION ITEMS LIST:

- 1 x PA Door
- 1 x Light 180° (650/37 + 1100 lock)
- 1 x Roller Door
- 1 x H3000xW2800 - A Curtain
- 1 x Dividing Wall in Shed
- 4 x Open Bays
- 1 x Open End
- (E1) 1 x Eng - Certificate (WA) - Enduro

RECEIVED
 05 AUG 2020
 SHIRE OF DANDAPRAGAN



Company: Action Sheds Australia pty ltd
 Address: 55 Ereeg Road
 Phone: 6559 1970
 Email: karli@actionsheds.com.au



CLIENT NAME: Ray Worrall
 SITE ADDRESS: 28 Middleton Boulevard
 Jurien Bay, WA, P.C.: 6516

TITLE:	PLAN VIEW		
QUOTE No:	ASHKR42362	SCALE:	NTS
DATE:	24/06/2020	PAGES:	01 of 01
			REV. A



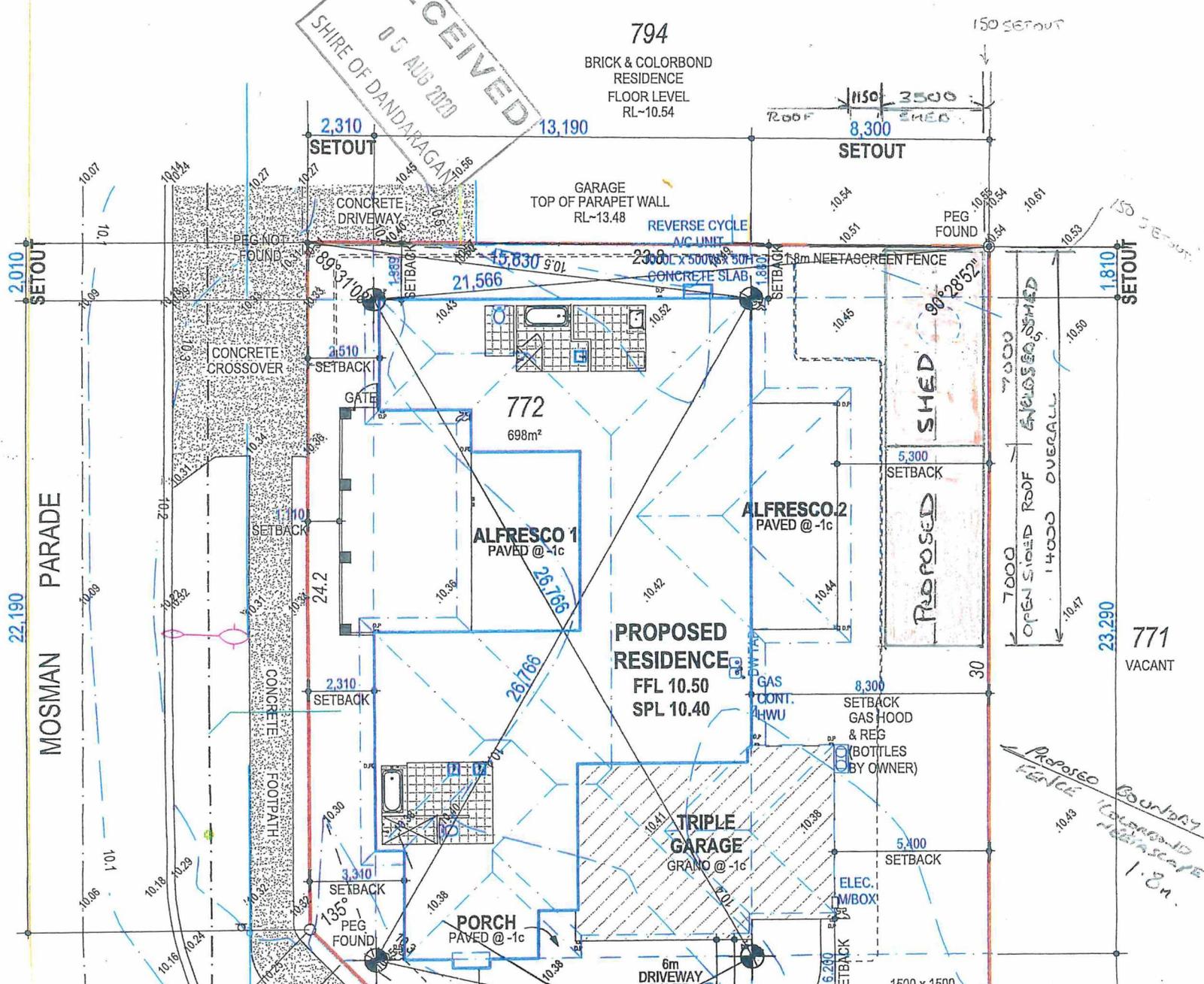
RECEIVED
05 AUG 2020
SHIRE OF DANDARAGAN

CHE IT CUSTOM DESIGN OFFICE

RECEIVED
SHIRE OF DANDARAGAN
05 AUG 2020

794

BRICK & COLORBOND
RESIDENCE
FLOOR LEVEL
RL-10.54



TANK VOLUME.

DIAM	DEPTH	VOL
1800	900	2.29
	1200	3.05
	1500	3.82
	1800	4.58
1500	900	1.59
	1200	2.12
	1500	2.65
	1800	3.18
1200	900	1.02
	1200	1.36
	1500	1.70
	1800	2.03
900	900	0.57
	1200	0.76
	1500	0.95
	1800	1.14

DRAINAGE NOTES:

1. Volumes are in cubic metres & Areas in square meters.
2. Volume to be stored based on 1m³ per 0.0122m² of impervious surface.
3. Down pipes to be located so each tank fills at same rate (i.e., Roof Area to each tank is proportional to its Volume).
4. Plumber to confirm Run Layout & location of soak wells. Drawings are indicative only.

DRAINAGE CALCULATIONS.

Impervious Area (Roof)
Area A.
(Roof Area) = 337.03m².
Volume to Store = 4.11m³.

TOTAL VOLUME TO DRAIN
AREA A = 4.11m³.

Proposed Boundary
1.2m

– Overflow Camping

Previous Policy Number –

PART A - Policy

Objective

The objective of this Policy is to:

Provide overflow camping facilities in the Shire that will accommodate additional numbers of camping tourists when permanent caravan parks and camping ground facilities within the Shire are operating at or near capacity.

- This policy will ensure that the operation of overflow sites/facilities within the Shire of Dandaragan complies with legislative requirements.
- Ensure that there is a consistency of provision of overflow camping so that all overflow site/facilities operate and meet the same standard.
- Ensure that the operation of overflow sites/facilities does not impact on the viability of permanent facilities.

Policy Statement

The Shire of Dandaragan is committed to providing tourists with an excellent experience when they come to towns within the Shire. The Shire in cooperation with the Sport and Recreation Centre Management Committees will provide overflow camping facilities to ensure that tourists can be accommodated within the Shire.

The provision of overflow camping areas within the Shire is governed by

- **Legislative Requirements:** The legislative base for the overflow facilities will be in accordance with the Caravan Parks and Camping Grounds Act and Regulations. Clause 13, 15 and 31 and regulation 48 and will be;
- consistent across all overflow camping areas.

PART B - Management Procedures

PART 1

1.

1.1 Objective

The objective of these Procedures and the Policy is to provide guidelines for a consistent approach for operating overflow camping within the Shire.

