



SHIRE
of
DANDARAGAN

MINUTES

of the

ORDINARY COUNCIL MEETING

held at the

COUNCIL CHAMBERS JURIEN BAY

on

THURSDAY 19 DECEMBER 2013

COMMENCING AT 5.00PM

THESE MINUTES ARE YET TO BE CONFIRMED

(THIS DOCUMENT IS AVAILABLE IN LARGER PRINT ON REQUEST)

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MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 19 DECEMBER 2013

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1 DECLARATION OF OPENING

The presiding member declared the meeting open at 5.00pm and welcomed those present.

1.2 DISCLAIMER READING

The disclaimer was not read aloud as there were members of the public present.

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

It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decision, which will be provided within fourteen (14) days of this meeting."

2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

Members

Councillor W Gibson	(President)
Councillor K McGlew	(Deputy President)
Councillor L Short	
Councillor D Kent	
Councillor T Bailey (<i>left at 5.52pm</i>)	
Councillor L Holmes	
Councillor J Kulisa	
Councillor D Slyn	

Staff

Mr T Nottle	(Chief Executive Officer)
Mr I Rennie	(Deputy Chief Executive Officer)
Mr B Wall	(Executive Manager Infrastructure & Major Projects)
Mr S Clayton	(Executive Manager Corporate & Community Services)
Mr D Chidlow	(Manager Planning)
Miss D Kerr	(Council Secretary & PA)

Apologies Councillor M Sheppard

Approved Leave of Absence

Observers There were no members of the public present

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

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4 PUBLIC QUESTION TIME

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE**COUNCIL DECISION**

Moved Cr Bailey, seconded Cr Holmes

That leave of absence be approved as follows:

- Councillor L Short – Saturday 4 January 2014 to Thursday 16 January 2014 (inclusive)
- Councillor L Holmes – Wednesday 29 January 2014 to Friday 14 February 2014 (inclusive)
- Councillor D Kent – Tuesday 14 January 2014 to Thursday 23 January 2014 (inclusive)

CARRIED 8 / 0

6 CONFIRMATION OF MINUTES**6.1 MINUTES OF ORDINARY MEETING HELD 28 NOVEMBER 2013****COUNCIL DECISION**

Moved Cr Short, seconded Cr McGlew

That the minutes of the Ordinary Meeting of Council held 28 November 2013 be confirmed.

CARRIED 8 / 0

7 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION AND COUNCIL APPOINTED DELEGATES REPORTSCr McGlew

- | | |
|--------------------|--|
| - 5 December 2013 | Jurien Bay District High School Presentation Night |
| - 9 December 2013 | Education Working Party |
| - 10 December 2013 | Dandaragan Primary School Awards Night |
| - 13 December 2013 | Badgingarra Primary School Awards Night |
| - 16 December 2013 | Central Midlands Senior High School Awards Night |
| - 17 December 2013 | Cervantes Primary School Awards Night |

Cr Bailey

- | | |
|-------------------|--|
| - 4 December 2013 | Local Emergency Management Committee |
| - 5 December 2013 | Jurien Bay District High School Presentation Night |

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- 6 December 2013 Small Business Centre Central Coast
- 13 December 2013 Badgingarra Primary School Awards Night
- 18 December 2013 Jurien Bay Chamber of Commerce

Cr Kulisa

- 9 December 2013 Education Working Party

Cr Short

- 3 December 2013 MOU Health
- 3 December 2013 West Koojan – Gillingarra Land Conservation District Committee
- 4 December 2013 WALGA State Council
- 11 December 2013 Water Corporation
- 12 December 2013 Audit Committee Meeting

COUNCIL DECISION

Moved Cr Bailey, seconded Cr Short

That the delegates' reports to 19 December 2013 as presented be accepted.

CARRIED 8 / 0

8 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

9 REPORTS OF COMMITTEES AND OFFICERS

COUNCIL DECISION

Moved Cr Bailey, seconded Cr McGlew

That the order of business be changed to have Confidential Item 11.1.1 brought forward and dealt with at this time.

CARRIED 8 / 0

11 CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC

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

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

For a decision to be recorded in the minute a formal motion must be

MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 19 DECEMBER 2013

passed by Simple majority clearly stating the reason for the closure in accordance with Section 5.23 of the Local Government Act 1995.

Local Government Act 1995

5.23. *Meetings generally open to public*

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees;
 - (b) the personal affairs of any person;
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;**
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

Local Government (Administration) Regulations 1996

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

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

11.1 WORKS AND PLANT

OFFICER RECOMMENDATION / COUNCIL DECISION
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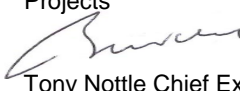

Moved Cr Bailey, seconded Cr Short

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That the meeting be closed to members of the public at 5:05pm in accordance with Section 5.23 (2) (e) (iii) of the Local Government Act 1995 and Regulation 4A of the Local Government (Administration) Regulations 1996 to allow Council to discuss Item 11.1.1 'Commercial Waste Proposal Jurien Bay Landfill'.

CARRIED 8 / 0

11.1.1 COMMERCIAL WASTE PROPOSAL JURIEN BAY LANDFILL

Location:	Jurien Bay
Applicant:	Margetic Pty Ltd
Folder Path:	Business Classification Scheme / Waste Management / Service Provision / Commercial Waste Services
Disclosure of Interest:	N/A
Date:	4 December 2013
Author:	Brian Wall, Executive Manager Infrastructure & Major Projects
Signature of Author:	
Senior Officer:	Tony Nottle Chief Executive Officer
Signature of Senior Officer:	

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

MOTION

Moved Cr Bailey, seconded Cr McGlew
Council receive the proposal put forward by Margetic Pty Ltd and that a public consultation process be undertaken.

LOST 2 / 6

Councillor McGlew requested that the vote of all members present be recorded.

For
Cr McGlew
Cr Bailey

Against
Cr Short
Cr Kulisa
Cr Holmes
Cr Kent
Cr Gibson
Cr Slys

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Short, seconded Cr Kent

That Council:

1. agrees to accept Class 1 (Category 64) waste from Margetic Pty Ltd at the *Jurien Waste Management Facility Licence L7004/1997/15* in accordance with Councils adopted fees & charges with an estimated amount of 30,000m³ per annum;
2. authorise the Chief Executive Officer to prepare a delivery contract for the disposal of Class 1 (Category 64) Waste between the Shire of Dandaragan and Margetic Pty Ltd for a period of 3 years with an option to extend at the sole

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- discretion of Council for a further 2 years; and
3. authorise the President and the Chief Executive Officer to sign and execute the contract documentation between the Shire of Dandaragan and Margetic Pty Ltd for the delivery of Class 1 (Category 64) waste to the Jurien Bay Waste Facility.

CARRIED 5 / 3

Councillor McGlew requested that the vote of all members present be recorded.