For the purposes of this section an operator is any body authorised by the Shire to operate an overflow camping facility. (*I.e. Jurien Sport and Recreation Centre, or the Cervantes Community Recreation Centre*)

An ad hoc request for the operators of an overflow to accommodate one or two vehicles because the caravan park are unable to accept the vehicle type.

- 1.1.1 The operators of the overflow facilities must liaise with the caravan park local managers to confirm occupancy levels prior to making any decisions to open the overflow area.
- 1.1.2 Once the caravan parks have confirmed that they are at or near capacity overflow camping area operators may initiate an online registration system to allow for proper collection of fees and contact details of patrons.
- 1.1.3 Once the decision has been made by the operators then the operator must inform the Shire of opening days and times and the anticipated closing days and times via email to council@dandaragan.wa.gov.au
- 1.1.4 When ad hoc camping occurs the caravan park operator requests the overflow to accommodate an oversize bus or RV then an email must also be sent to council@dandaragan.com.au to inform the Shire of the particular circumstances.
- 1.1.5 The Shire staff will then notify the relevant staff that the overflow facility is open. i.e. Turquoise visitor Centre, Shire Reception, Rangers, Manager Customer and Community Services.
- 1.1.6 Fees for camping at overflow facilities shall be determined in accordance with the operator's management committees policies and fees will be advertised.
- 1.1.7 Dogs are permitted in overflow camping areas but must always be under the control of a responsible person.
- 1.1.8 Campfires will not be permitted
- 1.1.9 The Shire of Dandaragan will provide skip bins for the overflow camping areas.
- 1.1.10 All additional costs associated with providing overflow camping will be borne by the operators of the area (cleaning of ablutions provision of portable toilets etc).
- 1.1.11 Portable toilets (where provided) are to be emptied at the town public dump points, by the operators of the overflow camping facility.
- 1.1.12 The Shire will facilitate the isolation of sprinkler systems in areas required for overflow.
- 1.1.13 Unruly campers may be asked to move on by the operators who should then call the Rangers or Police to the inform them of the issue.
- 1.1.14 Where an operator chooses to use an online booking system hosted by the Shire no Shire fees will apply.

1.2 Scope

These procedures and the Policy apply to all overflow camping areas and the operators of those areas.

The overflow Camping areas referred to in this policy are

1. The Jurien Sport and Recreation Centre Reserve 31884, and
2. The Cervantes Sport and Recreation Centre Reserve 32133

1.3 Legislation

For the purposes of the Policy and these procedures:

The following clauses and regulations apply.

Caravan and Campgrounds Act 1995

13. Duties of licence holder

- (1) A person licensed to operate a facility must ensure that —
 - (a) a manager or other responsible person —
 - (i) resides in or near the facility; and
 - (ii) is responsible for the supervision of the facility; and
 - (iii) is accessible at all times in case of an emergency; and
 - (iv) where the facility is a caravan park, is available at the office of the caravan park during normal office hours;
 - and
 - (b) a register of occupiers is maintained in the prescribed manner; and
 - (c) copies of this Act, any subsidiary legislation made under this Act, facility rules (if any) made by the licence holder and any special conditions imposed on the licence are readily available for inspection by the occupiers of the facility.

Penalty: \$2 000.

- (2) A person licensed to operate a facility must display the following at the facility in accordance with subsection (3) —
 - (a) the licence issued in respect of the facility; and
 - (b) any special conditions imposed on the licence; and
 - (c) a plan of the facility; and
 - (d) a copy of the facility rules (if any) made by the licence holder; and
 - (e) the name, address and telephone number of a person to be contacted in an emergency.

Penalty: \$1 000.

- (3) The information referred to in subsection (2) must be displayed in a prominent position at a camping ground or in a prominent position at the office of a caravan park.
- (4) In this section —
special conditions means conditions imposed on the relevant licence by the local government and specified on the licence as conditions to which this section applies.

Division 4 — Local government operated facilities

15. Local government may operate facility in its district without licence

- (1) Despite section 6, a local government is not required to hold a licence to operate a facility in its district but sections 13 and 31 and all subsidiary legislation made under this Act apply to a local government which operates a facility in its district as if it were the licence holder in respect of the facility.
- (2) A local government must ensure that all facilities that it operates in its district are inspected in accordance with section 21 and that any works specification notice given under that section is complied with as soon as is practicable.

31. Minister may vary, modify or grant exemptions from subsidiary legislation

- (1) The holder of a licence to operate a facility may apply to the Minister in the prescribed manner for an exemption from, or modification or variation of, any regulation or local law made under this Act as it applies to that facility.
- (2) If the Minister is satisfied that in the particular circumstances the regulation or local law is inappropriate or might reasonably be modified or varied without detriment to the public interest, the Minister may grant the exemption or determine that the regulation or local law is to apply with such modifications or variations as the Minister thinks fit.
- (3) Subject to subsections (4) and (5), an exemption, modification or variation remains in force for the period specified in the notice granting the exemption, modification or variation.
- (4) On application from the licence holder in the prescribed manner the Minister may extend the period referred to in subsection (3).
- (5) If the Minister is notified by the local government that, in the opinion of the local government, an exemption, modification or variation which is granted with respect to a facility should no longer apply to the facility because the facility has been substantially extended or redeveloped, and the Minister agrees, the Minister must notify the licence holder and the local government in writing that the exemption, modification or variation ceases to apply.

Caravan and Campgrounds Regulations 1997

Regulation 48 Overflow areas

A local government may specify in a licence for a facility, an area of the facility as an overflow area.

Regulation 65. Register of occupiers

A register of occupiers under section 13(1)(b) of the Act is to be maintained in such a form that it is possible to readily ascertain —

- (a) the name and principal place of residence of an occupier for each site occupied; and
- (b) which site is occupied by a particular occupier, or group of occupiers; and
- (c) the dates on which an occupier, or group of occupiers, arrives at, and departs from, a site; and
- (d) in respect of a caravan park, the number plate of —
 - (i) the caravan; and
 - (ii) the vehicle towing, or which towed, the caravan, where possible; and
 - (iii) another vehicle used by occupiers of the site, if it is not possible to identify the number plate referred to in subparagraph (ii).

[Regulation 65 amended: Gazette 25 Aug 2000 p. 4916.]

PART B - Management Procedures

PART 1

1. General Purchasing

1.1 Objective

The objective of these Procedures and the Policy is to provide guidelines for a consistent approach for all procurement activities including obtaining quotations and tenders for the purchase and provision of materials, goods and services and consultants for the Shire of Dandaragan.

The Policy and these Procedures will assist staff in ensuring the Shire of Dandaragan:

- Obtains value for money for the provision of materials, services and consultancy works by contractors and suppliers;
- Complies with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* (as amended).
- Provides a best practice approach and procedures to internal purchasing.
- Consistently provides an opportunity for local businesses to compete for the Shire's work.
- Ensure compliance with the *State Records Act 2000*, the Shire's Record Keeping Plan and associated records management practices and procedures.
- Considers environmental factors in purchasing of goods and services.

1.2 Scope

These procedures and the Policy apply to all purchases by staff on behalf of the Shire, including the calling of Tenders (whether or not required by the Act).