<i>For</i>	<i>Against</i>
<i>Cr Short</i>	<i>Cr Slyns</i>
<i>Cr Gibson</i>	<i>Cr McGlew</i>
<i>Cr Holmes</i>	<i>Cr Bailey</i>
<i>Cr Kent</i>	
<i>Cr Kulisa</i>	

COUNCIL DECISION

Cr Bailey, Cr Kent

That the meeting be reopened to the public at 5.47pm.



CARRIED 8 / 0

Clinton Strugnell entered the Chambers at 5.47pm.

At this point business was resumed in the sequence of the agenda.

9.1 FINANCE

9.1.1 ACCOUNTS FOR PAYMENT – NOVEMBER 2013

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Financial Management / Creditors / Expenditure
Disclosure of Interest:	None
Date:	9 December 2013
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Signature of Author:	
Senior Officer:	Tony Nottle, Chief Executive Officer
Signature of Senior Officer:	

PROPOSAL

To accept the cheque and direct debit listing for the month of November 2013

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.

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COMMENT

The cheque and electronic funds transfer (EFT) listing for November 2013 totalled \$1,851,572.58 for the Municipal Fund, and \$640.00 for the Trust Fund

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 is the following item relevant to this report:

- cheque and direct debit listings for November 2013 (Doc Id: 20376)

(Marked 9.1.1)

VOTING REQUIREMENT

Simple majority


OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Holmes, seconded Cr Kent

That the Municipal Fund cheque and EFT listing for the period ending 30 November 2013 totalling \$1,851,572.58 for the Municipal Fund and \$640.00 for the Trust Fund be accepted.

CARRIED 8 / 0

9.2 WORKS AND PLANT**9.2.1 PLANT REPLACEMENT PROGRAM AMENDMENT**

Location:	Jurien Bay
Applicant:	Shire of Dandaragan
Folder Path:	Business Classification Scheme / Plant Equipment and Stores / Acquisition / Plant Replacement
Disclosure of Interest:	N/A
Date:	29 November 2013
Author:	Brian Wall, Executive Manager Infrastructure & Major Projects
Signature of Author:	
Senior Officer:	Tony Nottle Chief Executive Officer

Signature of Senior Officer:



PROPOSAL

Council to consider amendments to the plant replacement program 2013/14.

BACKGROUND

As part of Council 2013/14 budget a fleet and plant replacement program was adopted, however given the Uniqco Fleet Management Review recommendations and the review of current operational works and priorities the current fleet and plant schedule needs to be amended to reflect the revised fleet and plant requirements for 2013/14.

COMMENT

Infrastructure Services are currently undertaking an operational and functional review of the Shire Operations, the review will identify the selection of plant and vehicles is made on the basis of vehicles that are fit for the use/application. The Uniqco Fleet and Plant Management Review recently undertaken has also identified deficiencies in current plant and procedures for future replacements.

Summary of major changes to the budgeted Fleet and Plant changeover program:

1. Retain Prime Mover and 2 trailers:

The Uniqco report makes the following recommendation for the Prime Movers and trailers:

- Whilst the prime movers are achieving national benchmark utilisation the current replacement timing of the prime movers, trailers and the competitiveness of truck hire presents an opportunity to test the market for external service provision for carting road materials.
- The operational and functional review of the Shire operations will also confirm the effectiveness and actual requirement of retaining or owning prime movers.

2. Retention 3 x Operational Work Utes:

Vehicles were listed for disposal based on the previous 2 – 3 year change over procedure. The Uniqco report makes the following recommendations.

OPTIMUM CHANGEOVER OF LIGHT FLEET

- The Shire note that the optimum economic changeover of light fleet vehicles (based on resale value, servicing and maintenance costs, downtime costs and changeover costs) is 5 years or 120,000km whichever occurs first for most vehicles.
- Vehicles not be held beyond 5 years due to increasing risk in terms of vehicle safety and breakdowns and increasing

maintenance costs.

- Where vehicles exceed their warranty period, continue purchase roadside assistance from RAC (or similar) or the manufacturer of the vehicle.

CHOICE OF FLEET VEHICLES

It is recommended fleet vehicle selection is made on the basis of:

- Vehicles that are fit for the use/application proposed for the vehicle;
- Lowest whole of life costs;
- Safety rating;
- Environmental considerations

Given the recommendations of the Uniqco report and until such time as the Operational review is complete it would be premature to dispose of these vehicles at this stage, as the review will identify and confirm fleet required for future operations.

An updated Plant replacement program based on the Uniqco report and results of the operational and functional review of the Shire operations will be presented for 2014/15 budget consideration.

3. Purchase of a Pedestrian Rammer Compactor

Required to enable more effective road patching compaction. Current road patching compaction is not effective given the current manual operation being implemented.

4. Purchase of pedestrian industrial vacuum

Required to effectively and efficiently remove blown debris from the Jetty walkways and Town Centre, currently due to the difficulty with wind manual operation is not effective.

5. Pathfinders – DN011, DN001

As a result of the amalgamation of the Major Projects and Technical Services and Works Departments, Council now has a surplus vehicle. DN001 is a lease vehicle, whilst DN011 being the past Technical Services Works Managers vehicle is due for replacement, however was overlooked in current changeover program.

Uniqco Fleet Management Review states:

Purchase Versus Operating Lease Comparison

Our most recent study of lease versus buy was conducted in 2011 and it can be seen from the “apples for apples” comparison (refer Table 3 over page) that for the range of vehicles selected ownership (purchase) is the most cost effective option.

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Leasing (Operating lease) of light vehicles is generally not recommended due to the risk of penalties for over utilisation and effectively “overpayment” for underutilisation. If there is a shortage of capital it is preferable to lease major items of plant with predictable utilisation.

RECOMMEND

10. The Shire owns rather than obtain light vehicles via an operating lease.

Considering this information DN001 will be returned to lease company and DN 011 (PLV 217) will be replaced as part of the changeover program.

6. Parks & Gardens Supervisor Vehicle DN 035 (PLV 220)

DN035 is due for replacement however given the amalgamation of the Major Projects and Technical Services and Works Departments and the resignation of the past Technical Services Works Manager, this vehicle was also overlooked in the current changeover program

CONSULTATION

Not applicable

STATUTORY ENVIRONMENT

Local Government Act

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;
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

POLICY IMPLICATIONS

SECTION 2.0 FINANCE AND ACCOUNTING

2.3 Annual and Five Year Budgets

Objective

To ensure that the Council's budget methodology:

1. represents a logical and strategic approach to resource allocation;
2. provides for an appropriate level of forward planning; and
3. is transparent to the community.

Policy Statement

Council will establish, and review on an annual basis, five year

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budgets for the construction, maintenance and replacement of its assets. The five year budgets will be reviewed prior to May of each year and will form the basis of Council's annual budget.

Plant Replacement

This budget will demonstrate the Council's commitment to plant replacement and plant purchases for the next five years. The budget will include all plant assets that would normally appear on Council's Asset Register ie a value of \$1,000 or greater.

FINANCIAL IMPLICATIONS

The proposed amendments will have the following financial implications on the 2013/2014 budget;

Reversal (cancelation) of Budgeted Changeovers

		+ debit / - credit		
64100	Plant & Equipment	\$ 92,108.00	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 47,641.00	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	-\$ 14,467.00	Loss on Disposal of Truck	
64100	Plant & Equipment	-\$ 96,000.00	Purchase dual cab truck	
64100	Plant & Equipment	\$ 164,593.00	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 134,440.47	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	-\$ 5,152.53	Loss on Disposal of Prime Mover	
64100	Plant & Equipment	-\$ 250,000.00	Purchase Prime Mover	
64100	Plant & Equipment	\$ 22,000.00	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 22,000.00	Disposal of Plant	- reverse accumulated depreciation
18500	Profit on Disposal	\$ 10,000.00	Profit on Disposal of Trailer	
64100	Plant & Equipment	-\$ 100,000.00	Purchase Trailer	
64100	Plant & Equipment	\$ 49,090.91	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 49,090.91	Disposal of Plant	- reverse accumulated depreciation
18500	Profit on Disposal	\$ 10,000.00	Loss on Disposal of Trailer	
64100	Plant & Equipment	-\$ 100,000.00	Purchase Trailer	
64100	Plant & Equipment	\$ 32,032.14	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 8,811.00	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	-\$ 4,221.14	Loss on Disposal of Ute	
64100	Plant & Equipment	\$ 29,099.00	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 10,730.00	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	-\$ 5,369.00	Loss on Disposal of Ute	
64100	Plant & Equipment	\$ 27,536.15	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 11,536.00	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	-\$ 5,000.15	Loss on Disposal of Ute	
51111	Municipal Fund	\$ 428,000.00	Net Movement in Cash at Bank	

The above financial transactions are required to back out the budgeted changeovers as it is proposed that these vehicles now be retained.

New Changover Additions

64100	Plant & Equipment	-\$ 39,000.00	Disposal of Plant	- reverse fair valuation
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MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 19 DECEMBER 2013

64199	Less Accumulated Depreciation	\$	1,620.00	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	\$	16,380.00	Loss on disposal of pathfinder	
64100	Plant & Equipment	\$	35,000.00	Purchase Colorado 7	
64100	Plant & Equipment	-\$	27,000.00	Disposal of Plant	- reverse fair valuation
64199	Less Accumulated Depreciation	\$	1,048.00	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	\$	11,952.00	Loss on disposal of utility	
64100	Plant & Equipment	\$	31,000.00	Purchase Utility	
64100	Plant & Equipment	\$	4,500.00	Purchase Pad Foot Wacker Packer	
64100	Plant & Equipment	\$	2,600.00	Purchase Pedestrian Vacuum	
51111	Municipal Fund	-\$	38,100.00	Net Movement in Cash at Bank	

The above transactions are required to include the previously unbudgeted changeovers of PLV217 Nissan Pathfinder and PLV220 Ford Ranger. Also included are the purchase of previously unbudgeted Wacker Packer and Pedestrian Vacuum.

Reversal (cancelation) of Budgeted Reserve Transfer

51111	Municipal Bank	-\$	44,614.94	Cancel Plant reserve to muni
51201	Plant Reserve	\$	44,614.94	Cancel Plant reserve to muni
95300	Retained Earnings - Net Movement in Reserves	-\$	44,614.94	Cancel Plant reserve to muni
96200	Transfers From Reserve Funds	\$	44,614.94	Cancel Plant reserve to muni

The above financial transactions are required to back out the budgeted transfer from Plant Reserve to Municipal fund as these funds will no longer be required due to the significant reduction in vehicle changeover.

The net affect on the 2013/2014 budget will be an increase in available municipal cash at bank of \$345,285.06.

STRATEGIC IMPLICATIONS

- Shire of Dandaragan Strategic Community Plan 2011 – 2021

5.15.5 GOAL NUMBER FIVE: Build a proactive and leading local government

OBJECTIVE 2: Implement integrated strategic planning, and asset management planning to generate high level of sustainability of Council services
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ATTACHMENTS

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

- Uniqco – Shire of Dandaragan Draft Light Vehicle Review (Doc Id: 20742)
- Uniqco – Shire of Dandaragan Draft Heavy Fleet Review (Doc Id: 20743)

(Marked 9.2.1)

VOTING REQUIREMENT

Absolute majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Short, seconded Cr Holmes

MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 19 DECEMBER 2013

That Council authorise a budget amendment to the 2013/14 fleet and plant replacement program with a net effect of increasing available municipal cash at bank in the 2013/14 budget as follows:

1. reverse (cancel) the following vehicle changeovers as currently budgeted with the required accounting entries:

		+ debit / - credit		
64100	Plant & Equipment	\$ 92,108.00	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 47,641.00	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	-\$ 14,467.00	Loss on Disposal of Truck	
64100	Plant & Equipment	-\$ 96,000.00	Purchase dual cab truck	
64100	Plant & Equipment	\$ 164,593.00	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 134,440.47	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	-\$ 5,152.53	Loss on Disposal of Prime Mover	
64100	Plant & Equipment	-\$ 250,000.00	Purchase Prime Mover	
64100	Plant & Equipment	\$ 22,000.00	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 22,000.00	Disposal of Plant	- reverse accumulated depreciation
18500	Profit on Disposal	\$ 10,000.00	Profit on Disposal of Trailer	
64100	Plant & Equipment	-\$ 100,000.00	Purchase Trailer	
64100	Plant & Equipment	\$ 49,090.91	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 49,090.91	Disposal of Plant	- reverse accumulated depreciation
18500	Profit on Disposal	\$ 10,000.00	Loss on Disposal of Trailer	
64100	Plant & Equipment	-\$ 100,000.00	Purchase Trailer	
64100	Plant & Equipment	\$ 32,032.14	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 8,811.00	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	-\$ 4,221.14	Loss on Disposal of Ute	
64100	Plant & Equipment	\$ 29,099.00	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 10,730.00	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	-\$ 5,369.00	Loss on Disposal of Ute	
64100	Plant & Equipment	\$ 27,536.15	Disposal of Plant	- reverse purchase cost
64199	Less Accumulated Depreciation	-\$ 11,536.00	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	-\$ 5,000.15	Loss on Disposal of Ute	
51111	Municipal Fund	\$ 428,000.00	Net Movement in Cash at Bank	

2. add the following purchases / changeovers not currently included in the 2013/2014 budget with the required accounting entries:

New Changover Additions

64100	Plant & Equipment	-\$ 39,000.00	Disposal of Plant	- reverse fair valuation
64199	Less Accumulated Depreciation	\$ 1,620.00	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	\$ 16,380.00	Loss on disposal of pathfinder	
64100	Plant & Equipment	\$ 35,000.00	Purchase Colorado 7	
64100	Plant & Equipment	-\$ 27,000.00	Disposal of Plant	- reverse fair valuation
64199	Less Accumulated Depreciation	\$ 1,048.00	Disposal of Plant	- reverse accumulated depreciation
33200	Loss on Disposal	\$ 11,952.00	Loss on disposal of utility	
64100	Plant & Equipment	\$ 31,000.00	Purchase Utility	
64100	Plant & Equipment	\$ 4,500.00	Purchase Pad Foot Wacker Packer	
64100	Plant & Equipment	\$ 2,600.00	Purchase Pedestrian Vacuum	

MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 19 DECEMBER 2013

51111	Municipal Fund	-\$	38,100.00	Net Movement in Cash at Bank
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3. reverse (cancel) the following reserve transfer as currently budgeted with the required accounting entries:


Reversal (cancellation) of Budgeted Reserve Transfer

51111	Municipal Bank	-\$	44,614.94	Cancel Plant reserve to muni
51201	Plant Reserve	\$	44,614.94	Cancel Plant reserve to muni
95300	Retained Earnings - Net Movement in Reserves	-\$	44,614.94	Cancel Plant reserve to muni
96200	Transfers From Reserve Funds	\$	44,614.94	Cancel Plant reserve to muni

CARRIED BY ABSOLUTE MAJORITY 8 / 0

9.3 ADMINISTRATION

9.3.1 APPLICATION OF COMMON SEAL – COASTAL KIDS CARE LICENCE OF PORTION OF JURIEBAY FAMILY RESOURCE CENTRE

Location:	N/A
Applicant:	Shire of Dandaragan
Folder Path:	Business Classification Scheme / Governance / Authorisations / Council Seal
Disclosure of Interest:	None
Date:	5 December 2013
Senior Officer:	Tony Nottle, Chief Executive Officer
Signature of Senior Officer:	

PROPOSAL

To seek Council's endorsement for the application of the Shire of Dandaragan's common seal to the Licence of Portion of Juriebay Family Resource Centre document between Coastal Kids Care Incorporated (Coastal Kids After School and Vacation Care service) and the Shire of Dandaragan.

BACKGROUND

The Shire of Dandaragan's common seal is applied in circumstances where the Shire enters into a legal agreement, lease or undertakes the disposal or acquisition of land.

Application of the seal is accompanied by the signatures of the President and Chief Executive Officer.

A register is maintained to record all occasions on which the seal is applied.

Generally, the common seal is only applied in circumstances where the Council has specifically resolved to enter into an agreement, lease or dispose of or acquire land. There are however, occasions where the seal is required to be applied urgently and Council's endorsement is sought retrospectively.

COMMENT

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Nil

CONSULTATION

Not applicable

STATUTORY ENVIRONMENT

There are no statutory implications relevant to this item.

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Kent, seconded Cr Kulisa

That Council endorse the affixing of the Shire of Dandaragan's common seal to the Licence of Portion of Jurien Bay Family Resource Centre document between Coastal Kids Care Incorporated (Coastal Kids After School and Vacation Care service) and the Shire of Dandaragan.

CARRIED 8 / 0

Cr Bailey left the Council Chambers at 5.52pm.

9.3.2 SHIRE OF DANDARAGAN TOURISM GROWTH PLAN

Location:	N/A
Applicant:	Turquoise Coast Alliance
Folder Path:	Business Classification Scheme / Economic Development / Industries / Tourism
Disclosure of Interest:	Nil
Date:	13 December 2013
Author:	Tony Nottle, Chief Executive Officer
Signature of Author:	

Cr Holmes disclosed an impartiality interest at 5.52pm due to being a member of the Turquoise Coast Chambers Alliance.

PROPOSAL

For Council to consider endorsing the Tourism Growth Plan (TGP) prepared by the Turquoise Coast Alliance (TCA), as well as

consider allocating human resources and funding to achieve the Plan.

BACKGROUND

The TCA is a joint group made up of key people involved in the tourism industry from the Jurien Bay and Cervantes Chambers of Commerce organisations.

The TCA have recently been working on the TGP in preparation of the opening of the Visitors Information and Civic Centre (VICC) and to capture the increasing tourism market potential particularly since the opening of the Indian Ocean Drive in September 2010.

TCA representatives provided a presentation to Council at its forums held on the 28 November and final draft was presented and discussed at Council's forum on the 12 December.

At this forum it was discussed that the management of the building is potentially a separate issue to the TGP and the resourcing of the Plan.

A copy of the draft TGP is attached marked 9.3.2 for reference.

COMMENT

During both the presentation and Council's previous discussions, the key message indicated that there was (and will be) a need for a dedicated resource (human resource) to drive the marketing and promotion of not only the Region, but also the VICC.

In preparing the attached plan the TCA also reviewed the existing marketing strategies and plans undertaken by the Shire of Dandaragan in the past. The TCA utilised experienced tourism operators from the area to write a simple, straight forward achievable plan with clear outcomes.

The Plan aims to achieve this by:

1. *Brand awareness/strong Brand identity required*
2. *Attractions to be augmented with new ones*
3. *Increase vibrancy – attract repeat visitors*
4. *Become more “service orientated” to maximise positive word of mouth and repeat visitors*
5. *Provide increase capacity/accommodation choices*

In the past Council has referred the majority of these discussions or requests to its “Marketing & Promotions Committee”. However, without any dedicated resource or the limited expertise on the Committee, this has not been as successful as hoped. The funds already allocated to this committee (approximately \$38,000 per annum) could be used to fund the initiatives highlighted within the Plan.

It is the opinion of staff that to deliver the plan a dedicated

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resource would also be required to achieve this. A dedicated resource could also assist the Shire of Dandaragan in other promotional initiatives such as:

- Attracting conferences to the area
- Assist with communication strategy preparation for Council
- Promote the Shire and its services
- Provide guidance and management and promotion of the Visitors Information and Civic Centre
- Promotion of local and regional events

In considering the Plan and the presentation provided by the TCA representatives, Council is requested to consider allocating resources to cater for the employment of a suitably experienced staff member to help drive and promote the Visitors Centre, the Shire and the Region.

Estimated costs for the establishment of a suitable position are outlined in the attachments.

Any remuneration package may consider (depending on level) housing allowance or similar remuneration benefits.

The TGP is a good simple document for a way forward in promoting the Tourism Industry and it is recommended that Council consider endorsing the Plan and applying appropriate resources.

The document is mindful of all of the communities within the Shire of Dandaragan, while also acknowledging the Shires key draw cards. As such, the TGP suggests:

"It is proposed that a 2 page overleaf pamphlet be produced that shows "50 things to do and see on the Turquoise Coast in Cervantes/Jurien Bay", and this can be distributed from the Jurien Bay Visitor Centre upon opening.

A similar document would be required to be distributed from the Visitor Centre for the two towns east of the Brand Highway.

It is highly recommended that a working group be established as a priority amongst the tourism savvy residents of Badgingarra and Dandaragan to work on "50 things to do and see in Badgingarra/Dandaragan".

It is recommended that an internal resource would be required to deliver the plan.

CONSULTATION

- Turquoise Coast Alliance
- Council via Council Forum process

STATUTORY ENVIRONMENT

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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

Council currently allocates approximately \$38,000 per annum to be put towards marketing and promotion initiatives that are discussed by the Marketing and Promotions Committee. These funds have been allocated on an annual ad hoc basis. The proposed TGP suggests utilising these existing funds.