1.3 Definitions

For the purposes of the Policy and these procedures:

Value for Money	Means an overarching principle governing Shire of Dandaragan purchasing that allows the best possible outcome to be achieved. It is important to note that compliance with specification, is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks
Sustainable Procurement	Means the procurement of goods and services that have less environmental and social impacts than competing products and services.
Value of Purchase	Means the value of a purchase net of any claimable GST and any discount other than payment discount incentives. Eg. Staff housing purchases where GST cannot be claimed the value of the purchase would include GST as against a purchase where the GST can be claimed ie through monthly Business Activity Statement (BAS).
Emergency Purchase	Means an unanticipated purchase which is required in response to an emergency situation that threatens life, property or equipment
The Act	Means the <i>Local government Act 1995</i>

Regulations	Means the <i>Local Government (Functions and General) Regulations 1996</i>
-------------	----------------------------------------------------------------------------

1.4 Legislation

Section 3.57 of the *Act* requires that “a local government is required to invite tenders before it enters into a contract of a prescribed Kind under which another person is to supply goods or services”.

Part 4 of the *Local Government (Functions and General) Regulations 1996* sets out the process that must be complied with in regard to tenders for the provision of goods and services where the consideration is, or is expected to be worth more than \$250,000.

The Regulations do not provide for the requirement for the purchase of goods or services that are worth less than \$250,000, however this policy prescribes the requirements for the implementation of fair and appropriate processes under the tender threshold.

Part 4A of the *Local Government (Functions and General) Regulations 1996* allows for the provision of Local Regional Price Preference, please refer to Policy C-RPP03

1.5 Ethics & Integrity Applicable to Shire Purchases

All officers and employees of the Shire of Dandaragan shall observe the highest standards of ethics and integrity in undertaking purchasing activities for the Shire and shall act in an honest and professional manner.

The following principles must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties:

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- All purchasing practices shall comply with relevant legislation, regulations, Shire of Dandaragan policies and Code of Conduct.
- Purchasing shall be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with policy and audit requirements.
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- Any information provided to the Shire of Dandaragan by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

1.6 Sustainable Procurement

The Shire of Dandaragan is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and / or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Dandaragan’s sustainability objectives.

Practically, sustainable procurement means the Shire of Dandaragan shall endeavour at all times to identify and procure products and services that:

- have been determined as necessary;
- demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- demonstrate environmental best practice in water efficiency;
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste;
- for motor vehicles - select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- for new buildings and refurbishments - where available use renewable energy and technologies.

1.7 Managing Risk

The Shire recognises that the effective management of risk in procuring goods, services and works from external contractors and suppliers is integral to achieving the best procurement outcome and to meet the Shire's Corporate Plan objectives. Risk management shall be applied in accordance with the Shire's Risk Management Policy and Framework.

Assessing business risk is subjective. To assist the assessment process, an affirmative response to any of the following, after consideration of risk mitigation strategies to be utilised, means there is a high risk to the purchase:

- Is there any risk to public safety?
- Could any staff be exposed to health or safety risks?
- Could the financial value of the purchase exceed budget?
- Could the Shire receive any negative publicity by purchasing or using this item?

1.8 Purchase Order Authority and Limits

Purchase order authority and limits are to be in accordance with Delegated Authority – 103 – Purchase Order Authorisation and Authority for payment.

1.9 Regional Price Preference (buy local)

Where possible, the Shire will endeavour to maximise supply opportunities for small and medium businesses for its purchasing requirements provided it is in accordance with the shires needs and meets the set criteria and all other provisions of the Regional Price Preference Policy – C-RPP01

Expenditure Thresholds – Quotation Requirements for Purchasing

\$0 - \$4,999	no quotes required but responsible staff member to ensure that goods or services represent reasonable value for money.
\$5,000 - \$19,999	two email or verbal quotes to be sought, with copies of email or file note to be attached to the requisition or reference made to the relevant record number.

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.

\$20,000 - \$99,999

written specification required and two written quotes sought (unless the nature of the goods is generic). ~~Prior to any documentation being issued a Request for Quote (RFQ) number must be obtained from the Executive Manager of Corporate and Community Services.~~

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts or the State Common Use Agreement. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing. ~~A Request for Quote (RFQ) number must be obtained from the Executive Manager of Corporate and Community Services.~~

\$100,000 - \$249,999

written specification required and three written quotes sought). ~~Prior to any documentation being issued a Request for Quote (RFQ) number must be obtained and utilised on all correspondence.~~ RFQ file to be developed and stored electronically.

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts or the State Common Use Agreement. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing. ~~A Request for Quote (RFQ) number must be obtained from the Executive Manager of Corporate and Community Services.~~

\$250,000+

Public tender process to be undertaken unless excluded under Exemptions listed below. Prior to any documentation being issued a Request for Tender (RFT) number must be obtained from the Executive Manager of Corporate and Community Services, as applicable provided to maintain the Shire's Tender Register.

OR

Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts or the State Common Use Agreement. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing. ~~A~~

~~Request for Quote (RFQ) number must be obtained from the Executive Manager of Corporate and Community Services.~~

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases with a value of purchase under the \$250,000 threshold. If a decision is made to seek public tenders for Contracts of less than \$250,000, a Request for Tender process must be followed.

1.10 Guidelines for Seeking Quotations

1. for Goods and Services over \$19,999 (excluding multiple purchases) it is required that a specification be developed. The specification will vary in complexity depending on **the nature and extent of the purchase. Consult with the relevant Executive Manager or Chief Executive Officer for the level of detail required in a specification if required.**
2. Quotations should be assessed on a value for money basis, including cost, quality and availability. Assessment of purchase and relevant approvals should be documented and kept on file. Please refer to the delegations register for requisition and purchasing authority amounts and refer to the WALGA Procurement Handbook for assessment techniques.
3. In determining the best value purchase, reference must be made to the Shire of Dandaragan Local Regional Price Preference Policy.
4. A purchase order is to be raised and forwarded to the supplier, prior to goods and services being delivered by the supplier.

At all times the responsible officer is required to demonstrate due diligence in seeking quotes and must comply with all record keeping and audit requirements.

1.11 Insufficient Suppliers

Where this procedure requires a certain number of quotations to be obtained, but it is not possible to obtain that number of quotations, then best endeavours must be used to obtain as many quotes as possible. Once determined, written confirmation must be kept on file for audit purposes.

1.12 Emergency Purchases

In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Emergency purchases outside of the Shire's annual budgeted amount must be approved by the Shire President in line with the requirements of the Act and reported to Council at the next Ordinary Council Meeting.

Emergency purchases to be made from existing annual budget allocations must be approved in advance by a Shire officer with appropriate delegated authority.

1.13 Panels of Pre-qualified Suppliers

If it is determined that a panel of prequalified suppliers would provide benefit, the regulations under the *Local Government (Functions and General) Regulations 1996* Division 3 – Panel of pre-qualified suppliers apply. Refer to Policy – C-PPS01

1.14 Purchasing from Australian Disability Enterprises

Where possible and appropriate, Australian Disability Enterprises (ADEs) are to be invited to quote to supply goods, services or works under the tender threshold.

For purchases above the tender threshold, an ADE may be contracted without the need to undertake a public Tender process. The ADE will still need to be issued a request for quotation document, and a value for money assessment of the ADE's offer must be made to demonstrate benefits for the Shire's achievement of its strategic and operational objectives.

1.15 Purchasing from Aboriginal Businesses

Where possible and appropriate, businesses registered on any government-funded register of Aboriginal Businesses in Western Australia are to be invited to quote to supply goods, services or works under the tender threshold.