The allocation of appropriate human resources is estimated as follows and provided as a confidential attachment to this item:

The estimated costs are \$37,037 – 41,500 for the 2013/14 budget due to there only being half of the financial year remaining.

STRATEGIC IMPLICATIONS

- Shire of Dandaragan Strategic Community Plan 2011 – 2021

5.15.1 GOAL NUMBER ONE: Strong economic base and enabling infrastructure					
OBJECTIVE 2: Ensure timely provision of essential and strategic infrastructure to ensure investment and growth for the Shire is maximised					
CODE	STRATEGIES	LINKS	TIME FRAME	SCOPE	PARTNERS
G1-O2-A1	Develop civic precinct concept in Jurien Bay.	Town Centre Strategy Plan SuperTowns Growth Plan	Short - Medium	Jurien Bay	CRC DEC Other agencies
OBJECTIVE 4: Facilitate industry attraction, expansion and growth to generate diversified regional economy that attracts investment, wealth and income from outside the region and retains it for the benefit of the communities.					
CODE	STRATEGIES	LINKS	TIME FRAME	SCOPE	PARTNERS

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G1-06-A4	Develop plans for self-supporting visitor servicing in Jurien Bay and work in partnership with tourism industry and local business to staff and manage. Build strong relationship with all visitors' centres within the Shire and the Pinnacles Discovery Centre to generate a visitor centre network.	Tourism Plans Town Centre Strategy Plan	Short - Medium	District	Tourism industry CoC's
G1-06-A5	Develop and market Shire of Dandaragan tourism product.	IOD Impact Study	Ongoing	District	DoT DEC

5.15.2 GOAL NUMBER TWO: Build high level of amenity and lifestyle

OBJECTIVE 5: Develop a brand for the Shire and each community which communicates the role each plays in creating the diversity and liveability of the Shire and market the brand

CODE	STRATEGIES	LINKS	TIME FRAME	SCOPE	PARTNERS
G2-05-A1	Work with communities to develop a clear brand for the Shire, and the communities that make up the Shire, and communicate message to target markets.	Backcasting workshops	Short	District	G2-05-A1
G2-05-A2	Implement Marketing Strategy and support community groups to develop social media capacity and presence through targeting marketing campaign.	Market Creations Tourism Marketing Plan	Short - Medium	District	G2-05-A2

ATTACHMENTS

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

- Draft Tourism Growth Plan (Doc Id: 20727)
- **CONFIDENTIAL** Proposed Salary Marketing Human Resources (Doc Id: 20424)
(Marked 9.3.2)

VOTING REQUIREMENT

Officer Recommendation 1 – Simple majority

Officer Recommendation 2 – Absolute majority

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3 members of the public entered the Council Chambers at 5.57pm

OFFICER RECOMMENDATION 1 / COUNCIL DECISION

Moved Cr Slyns, seconded Cr Kent

That Council receive the Shire of Dandaragan Tourism Growth Plan prepared by the Turquoise Coast Alliance as attached.

CARRIED 7 / 0

MOTION

Moved Cr McGlew, seconded Cr Kulisa

That Council

1. incorporate TCCA growth direction into a draft Shire Tourism Growth Plan document acknowledging the content and the source and shaping it into a more professional layout; and
2. advertise for public comment and invite submissions.

LOST 2 / 5

Councillor McGlew requested that the vote of all members present be recorded.

<i>For</i>	<i>Against</i>
<i>Cr McGlew</i>	<i>Cr Gibson</i>
<i>Cr Kulisa</i>	<i>Cr Short</i>
	<i>Cr Slyns</i>
	<i>Cr Kent</i>
	<i>Cr Holmes</i>

OFFICER RECOMMENDATION 2 / COUNCIL DECISION

Moved Cr Kent, seconded Cr Slyns

That Council authorise a budget amendment to the 2013/14 budget to increase Gross Salaries and Wages up to \$41,500 for the purpose of:

- a. employing a suitable person to assist with the delivery of the Tourism Growth Plan as attached within the agreed marketing and promotions budget; and
- b. assisting the Shire of Dandaragan with promotion and marketing of the region and the Visitors Information and Civic Centre.

CARRIED BY ABSOLUTE MAJORITY 5 / 2



Councillor McGlew requested that the vote of all members present be recorded.

<i>For</i>	<i>Against</i>
<i>Cr Gibson</i>	<i>Cr McGlew</i>
<i>Cr Short</i>	<i>Cr Kulisa</i>
<i>Cr Slyns</i>	
<i>Cr Kent</i>	
<i>Cr Holmes</i>	

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Three members of the public entered the Council Chambers at 6.01pm.

9.3.3 AUDIT COMMITTEE MEETING MINUTES

Location:	Shire of Dandaragan
Applicant:	N/A
Folder ID:	Business Classification Scheme / Financial Management / Audit / External
Disclosure of Interest:	None
Date:	25 February 2013
Author:	Scott Clayton, Manager Corporate Services
Signature of Author:	
Senior Officer:	Tony Nottle, Chief Executive Officer
Signature of Senior Officer:	

PROPOSAL

To receive the Audit Committee Meeting Minutes (unconfirmed) held on Thursday 12 December 2013.

BACKGROUND

The Local Government Act (1995) requires Council to establish an Audit Committee to assist Council to fulfil corporate governance, stewardship, leadership and control responsibilities in relation to the Shire's financial reporting and audit responsibilities.

Due to the small number of audit committee meetings held during the year there is a significant delay between the audit meetings and the subsequent confirmation of the minutes of that meeting at the following audit committee meeting and hence, a further delay in presentation to Council of the minutes for adoption.

Therefore, it is considered more appropriate to present the unconfirmed minutes to Council for adoption. Should any issue arise at the adoption of these minutes at the following audit committee meeting varying the accuracy of the unconfirmed minutes, these changes will be presented to council at the following Council meeting.

The purpose of the Audit Committee Meeting held 12 December 2013 was to receive the annual financial statements inclusive of the audit report for the year ended 30 June 2013.

COMMENT

The audit report highlighted no issues that would affect the accuracy of the annual financial statements for the year ended 30 June 2013, and therefore, the Financial Statements are a true reflection of the financial position and performance for the Shire of Dandaragan in the 2012 / 2013 financial year.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 19 DECEMBER 2013

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

- Minutes of the Audit Committee Meeting (unconfirmed) held on Thursday 12 December 2013 (Doc Id: 20719)
(Marked 9.3.3)

VOTING REQUIREMENT

Simple majority

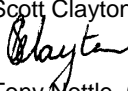

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Short, seconded Cr Slyn

That the minutes of the Audit Committee meeting held Thursday 12 December 2013 be received.

CARRIED 7 / 0

9.3.4 ANNUAL REPORT AND AUDITORS REPORT

Location:	Shire of Dandaragan
Applicant:	N/A
Folder	Business Classification Scheme / Financial Management / Financial Reporting / Periodic Reports
Disclosure of Interest:	None
Date:	9 December 2013
Author:	Scott Clayton, Manager Corporate Services
Signature of Author:	
Senior Officer:	Tony Dottle, Chief Executive Officer
Signature of Senior Officer:	

PROPOSAL

To accept the Annual Report for 2012 / 2013 including the Auditors Report for the Shire of Dandaragan and to receive the Auditors Management Letter.

BACKGROUND

The Local Government Act (1995) requires a Local Government to prepare and annual report for each financial year.

COMMENT

The Shire of Dandaragan finished 2012 / 2013 with a surplus of \$3,471,334. However, the majority of this surplus is as a result of large unspent grants and incomplete capital works project. Therefore, this surplus does not constitute a surplus of funds after all requirements have been met in the true definition of a surplus, rather reflects outstanding commitments that were reprogrammed into the 2013/2014 budget.

Details of the financial income for 2012/2013 include:

- A total of \$5,030,354 in rate income was raised. By 30 June 2013, 95.6% of rates had been collected.
- A total of \$4,302,962 in grants was secured. Including contributions from the Royalties for Regions program for the commencement of the Jurien Bay SuperTowns project.

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Capital Expenditure

- The Canover Fire Shed was nearing completion
- Expenditure of Road Renewal totalled \$1,665,253
- A new Grader was purchased for \$318,000
- A new Vibrating Roller was purchased for \$140,069
- Cervantes foreshore upgrade was completed
- Cervantes CBD toilets were completed
- Digital Television conversion was completed
- Civic Centre and Town Centre Sewerage projects commenced

Audit Report

There were no adverse findings in the audit report and the financial position as at 30 June 2013 is represented fairly.

There are no instances where the Council did not comply with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

The Management Report states that no significant matters need to be brought to the attention of Council.

The auditor has requested that the Management Letter is consider by all Council members and signed by the President and Chief Executive Officer.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Section 5.53 and 5.54 of the Local Government Act 1995 requires preparation and acceptance of the annual report.

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

Circulated with the agenda is/are the following item(s) relevant to this report:

- Annual Report 2012 / 2013 (Doc Id: 17837)
- Annual Financial Statements 2012 / 2013 (Doc Id: 20411)
- Auditors Report 2012 / 2013 (Doc Id: 20409)
- Management Report 2012 / 2013 (Doc Id: 20410)

(Marked 9.3.4)

VOTING REQUIREMENT

Simple majority

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OFFICER RECOMMENDATION 1 / COUNCIL DECISION

Moved Cr Short, seconded Cr Slyns

That the Shire of Dandaragan's Annual Report 2012 / 2013, inclusive of the Auditors Report 2012 / 2013 be accepted.

CARRIED 7 / 0

OFFICER RECOMMENDATION 2 / COUNCIL DECISION

Moved Cr Holmes, seconded Cr Kulisa

That the Management Letter be received.

CARRIED 7 / 0

OFFICER RECOMMENDATION 3 / COUNCIL DECISION


Moved Cr Kulisa, seconded Cr Short

That the Annual General Electors Meeting for the 2012 / 2013 financial year to be held in Jurien Bay on Thursday 23 January 2014 is to commence at 6.00pm.

CARRIED 7 / 0

Clinton Strugnell left the Council Chambers at 6.21pm.

9.3.5 REVIEW OF DELEGATIONS REGISTER

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Governance / Authorisations / Delegations Register
Disclosure of Interest:	None
Date:	4 December 2013
Author:	Tony Nottle, Chief Executive Officer
Signature of Author:	

PROPOSAL

To review the Shire of Dandaragan's Delegations Register in accordance with the Local Government Act 1995.

BACKGROUND

The Local Government Act 1995 provides for a local government to delegate some of its powers and duties to the Chief Executive Officer and in some circumstances a committee. The Act also provides for the Chief Executive Officer to delegate any of his / her powers or functions to any employee of the local government. All of the abovementioned delegations are required to be recorded in a register of delegations and that register must be reviewed on an annual basis.

COMMENT

The review of the Delegations Register proposes only minor changes mostly name and position title changes, additional sub delegations in which the Chief Executive Officer can on-delegate to, change of references and slight re-wording. At the front of the

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document an Officer Delegation Matrix is included which shows quite clearly which officer is responsible for each delegation.

The Delegation Register is attached to the agenda with track changes which enables you to view what alterations are proposed.

As part of the Compliance Audit Return, delegations are to be reviewed within the relevant financial year, in this case 2012 / 2013. This review of the Delegations Register has fallen outside of this period meaning the Shire of Dandaragan will be non-compliant for this question for the 2013 Compliance Audit Return period which is carried out at the beginning of the New Year.

CONSULTATION

- Deputy Chief Executive Officer
- Executive Manager Infrastructure & Major Projects
- Executive Manager Corporate & Community Services
- Manager Environmental Health
- Manager Building Services
- Manager Planning

STATUTORY ENVIRONMENT

The Local Government Act 1995 section 5.46 establishes the requirement to maintain a delegations register.

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

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 is the following item relevant to this report:

- Shire of Dandaragan Delegations Register - updated 4 December 2013 (Doc Id: 20222)

(Marked 9.3.5)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Holmes, seconded Cr Slyn

That Council amend its Delegations Register in accordance with the proposed changes shown in the attached version (Doc Id: 20222) of the Register.

CARRIED 7 / 0

MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 19 DECEMBER 2013

9.3.6 REQUEST TO MANAGE OVERFLOW CAMPING IN JURIEN BAY

Location:	Jurien Community Centre
Applicant:	Jurien Community Centre Management Committee
Folder Path:	Business Classification Scheme / Recreation and Cultural Services / Service Provision / Jurien Bay Recreation Centre
Disclosure of Interest:	None
Date:	13 December 2013
Author:	Kelly Shipway, Community Development Officer
Signature of Author:	
Senior Officer:	Scott Clayton, Executive Manager Corporate & Community Services
Signature of Senior Officer:	

PROPOSAL

That Council allows the management of the overflow camping in Jurien Bay to be passed over to the newly formed Jurien Community Centre Management Committee as of 19 December 2013.

The overflow camping in Jurien Bay opens approximately six times a year and is currently managed by the Shire Rangers.

BACKGROUND

On 1 July 2013, the Shire of Dandaragan took over the management of the Jurien Community Centre. The Centre had been running without a Committee formed for a number of years and the volunteer Coordinator Laura Hooton, no longer had the capacity to manage the Centre.

To avoid the building closure, Council agreed to manage the facility for a period of six months whilst Councillors and staff worked with the key user groups to assist with the Committee reformation. On the 19 of November 2013, the new Jurien Community Centre management committee was formed.

COMMENT

The Jurien Community Centre has struggled over the years to be a sustainable organisation. With the management role proving too much for volunteers, the Committee has opted to put forward some funding provided from Council towards a paid Coordinator.

The Committee is working hard to ensure future sustainability of the organisation by adopting a two tier fee structure rewarding their Committee members and ensuring the longevity of the Committee.

The Jurien Community Centre Management Committee would like to ensure the sustainability of the Committee in coming years by requesting to take over the management of the Jurien Bay overflow camping, as seen at the Cervantes Recreation Centre. Income obtained from the overflow camping would provide a safety net financially for the Jurien Community Centre for years to

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come.