For purchases above the tender threshold, the Shire may take advantage of an exemption to engage an Aboriginal Business without going through a public tender process, should such exemption be available under the Regulations, and subject to any conditions outlined in the Regulations. The business will still need to be issued with a Formal RFQ document incorporating a detailed specification of the requirement and pre-determined evaluation criteria.

1.16 Petty Cash

The purpose of petty cash is to reimburse for minor items of expenditure that do not justify the raising of orders and cheques, however the expenditure must be evidenced by receipt of monies spent. Where Council has a commercial account with a provider preference is for purchases to be made utilising a purchase order.

Minor expenditure by petty cash is restricted to sums of \$200 or less. Expenditure in excess of this amount should be processed through the normal accounts payable system accompanied by an order.

7.4 C-7TSRRF04 – Street Trees and Streetscapes

Previous Policy Number – 7.3 & 7.4

PART A - Policy

Objective:

The objective of this Policy is to set out how the Shire of Dandaragan (Shire) will

- (i) promote the use, maintenance and removal of appropriate trees within the public places across the Shire, including foreshore area, urban streets and rural roads; and
- (ii) provide the community with direction regarding the development, maintenance, use and vegetation to be used in verges within townsites.

Policy Statement:

1. Street Trees

The Shire recognises the significance of streetscapes and naturally occurring and planted trees as integral to the identity of the Shire and having an urban forest is shown to contribute to the health and wellbeing of the community.

The Shire is committed to:

- The conservation and preservation of existing street trees.
- The protection of significant trees and remnant bushland on the roadside.
- The enhancement of streetscapes through street tree planting and landscaping with suitable species.
- The reduction of risk through pruning, canopy reduction, tree removal and verge treatments, as appropriate.
- Vegetation care principles to aid the health and resilience of plants.

In achieving these principles, the Shire will:

1. Take a proactive asset management approach to the management of street trees and streetscapes.
2. Recognise and manage budget limitations and ensure decisions reflect the principles of financial sustainability.
3. Achieve utility and infrastructure requirements.
4. Minimise risk and meet its duty of care legal obligations.
5. Deliver broader ecological, social and aesthetic benefits to present and future generations.
6. Retain trees wherever possible.
7. Remove street trees where:

- (a) All or part of the tree is dead, suffering termite or other damage or is determined by the Shire or its arborist to be declining in health. In some cases, dead trees may provide habitat for local fauna and will be assessed accordingly for possible retention.
- (b) It is a cultivated street tree and is considered a hazard to residents, motorists or property.
- (c) The street tree was planted without approval from the Shire and is determined to be unsuitable in the area.
- (d) As part of the development approval process the tree is considered, by the Shire, appropriate to remove.
- (e) The tree causes reoccurring damage to public infrastructure.
- (f) The tree impacts sight lines, visibility and access.

2. Verge Treatments and Maintenance

The Shire recognises that the installation of appropriate verge treatments will enhance the streetscape and amenity of an area.

Any owner or occupier of land within the townsites, excluding Beachridge Estate, Jurien Bay (in accordance with the Design Guidelines) may plant lawn on the street verge adjoining their property, without obtaining approval from the Council.

To minimise the impact of the adverse winds experienced on the coast, where reinstatement and backfill of kerbs is required due to the undermining of a footpath or kerbing, consultation will be undertaken with the property owners adjacent to the road verge affected to identify their requirements in accordance with the approved options for this work options for approved remedial works.

PART B - Management Procedures

Definitions:

Nil.

Detail

1. Trees - Streets, Road Reserves and Foreshores

1.1 Tree Planting - Foreshores

Foreshore tree planting is to generally consist of a variety of trees that would not obscure the views of nearby residents however, the planting of some larger trees can take place where resident's views will not be affected.

1.2 Street trees – Townsites

The planting of street trees will be subject to the following provisions:

(i) The approved varieties of trees are
Coastal Towns

- *coastal moort* (eucalytus utilis)
- *bushy yate* (eucalyptus lehmannii)
- *illyarrie* (eucalyptus erythrocorys)
- *peppermint* (agonis flexuosa)
- *jingymia mallee* (eucalyptus synandra)
- *coral gum* (eucalyptus torquata)
- *emu tree hakea* francisiana
- *red flowering gum* (corymbia ficifolia)
- *sliver princess* (eucalyptus caesia subsp. magna)
- *fuchsia mallee* (eucalyptus forrestiana)
- *red flowering paperbark* (melaleuca viridiflora)
- *platypus gum* (eucalyptus platypus)
- *snow queen* (eucalyptus victrix)
- *honey myrtle* (melaleuca nesophila)
- *black paperbark* (melaleuca lanceolate)
- *willow myrtle* (agonis flexuosa)
- *she-oak* (casuarina equisetifolia incana)
- *emu bush* (hakea laurina)
- *olive* (olea europa verdale)

Inland Towns

- *banksia*
- *red flowering gum* (corymbia ficifolia)
- *river gum* (eucalyptus camaldulensis)
- *bottlebrush* (callistemon)
- *illyarrie* (eucalyptus erythrocorys)
- *tuart* (eucalyptus gomphocephala) (only on sides of streets where no power lines exist)

(ii) Street tree planting

The Shire does not permit residents to plant any species, either an approved species or not, without the prior approval of a *Streetscape Application*. All applications for street tree planting will be assessed by the Shire to determine if there is adequate room on the verge for the tree(s), the number of trees that may be planted, species selection, current street trees nearby, and any additional site constraints that may be relevant.

Site constraints can include verge width, length and shape, building setback, overhead powerlines, vehicle and pedestrian access, street lighting and sightlines. These factors will influence the most appropriate location of the street tree(s). Consideration should also be given as to whether an evergreen or deciduous tree would be most appropriate for the site.

If a *Streetscape Application* is approved, applicants can commence the planting works denoted. Applicants can request the Shire to assist with the following works:

- remove weed or overgrown grass;
- breakup topsoil and do minor earthworks;
- deliver mulch; and
- plant street trees.

The landowner and/or community groups is to water and maintain any trees supplied.

Street trees are to be planted the following minimum clearances from the listed infrastructure:

Infrastructure	Clearance required in metres
Private property boundary	2.7
Street intersection	10
Crossovers	3
Power pole	3
Underground service pits	2 from edge
Stormwater inlet	2 from edge
Traffic signs	5 if in front or 2 if behind the sign
Other signs	2

1.3 Street Trees – Rural Residential and Rural Areas

The planting of street trees will be subject to the following provisions:

- (i) The Shire will generally encourage the planting of trees in rural road reserves, with the exception of 20 metre road reserves.
- (ii) The Shire will generally encourage the planting of trees in areas that have been denuded of natural vegetation.
- (iii) In areas approved by the Chief Executive Officer (following consultation with adjoining landowners and the Executive Manager Infrastructure) the Shire will provide ~~up to 50~~ some trees free of charge for the landowners to plant.

- (iv) The Shire will endeavour to assist with any clearing and earthworks required provided such work does not require excessive use of Shire plant and providing the plant is in the general vicinity.
- ~~(v)~~ Trees must be planted by the adjoining landowner and must be tended by the owner during the first summer following.
- ~~(v)~~ Trees should not be planted any closer than 14 metres from the centre line of a road.
- (vii) All farmers who are renewing fencing along road reserve be encouraged to relocate new fencing 5 to 10 metres inside their property.
- (viii) No tree planting should be carried out on Shire of Dandaragan road reserves without prior approval from the Shire.
- (ix) Any person wishing to plant trees is to contact 'Dial Before You Dig' to ascertain the location of any cables to ensure trees are not planted where they may affect underground telephone services.
- (x) Trees are not to be planted where they may interfere with Western Power transmission lines and are not to be planted at curves where they may obstruct sight/vision of motorists.
- (xi) The Shire prohibits the taking of any timber from Shire reserves and road reserves.

Formatted: List Paragraph, Left, No bullets or numbering

Formatted: Indent: Left: 2.54 cm, No bullets or numbering

2. Streetscapes – Townsites

2.1 Backfill of Kerb and Reinstatement – Jurien Bay and Cervantes

In order to prevent backfill material from being blown onto the street and away from the kerb caused by the adverse winds experienced on the coast, prior to the installation of the kerbing Shire staff consult with the property owners adjacent to the road verge affected to identify their requirements in accordance with the options available below:

- (i) The following materials may be used as backfill:
 - (a) If there is evidence that the road verge prior to the kerbing being installed has been watered on a regular basis that yellow sand be used.
 - (b) Other material approved by Executive Manager Infrastructure.
- ~~(ii)~~ ~~Gravel is not to be used as backfill material.~~
- ~~(iii)~~(ii) If reticulation equipment has been installed and operating prior to the installation of the kerb and or the widening of the road verge, the Shire of will arrange to replace or carry out the required repairs to the same standards.
- ~~(iv)~~(iii) Existing crossovers will be reinstated to the same standard as previously installed.

2.2 Verge Development – Street Lawns and Gardens

Any owner or occupier of land within the townships, excluding Beachridge Estate, Jurien Bay (in accordance with the Design Guidelines) may plant lawn on the street verge adjoining their property, without obtaining approval from Council.

Street lawns are to be maintained by the owner or occupier of the property.

Any person wishing to install reticulation within a street verge for watering a street lawn or for any other purpose is required to apply in writing via a Streetscape Application.

Formatted: Font: Not Italic

Any approval to install reticulation in a street verge is to contain a condition that the Council will not under any circumstances be responsible for any damage caused to the reticulation whether that damage is caused by the Council, another public authority or any other agent or individual. A further condition of approval is that the reticulation is to be located so that it will not create a hazard for pedestrians.

Any person wishing to develop a street verge with anything other than lawn, e.g. brick paving, bitumen, native plants, etc., is required to make a Streetscape Application.

2.3 Cervantes Townsite – Memorial Park Tree Planting

Any person wishing to undertake a private planting in Memorial Corner, Cervantes is required to liaise with the Cervantes Memorial Park Committee and disputes are to be referred to the Chief Executive Officer for determination.

Shire will approve the planting of:

- (i) melaleuca;
- (ii) callistemon;
- (iii) templetonia; and
- (iv) Other native plants (not growing higher than two (2) metres).

The applicant is to be urged to maintain the plant (pruning, etc) however, if not done, the Shire will undertake this work in its normal maintenance programme.

Any plaques to be installed are to be no larger than 300mm x 300mm and placed no higher than 300mm off the ground. The applicant is to be urged to make the plaque as secure as possible because the Shire will not accept responsibility for damage or removal.

The Shire does not oppose the disposal of ashes at the site of the plantings.

1 GOVERNANCE AND ADMINISTRATION

1.1 C-1PAT01 – Purchasing and Tender

Previous Policy Number – 1.15

PART A - Policy

Objective

The objective of this Policy is to:

- deliver value for money using a best practice approach to the procurement of all goods and services.
- ensure consistency for all purchasing activities.
- provide compliance with the *Local Government Act 1995* and the *Local Government (Function and General) Regulations 1996*.
- ensure that the Shire considers the environmental impact of the procurement process across the life cycle of the goods and services procured.

Policy Statement

The Shire of Dandaragan and Council are committed to operating efficient, effective, economical and sustainable practices and procedures for the procurement of all goods and services which align with the principles of transparency, probity and good governance.

In achieving these objectives, the Shire will ensure all staff:

- observe the highest standards of ethics and integrity in undertaking purchasing activities;
- adopt a value for money approach, which allows the best possible procurement outcome to be achieved;
- consistently provide an opportunity for local businesses to compete for the Shire's work, within the framework and principles of the Regional Price Preference Policy; and
- ensure compliance with all relevant state legislation, including the *State Records Act 2000*, the Shire's Record Keeping Plan and associated records management practices and procedures.

PART B - Management Procedures

PART 1

1. General Purchasing

1.1 Objective

The objective of these Procedures and the Policy is to provide guidelines for a consistent approach for all procurement activities including obtaining quotations and tenders for the purchase and provision of materials, goods and services and consultants for the Shire of Dandaragan.

The Policy and these Procedures will assist staff in ensuring the Shire of Dandaragan:

- Obtains value for money for the provision of materials, services and consultancy works by contractors and suppliers;
- Complies with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* (as amended).
- Provides a best practice approach and procedures to internal purchasing.
- Consistently provides an opportunity for local businesses to compete for the Shire's work.
- Ensure compliance with the *State Records Act 2000*, the Shire's Record Keeping Plan and associated records management practices and procedures.
- Considers environmental factors in purchasing of goods and services.

1.2 Scope

These procedures and the Policy apply to all purchases by staff on behalf of the Shire, including the calling of Tenders (whether or not required by the Act).

1.3 Definitions

For the purposes of the Policy and these procedures:

Value for Money	Means an overarching principle governing Shire of Dandaragan purchasing that allows the best possible outcome to be achieved. It is important to note that compliance with specification, is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks
Sustainable Procurement	Means the procurement of goods and services that have less environmental and social impacts than competing products and services.
Value of Purchase	Means the value of a purchase net of any claimable GST and any discount other than payment discount incentives. Eg. Staff housing purchases where GST cannot be claimed the value of the purchase would include GST as against a purchase where the GST can be claimed ie through monthly Business Activity Statement (BAS).
Emergency Purchase	Means an unanticipated purchase which is required in response to an emergency situation that threatens life, property or equipment
The Act	Means the <i>Local government Act 1995</i>

Regulations	Means the <i>Local Government (Functions and General) Regulations 1996</i>
-------------	----------------------------------------------------------------------------

1.4 Legislation

Section 3.57 of the *Act* requires that “a local government is required to invite tenders before it enters into a contract of a prescribed Kind under which another person is to supply goods or services”.

Part 4 of the *Local Government (Functions and General) Regulations 1996* sets out the process that must be complied with in regard to tenders for the provision of goods and services where the consideration is, or is expected to be worth more than \$250,000.

The Regulations do not provide for the requirement for the purchase of goods or services that are worth less than \$250,000, however this policy prescribes the requirements for the implementation of fair and appropriate processes under the tender threshold.

Part 4A of the *Local Government (Functions and General) Regulations 1996* allows for the provision of Local Regional Price Preference, please refer to Policy C-RPP03

1.5 Ethics & Integrity Applicable to Shire Purchases

All officers and employees of the Shire of Dandaragan shall observe the highest standards of ethics and integrity in undertaking purchasing activities for the Shire and shall act in an honest and professional manner.

The following principles must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties:

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- All purchasing practices shall comply with relevant legislation, regulations, Shire of Dandaragan policies and Code of Conduct.
- Purchasing shall be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with policy and audit requirements.
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- Any information provided to the Shire of Dandaragan by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

1.6 Sustainable Procurement

The Shire of Dandaragan is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and / or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Dandaragan’s sustainability objectives.