It is hoped that the handover date be accepted as the 19 December 2013. The group would work closely with the Shire Rangers who will continue their involvement patrolling the area.

CONSULTATION

- Scott Clayton – Executive Manager Corporate and Community Services

STATUTORY ENVIRONMENT

There are no statutory implications relevant to this item.

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There will be a reduction in income of approximately \$10,000, however, this will likely be offset by less expense to cleaners as well as a slight increase in camping income for Sandy Cape.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / COUNCIL DECISION

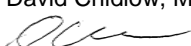
Moved Cr Slyns, seconded Cr Kent

That Council allows the management of the overflow camping in Jurien Bay to be passed over to the Jurien Community Centre Management Committee as of 19 December 2013.

CARRIED 7 / 0

9.4 TOWN PLANNING

9.4.1 PLANNING APPROVAL – PROPOSED OUTBUILDING (SHED) AND RAINWATER TANKS – LOT 408 JURIEN BAY VISTA, JURIEN BAY HEIGHTS

Location:	Lot 408 Jurien Bay Vista, Jurien Bay Heights
Applicant:	N DeCanha
Folder Path:	Development Services App / Development Application / 2013 / 65
Disclosure of Interest:	None
Date:	2 December 2013
Author:	David Chidlow, Manager of Planning
Signature of Author:	

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Senior Officer: Ian Rennie, Deputy Chief Executive Officer
 Signature of Senior Officer:



PROPOSAL

The applicant seeks planning approval for a 300m² (24.97m x 12m) outbuilding with wall height of 4.2 m and ridge height of 5.263m.

BACKGROUND

The subject lot is zoned Special Use – Rural Development. Currently the land is vacant, there is a proposed site for a future residence nominated on the site plan.

This application requires Council approval as it is in excess of the permitted height and area (subject to any neighbour objections) for an outbuilding in accordance with the Shire of Dandaragan's Outbuildings and Temporary Accommodation in Rural Residential and Special Use-Rural Development Zones Policy.

Under the Policy an outbuilding is permitted to a maximum of floor area of 162m² (if objections received) or 216m² (if no neighbour objections are received). Under the Policy Council may approve outbuildings with a floor area up to 300 m² in aggregate if justified.

The applicant has submitted an application for a floor area of 299.64m².

COMMENT

The lot is currently vacant. A condition of approval that the shed not be occupied for human habitation is recommended to be placed on the planning approval.

The proposal is consistent with previous approvals granted by Council up to 300m² in area and meets the height requirements of the Policy. There have been no objections received from neighbours. The proposal is recommended for approval.

Council may consider reviewing the policy given that applications are being received for the maximum area.

CONSULTATION

Notice of the proposed development was advertised to adjoining and potentially impacted neighbouring landowners. The advertising period was from 26 November 2013 and closed on the 10 December 2013. One submission was received in support of the proposal, should any further submissions be received prior to the Council meeting, these will be forwarded by email to Councillors.

STATUTORY ENVIRONMENT

- Local Planning Scheme No 7.

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POLICY IMPLICATIONS

- Outbuildings and Temporary Accommodation in Rural Residential and Special Use-Rural Development Zones Policy:

12. *The following approval processes apply to the related area and height specifications for outbuildings in Rural Residential and Special Use-Rural Development zones:*

External Cladding	Floor Area (In Aggregate)	Wall Height	Ridge Height	Neighbour Consultation	Determination by Council
Zincalume, White Colorbond and Off White Colorbond	Up to 12m²	Up to 2.4m	Up to 4.2m	Not required	Not required
Non-Reflective Material	Up to 162m²	Up to 4.0m	Up to 5.5m	Not required	Not required
	> 162m² – 216m²	> 4.0m – 4.2m	Up to 5.5m	Required	Only required if objections received from adjoining landowners
Non-Reflective Material Hill River Heights	Up to 120m²	Up to 3.6m	Up to 4.5m	Not required	Not required

13. *The Council shall not approve outbuildings with a floor area greater than 300 m2 in aggregate.*

FINANCIAL IMPLICATIONS

The applicant has paid a standard planning application fee of \$147.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Location Plan (Doc Id: 20221)
- Plans (Doc Id: 20220)
- Submissions (Doc Id: 20679)

(Marked 9.4.1)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / COUNCIL DECISION**Moved Cr Short, seconded Cr McGlew**

That Council grant approval to N DeCanha for a proposed outbuilding and rainwater tanks in accordance with the attached approved plans date stamped 26 November 2013 on Lot 408 Jurien Bay Vista, Jurien Bay Heights subject to the following conditions:

- 1. all development shall be in accordance with the attached plans date stamped 26 November 2013 subject to any modifications required as a consequence of any conditions of this approval and shall not be altered without the prior written approval of the local government;**
- 2. the roof and wall material and rainwater tanks being of non reflective nature and colour consistent with surrounding vegetation and / or predominant colours of the individual site;**
- 3. the outbuilding not to be used for habitable purposes unless separate time limited approval has been granted for temporary accommodation in accordance with any Council policy;**
- 4. any future residence on this property is required to be located a minimum of 1.8m forward of the proposed shed in accordance with Shire of Dandaragan's policy on outbuildings in this area; and**
- 5. any proposed apparatus for wastewater disposal be installed so that the leach drains are a minimum of 100m from a natural permanent watercourse, water body or existing drain and that the base of the leach drains be a minimum 2m above the highest known water table or an approved aerobic treatment unit be installed.**



Advice:

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

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

CARRIED 7 / 0

**9.4.2 PLANNING APPROVAL – PROPOSED OUTBUILDING (SHED)
– LOT 25 CAMBEWARRA DRIVE, ALTA MARE**

Location: Lot 25 Cambewarra Drive, Alta Mare
 Applicant: K O'Keefe & J Walmsley
 Folder Path: Development Services App / Development Application / 2013 / 64
 Disclosure of Interest: None
 Date: 2 December 2013
 Author: David Chidlow, Manager of Planning
 Signature of Author: 
 Senior Officer: Ian Rennie, Deputy Chief Executive Officer
 Signature of Senior Officer: 

PROPOSAL

The applicant seeks planning approval for a 243m² (19.84m x 12.24m) outbuilding with wall height of 4.2 m and ridge height of 5.28m.

BACKGROUND

The subject lot is zoned Rural – Residential. Currently the land is vacant, there is a proposed site for a future residence nominated on the site plan.

This application requires Council approval as it is in excess of the permitted height and area (subject to any neighbour objections) for an outbuilding in accordance with the Shire of Dandaragan's Outbuildings and Temporary Accommodation in Rural Residential and Special Use-Rural Development Zones Policy.

Under the Policy an outbuilding is permitted to a maximum of floor area of 162m² (if objections received) or 216m² (if no neighbour objections are received). Under the Policy Council may approve outbuildings with a floor area up to 300 m² in aggregate if justified. The applicant has submitted an application for a floor area of 242.84m².