Practically, sustainable procurement means the Shire of Dandaragan shall endeavour at all times to identify and procure products and services that:

- have been determined as necessary;
- demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling;
- demonstrate environmental best practice in water efficiency;
- are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste;
- for motor vehicles - select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range; and
- for new buildings and refurbishments - where available use renewable energy and technologies.

1.7 Managing Risk

The Shire recognises that the effective management of risk in procuring goods, services and works from external contractors and suppliers is integral to achieving the best procurement outcome and to meet the Shire's Corporate Plan objectives. Risk management shall be applied in accordance with the Shire's Risk Management Policy and Framework.

Assessing business risk is subjective. To assist the assessment process, an affirmative response to any of the following, after consideration of risk mitigation strategies to be utilised, means there is a high risk to the purchase:

- Is there any risk to public safety?
- Could any staff be exposed to health or safety risks?
- Could the financial value of the purchase exceed budget?
- Could the Shire receive any negative publicity by purchasing or using this item?

1.8 Purchase Order Authority and Limits

Purchase order authority and limits are to be in accordance with Delegated Authority – 103 – Purchase Order Authorisation and Authority for payment.

1.9 Regional Price Preference (buy local)

Where possible, the Shire will endeavour to maximise supply opportunities for small and medium businesses for its purchasing requirements provided it is in accordance with the shires needs and meets the set criteria and all other provisions of the Regional Price Preference Policy – C-RPP01

Expenditure Thresholds – Quotation Requirements for Purchasing

\$0 - \$4,999	no quotes required but responsible staff member to ensure that goods or services represent reasonable value for money.
\$5,000 - \$19,999	two email or verbal quotes to be sought, with copies of email or file note to be attached to the requisition or reference made to the relevant record number.

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through eQuotes or directly in writing.

\$20,000 - \$99,999 written specification required and two written quotes sought (unless the nature of the goods is generic).

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts or the State Common Use Agreement. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least two Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing

\$100,000 - \$249,999 written specification required and three written quotes sought). RFQ file to be developed and stored electronically.

OR

Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts or the State Common Use Agreement. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

\$250,000+ Public tender process to be undertaken unless excluded under Exemptions listed below. Prior to any documentation being issued a Request for Tender (RFT) number must be obtained from the Executive Manager of Corporate and Community Services, as applicable provided to maintain the Shire's Tender Register.

OR

Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts or the State Common Use Agreement. It is recommended that wherever possible, the Local Government source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through eQuotes or directly in writing.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases with a value of purchase under the \$250,000 threshold. If a decision is made to seek public tenders for Contracts of less than \$250,000, a Request for Tender process must be followed.

1.10 Guidelines for Seeking Quotations

1. for Goods and Services over \$19,999 (excluding multiple purchases) it is required that a specification be developed. The specification will vary in complexity depending on **the nature and extent of the purchase. Consult with the relevant Executive Manager or Chief Executive Officer for the level of detail required in a specification if required.**
2. Quotations should be assessed on a value for money basis, including cost, quality and availability. Assessment of purchase and relevant approvals should be documented and kept on file. Please refer to the delegations register for requisition and purchasing authority amounts and refer to the WALGA Procurement Handbook for assessment techniques.
3. In determining the best value purchase, reference must be made to the Shire of Dandaragan Local Regional Price Preference Policy.
4. A purchase order is to be raised and forwarded to the supplier, prior to goods and services being delivered by the supplier.

At all times the responsible officer is required to demonstrate due diligence in seeking quotes and must comply with all record keeping and audit requirements.

1.11 Insufficient Suppliers

Where this procedure requires a certain number of quotations to be obtained, but it is not possible to obtain that number of quotations, then best endeavours must be used to obtain as many quotes as possible. Once determined, written confirmation must be kept on file for audit purposes.

1.12 Emergency Purchases

In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Emergency purchases outside of the Shire's annual budgeted amount must be approved by the Shire President in line with the requirements of the Act and reported to Council at the next Ordinary Council Meeting.

Emergency purchases to be made from existing annual budget allocations must be approved in advance by a Shire officer with appropriate delegated authority.

1.13 Panels of Pre-qualified Suppliers

If it is determined that a panel of prequalified suppliers would provide benefit, the regulations under the *Local Government (Functions and General) Regulations 1996* Division 3 – Panel of pre-qualified suppliers apply. Refer to Policy – C-PPS01

1.14 Purchasing from Australian Disability Enterprises

Where possible and appropriate, Australian Disability Enterprises (ADEs) are to be invited to quote to supply goods, services or works under the tender threshold.

For purchases above the tender threshold, an ADE may be contracted without the need to undertake a public Tender process. The ADE will still need to be issued a request for quotation document, and a value for money assessment of the ADE's offer must be made to demonstrate benefits for the Shire's achievement of its strategic and operational objectives.

1.15 Purchasing from Aboriginal Businesses

Where possible and appropriate, businesses registered on any government-funded register of Aboriginal Businesses in Western Australia are to be invited to quote to supply goods, services or works under the tender threshold.

For purchases above the tender threshold, the Shire may take advantage of an exemption to engage an Aboriginal Business without going through a public tender process, should such exemption be available under the Regulations, and subject to any conditions outlined in the Regulations. The business will still need to be issued with a Formal RFQ document incorporating a detailed specification of the requirement and pre-determined evaluation criteria.

1.16 Petty Cash

The purpose of petty cash is to reimburse for minor items of expenditure that do not justify the raising of orders and cheques, however the expenditure must be evidenced by receipt of monies spent. Where Council has a commercial account with a provider preference is for purchases to be made utilising a purchase order.

Minor expenditure by petty cash is restricted to sums of \$200 or less. Expenditure in excess of this amount should be processed through the normal accounts payable system accompanied by an order.

PART 2

2. Tender Procurement Requirements

2.1 Tender Process

In conducting a tender process officers are required to comply with the *Act* and *Regulations*:

1. Exemptions

Tenders do not have to be publicly invited under the *Local Government (Functions and General) Regulations 1996 Regulation 11(2)* for the following:

- (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
- (aa) *the supply of the goods or services is associated with a state of emergency; or*
- (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
- (c) *within the last 6 months —*
 - (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
 - (ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*

or
- (d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
- (e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
- (ea) *the goods or services are to be supplied —*
 - (i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
 - (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*

or
- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
- (g) *the goods to be supplied under the contract are —*
 - (i) *petrol or oil; or*
 - (ii) *any other liquid, or any gas, used for internal combustion engines;*

or

(h) *the following apply —*

(i) *the goods or services are to be supplied by —*

(I) *a person registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited ABN 96 929 977 985; or*

(II) *a person registered with the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) ABN 50 134 720 362;*

and

(ii) *the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*

(iii) *the local government is satisfied that the contract represents value for money;*

or

(i) *the goods or services are to be supplied by an Australian Disability Enterprise; or*

(j) *the contract is a renewal or extension of the term of a contract (the original contract) where —*

(i) *the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*

(ii) *the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and*

(iii) *the original contract contains an option to renew or extend its term; and*

(iv) *the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;*

or

(ja) *the contract is a renewal or extension of the term of a contract (the **original contract**) where —*

(i) *the original contract is to expire within 3 months; and*

(ii) *the renewal or extension is for a term of not more than 12 months from the expiry of the original contract; and*

(iii) *the contract for renewal or extension is entered into at a time when there is in force a state of emergency declaration applying to the district, or part of the district, of the local government;*

or

(k) *the goods or services are to be supplied by a pre-qualified supplier under Division 3.*

2. Sole Source of Supply

The procurement of goods and/or services available from only one private sector source of supply (manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one

source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be authorised by the relevant Director, recorded and attached to the requisition for later audit.

3. Anti-Avoidance

Contracts for supply of Goods or Services, with a combined value of purchase >\$250,000 must not be split into multiple contracts to avoid the requirement to obtain these goods or services via Public Tender. This also applies to all purchasing thresholds.

As indicated in the Department of Local Government and Communities Circular 16-2015, no timeframe for the tender threshold has been included in the regulations. However, staff should consider the importance of testing the market through a public tender process for low value, repetitive contracts. A **best practice** suggestion is that if a **tender threshold for a category of goods and/services is reached within three years, then a public tender is invited for that good or service.**

4. Tender Criteria

The Local Government shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and shall include a mix of skills and experience relevant to the nature of the purchase.

- For tenders between \$50,000 and \$249,999, the panel must contain two (2) members.
- For tenders \$250,000 and above, the panel must contain three members.

5. Advertising of Tenders

To comply with legislation, Tenders must be advertised Statewide. It is preferable to advertise in the Local Government Tenders section of the West Australian Newspaper, preferably on a Wednesday or Saturday and notices are to be placed on the notice boards of the Administration Building and Libraries.

Tenders may also be advertised locally if the responsible officers deems appropriate.

The tender must remain open for at least 14 full days after the date the tender is advertised and before the day the tender closes.

The notice must include:

- A brief description of the goods and services required;
- Information as to where and how tenders may be submitted;
- The date and time after which tenders cannot be submitted;
- Particulars identifying a person from who more detailed information on tendering may be obtained.

6. Issuing Tender Documentation

Issuing of tenders must be accompanied by a stringent process of recording all parties who acquire this documentation. This is essential if any clarification, addendums or further information is required prior to the close of tenders and all potential tenderers must have equal access to this information in order for the Shire of Dandaragan not to compromise its duty to be fair.

7. Tender Deadline

A tender not received in full in the required format by the advertised deadline shall be rejected.

8. Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the tender deadline.

Tenders are to be opened in the presence of the responsible Executive Manager (or their representative) and at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tender Register.

Tenders are to be opened in accordance with the advertised time and place. Members of the public are entitled to be present. There is no obligation to disclose or record tendered prices at the tender opening and price information should be recorded as commercial-in-confidence.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Local Government Officers present at the opening of the tenders.

9. No Tender Received

Where the Local Government has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- A sufficient number of quotations are obtained;
- The process follows the guidelines for seeking quotations between \$50,000 and \$249,999 as indicated above;
- The specification for goods and/or services remains unchanged;
- A contract is formed within 6 months of the closing date of the lapsed tender.

10. Tender Evaluation

Tenders shall be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender to determine which tender is most advantageous.

It is the Shire's preference that unless otherwise directed, evaluation panels are to consist of Shire staff and/or WALGA Purchasing service personnel.

11. Addendum to Tender

If after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or conditions are required, the Shire of Dandaragan may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

12. Minor Variation

If after the tender has been publicly advertised and a successful tender has been chosen but before the Shire of Dandaragan and the tenderer have entered into a Contract, a minor variation may be made by the Shire of Dandaragan.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

13. No Tender Accepted

In accordance with regulation 18(5) of the Local Government (Functions and General) Regulations 1996 the local government may decline to accept any tender.

14. Notification of Outcome

In accordance with regulation 19 of the Local Government (Functions and General) Regulations 1996 the CEO is to give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted.

15. Feedback to Unsuccessful Tenderers

Senior Staff and the responsible officer for the tender are authorised to provide feedback to individual Tenderers on deficiencies in their respective tenders if requested.

2.2 Other Procurement Options

a. Expression of Interest

The Shire may consider conducting an Expressions of Interest (EOI) process, prior to any public tender process.

All EOI processes are to be conducted as a public process and similar rules to a public tender process apply. However, the EOI shall not seek fixed price information from respondents, seeking instead qualitative and other non-price information against which submissions shall be evaluated.

b. Request for proposal

As an alternative to a public tender process, the Shire may consider conducting a Request for Proposal (RFP) where the requirements are less known, or less prescriptive and detailed. In this situation, the RFP would still be conducted under the same rules as for a public tender process, but would seek responses from the market that are outcomes-based or that outline solutions to meet the requirements of the Shire.

PART 3

3 Administration

Record Management

A commitment to buy without a purchase order could represent unauthorised expenditure. The failure of a responsible officer to raise a purchase order **may** cause their authority to order goods and services to be suspended for three (3) months on the third failure to raise a purchase order as required by the Policy. This will be at the discretion of the CEO or Executive Manager of Corporate and Community Services.

All records associated with a tender or a direct purchase process must be recorded and retained. All purchase orders raised under a contract resulting from a quote or tender must reference the contract number.

For a tender process, this includes, but is not limited to:

- Tender documentation
- Internal documentation
- Evaluation documentation
- Enquire and response documentation
- Notification and award documentation

For a direct purchasing process this includes, but is not limited to:

- Quotation documentation
- Internal documentation
- Order forms and requisitions

7.4 C-7TSRRF04 – Street Trees and Streetscapes

Previous Policy Number – 7.3 & 7.4

PART A - Policy

Objective:

The objective of this Policy is to set out how the Shire of Dandaragan (Shire) will

- (i) promote the use, maintenance and removal of appropriate trees within the public places across the Shire, including foreshore area, urban streets and rural roads; and
- (ii) provide the community with direction regarding the development, maintenance, use and vegetation to be used in verges within townsites.

Policy Statement:

1. Street Trees

The Shire recognises the significance of streetscapes and naturally occurring and planted trees as integral to the identity of the Shire and having an urban forest is shown to contribute to the health and wellbeing of the community.

The Shire is committed to:

- The conservation and preservation of existing street trees.
- The protection of significant trees and remnant bushland on the roadside.
- The enhancement of streetscapes through street tree planting and landscaping with suitable species.
- The reduction of risk through pruning, canopy reduction, tree removal and verge treatments, as appropriate.
- Vegetation care principles to aid the health and resilience of plants.

In achieving these principles, the Shire will:

1. Take a proactive asset management approach to the management of street trees and streetscapes.
2. Recognise and manage budget limitations and ensure decisions reflect the principles of financial sustainability.
3. Achieve utility and infrastructure requirements.
4. Minimise risk and meet its duty of care legal obligations.
5. Deliver broader ecological, social and aesthetic benefits to present and future generations.
6. Retain trees wherever possible.
7. Remove street trees where:

- (a) All or part of the tree is dead, suffering termite or other damage or is determined by the Shire or its arborist to be declining in health. In some cases, dead trees may provide habitat for local fauna and will be assessed accordingly for possible retention.
- (b) It is a cultivated street tree and is considered a hazard to residents, motorists or property.
- (c) The street tree was planted without approval from the Shire and is determined to be unsuitable in the area.
- (d) As part of the development approval process the tree is considered, by the Shire, appropriate to remove.
- (e) The tree causes reoccurring damage to public infrastructure.
- (f) The tree impacts sight lines, visibility and access.

2. Verge Treatments and Maintenance

The Shire recognises that the installation of appropriate verge treatments will enhance the streetscape and amenity of an area.

Any owner or occupier of land within the townsites, excluding Beachridge Estate, Jurien Bay (in accordance with the Design Guidelines) may plant lawn on the street verge adjoining their property, without obtaining approval from the Council.

To minimise the impact of the adverse winds experienced on the coast, where reinstatement and backfill of kerbs is required due to the undermining of a footpath or kerbing, consultation will be undertaken with the property owners adjacent to the road verge affected to identify options for approved remedial works.

PART B - Management Procedures

Definitions:

Nil.

Detail

1. Trees - Streets, Road Reserves and Foreshores

1.1 Tree Planting - Foreshores

Foreshore tree planting is to generally consist of a variety of trees that would not obscure the views of nearby residents however, the planting of some larger trees can take place where resident's views will not be affected.

1.2 Street trees – Townsites

The planting of street trees will be subject to the following provisions:

(i) The approved varieties of trees are
Coastal Towns

- *coastal moort* (eucalyptus utilis)
- *bushy yate* (eucalyptus lehmannii)
- *illyarrie* (eucalyptus erythrocorys)
- *peppermint* (agonis flexuosa)
- *jingymia mallee* (eucalyptus synandra)
- *coral gum* (eucalyptus torquata)
- *emu tree hakea* francisiana
- *red flowering gum* (corymbia ficifolia)
- *sliver princess* (eucalyptus caesia subsp. magna)
- *fuchsia mallee* (eucalyptus forrestiana)
- *red flowering paperbark* (melaleuca viridiflora)
- *platypus gum* (eucalyptus platypus)
- *snow queen* (eucalyptus victrix)
- *honey myrtle* (melaleuca nesophila)
- *black paperbark* (melaleuca lanceolate)
- *willow myrtle* (agonis flexuosa)
- *she-oak* (casuarina equisetifolia incana)
- *emu bush* (hakea laurina)
- *olive* (olea europa verdale)

Inland Towns

- *banksia*
- *red flowering gum* (corymbia ficifolia)
- *river gum* (eucalyptus camaldulensis)
- *bottlebrush* (callistemon)
- *illyarrie* (eucalyptus erythrocorys)
- *tuart* (eucalyptus gomphocephala) (only on sides of streets where no power lines exist)

(ii) Street tree planting

The Shire does not permit residents to plant any species, either an approved species or not, without the prior approval of a *Streetscape Application*. All applications for street tree planting will be assessed by the Shire to determine if there is adequate room on the verge for the tree(s), the number of trees that may be planted, species selection, current street trees nearby, and any additional site constraints that may be relevant.

Site constraints can include verge width, length and shape, building setback, overhead powerlines, vehicle and pedestrian access, street lighting and sightlines. These factors will influence the most appropriate location of the street tree(s). Consideration should also be given as to whether an evergreen or deciduous tree would be most appropriate for the site.

If a *Streetscape Application* is approved, applicants can commence the planting works denoted. Applicants can request the Shire to assist with the following works:

- remove weed or overgrown grass;
- breakup topsoil and do minor earthworks;
- deliver mulch; and
- plant street trees.

The landowner and/or community groups is to water and maintain any trees supplied.

Street trees are to be planted the following minimum clearances from the listed infrastructure:

Infrastructure	Clearance required in metres
Private property boundary	2.7
Street intersection	10
Crossovers	3
Power pole	3
Underground service pits	2 from edge
Stormwater inlet	2 from edge
Traffic signs	5 if in front or 2 if behind the sign
Other signs	2

1.3 Street Trees – Rural Residential and Rural Areas

The planting of street trees will be subject to the following provisions:

- (i) The Shire will generally encourage the planting of trees in rural road reserves, with the exception of 20 metre road reserves.
- (ii) The Shire will generally encourage the planting of trees in areas that have been denuded of natural vegetation.
- (iii) In areas approved by the Chief Executive Officer (following consultation with adjoining landowners and the Executive Manager Infrastructure) the Shire will provide some trees free of charge for the landowners to plant.

- (iv) The Shire will endeavour to assist with any clearing and earthworks required provided such work does not require excessive use of Shire plant and providing the plant is in the general vicinity.
- (v) Trees must be planted by the adjoining landowner and must be tended by the owner during the first summer following.
- (vi) Trees should not be planted any closer than 14 metres from the centre line of a road.
- (vii) All farmers who are renewing fencing along road reserve be encouraged to relocate new fencing 5 to 10 metres inside their property.
- (viii) No tree planting should be carried out on Shire of Dandaragan road reserves without prior approval from the Shire.
- (ix) Any person wishing to plant trees is to contact 'Dial Before You Dig' to ascertain the location of any cables to ensure trees are not planted where they may affect underground telephone services.
- (x) Trees are not to be planted where they may interfere with Western Power transmission lines and are not to be planted at curves where they may obstruct sight/vision of motorists.
- (xi) The Shire prohibits the taking of any timber from Shire reserves and road reserves.

2. Streetscapes – Townsites

2.1 Backfill of Kerb and Reinstatement – Jurien Bay and Cervantes

In order to prevent backfill material from being blown onto the street and away from the kerb caused by the adverse winds experienced on the coast, prior to the installation of the kerbing Shire staff consult with the property owners adjacent to the road verge affected to identify their requirements in accordance with the options available below:

- (i) The following materials may be used as backfill:
 - (a) If there is evidence that the road verge prior to the kerbing being installed has been watered on a regular basis that yellow sand be used.
 - (b) Other material approved by Executive Manager Infrastructure.
- (ii) If reticulation equipment has been installed and operating prior to the installation of the kerb and or the widening of the road verge, the Shire of will arrange to replace or carry out the required repairs to the same standards.
- (iii) Existing crossovers will be reinstated to the same standard as previously installed.

2.2 Verge Development – Street Lawns and Gardens

Any owner or occupier of land within the townsites, excluding Beachridge Estate, Jurien Bay (in accordance with the Design Guidelines) may plant lawn on the street verge adjoining their property, without obtaining approval from Council.

Street lawns are to be maintained by the owner or occupier of the property.

Any person wishing to install reticulation within a street verge for watering a street lawn or for any other purpose is required to apply in writing via a Streetscape Application.

Any approval to install reticulation in a street verge is to contain a condition that the Council will not under any circumstances be responsible for any damage caused to the reticulation whether that damage is caused by the Council, another public authority or any other agent or individual. A further condition of approval is that the reticulation is to be located so that it will not create a hazard for pedestrians.

Any person wishing to develop a street verge with anything other than lawn, e.g. brick paving, bitumen, native plants, etc., is required to make a Streetscape Application.

2.3 Cervantes Townsite – Memorial Park Tree Planting

Any person wishing to undertake a private planting in Memorial Corner, Cervantes is required to liaise with the Cervantes Memorial Park Committee and disputes are to be referred to the Chief Executive Officer for determination.

Shire will approve the planting of:

- (i) melaleuca;
- (ii) callistemon;
- (iii) templetonia; and
- (iv) Other native plants (not growing higher than two (2) metres).

The applicant is to be urged to maintain the plant (pruning, etc) however, if not done, the Shire will undertake this work in its normal maintenance programme.

Any plaques to be installed are to be no larger than 300mm x 300mm and placed no higher than 300mm off the ground. The applicant is to be urged to make the plaque as secure as possible because the Shire will not accept responsibility for damage or removal.

The Shire does not oppose the disposal of ashes at the site of the plantings.