COMMENT

The lot is currently vacant. A condition of approval that the shed not be occupied for human habitation is recommended to be placed on the planning approval.

The proposal is consistent with previous approvals granted by Council up to 300m² in area and meets the height requirements of the Policy. There were three submissions received, two in support of the proposal and one objection based on the placement of the

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outbuilding possibly impeding ocean views. However it is noted that the objectors property is immediately south of the proposed development and that the ocean view is to the west. The proposal is recommended for approval.

CONSULTATION

Notice of the proposed development was advertised to adjoining and potentially impacted neighbouring landowners. The advertising period was from 26 November 2013 and closed on the 10 December 2013. Three submissions were received, two in support, one objection, should any further submissions be received prior to the Council meeting, these will be forwarded by email to Councillors.

STATUTORY ENVIRONMENT

- Local Planning Scheme No 7.

POLICY IMPLICATIONS

- Outbuildings and Temporary Accommodation in Rural Residential and Special Use-Rural Development Zones Policy:

12. The following approval processes apply to the related area and height specifications for outbuildings in Rural Residential and Special Use-Rural Development zones:

External Cladding	Floor Area (In Aggregate)	Wall Height	Ridge Height	Neighbour Consultation	Determination by Council
Zincalume, White Colorbond and Off White Colorbond	Up to 12m²	Up to 2.4m	Up to 4.2m	Not required	Not required
Non-Reflective Material	Up to 162m²	Up to 4.0m	Up to 5.5m	Not required	Not required
	> 162m² – 216m²	> 4.0m – 4.2m	Up to 5.5m	Required	Only required if objections received from adjoining landowners
Non-Reflective Material Hill River Heights	Up to 120m²	Up to 3.6m	Up to 4.5m	Not required	Not required

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13. *The Council shall not approve outbuildings with a floor area greater than 300 m2 in aggregate.*

FINANCIAL IMPLICATIONS

The applicant has paid a standard planning application fee of \$147.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Location Plan (Doc Id: 20223)
- Plans (Doc Id: 20224)
- Submissions (Doc Id: 20302, 20681, 20682)

(Marked 9.4.2)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Holmes, seconded Cr Kent

That Council grant approval to Kevin O'Keefe and Jennifer Walmsley for a proposed outbuilding in accordance with the attached approved plans date stamped 21 November 2013 on Lot 25 Cnr Cambewarra Drive and Geronimo Crs, Alta Mare subject to the following conditions:

- 1. all development shall be in accordance with the attached plans date stamped 21 November 2013 subject to any modifications required as a consequence of any conditions of this approval and shall not be altered without the prior written approval of the local government;**
- 2. the roof and wall material being of non reflective nature and colour consistent with surrounding vegetation and / or predominant colours of the individual site;**
- 3. the outbuilding not to be used for habitable purposes unless separate time limited approval has been granted for temporary accommodation in accordance with any Council Policy;**
- 4. any future residence on this property is required to be located a minimum of 1.8m forward of the proposed shed in accordance with Shire of Dandaragan's policy on outbuildings in this area; and**
- 5. any proposed apparatus for wastewater disposal be installed so that the leach drains are a minimum of 100m from a natural permanent watercourse, water body or existing drain and that the base of the leach drains be a minimum 2m above the highest known water table or an approved aerobic treatment unit be installed.**


Advice:

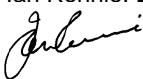
1. The applicant be advised this is planning approval only and not a building permit. A building permit must be obtained for this development.
2. If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval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

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

CARRIED 7 / 0

9.4.3 PLANNING APPROVAL – PROPOSED COTTAGE INDUSTRY (MEADERY) – LOT 13 WREN WAY, JURIE BAY HEIGHTS

Location:	Lot 13 Wren Way, Jurien Bay Heights
Applicant:	P Scharf
Folder Path:	Business Classification Scheme / Development and Building Controls / Policy / Permissions
Disclosure of Interest:	None
Date:	3 December 2013
Author:	David Chidlow, Manager of Planning
Signature of Author:	

Senior Officer:	Ian Rennie, Deputy Chief Executive Officer
Signature of Senior Officer:	

PROPOSAL

The applicant seeks planning approval for conversion from Home Business to Cottage Industry to enable limited retail sales of produce (mead and honey) from the premises at Lot 13 Wren Way, Jurien Bay Heights.

BACKGROUND

The subject lot is zoned Special Use (Rural Development).

Council resolved the following at the meeting held on the 12 April 2007 regarding the proposal for a home business to be carried out at the property:

That Mr & Mrs Scharf be advised that the proposed ‘home business’ (honey and mead production) on Lot 13 Wren Way,

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Jurien Bay Heights is deemed consistent with the objective of the 'Special Use - Rural Development' zone (Category 3) and is to be advertised in accordance with Clause 9.4 under the Shire of Dandaragan Local Planning Scheme No 7 prior to Council considering planning approval.

One submission was received. Approval expired before the dwelling associated with the home business was constructed.

On 11th December 2009 Council granted planning approval for a home business at the subject property as detailed below:

That planning approval be granted to Swan Aussie Constructions on behalf of P & C Scharf for a proposed construction of a 'meadery' in which to carry out a 'home business' for honey and mead production on Lot 13 Wren Way, Jurien Bay Heights, subject to:

- 1. The applicant being advised that this is planning approval and not a building licence.*
- 2. That amended plans are submitted to the Shire Building Department prior to the issue of a building licence, detailing the following;*
 - a) external wall cladding to be of 'Hardiplank Woodgrain' to match that of the proposed residence;*
 - b) the floor size of the production area be reduced to not exceed 50m²; and*
 - c) the building is insulated and internally lined to a residential standard.*
- 3. That the approved home business use for honey and mead production;*
 - a) does not employ more than two people not member of the occupiers household;*
 - b) will not cause injury to or adversely affect the amenity of the neighbourhood;*
 - c) does not occupy an area greater than 50 square meters;*
 - d) does not involve the retail sale, display or hire of goods of any nature;*
 - e) in relation to vehicles and parking, does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighbourhood, and does not involve the presence, use or calling of a vehicle more than 3.5 tonnes tare weight; and*
 - f) does not involve the use of an essential service of greater capacity than normally required in the zone.*
- 4. That the approved home business use is not to be carried out in the subject building until the main residence has been established onsite.*
- 5. that the apparatus for wastewater disposal be installed so that the leach drains are a minimum of 100m from a natural permanent watercourse, water body or existing drain and that the base of the leach drains be a minimum of 2m above the highest known water table or an approved aerobic treatment*

unit be installed.

6. *That the premises be constructed, fit out and operated in accordance with the Food Act 2008.*

CARRIED 9 / 0

The approval carried a standard condition 3 (d) of “no retail sale, display or hire of goods of any nature” in accordance with the definition of a “Home Business”.

The applicant has submitted a request to sell honey and mead from the property.

COMMENT

Local Planning Policy 8.10 Home Based Businesses (Including Cottage Industry) groups Home Office, Home Occupation, Home Business, Cottage Industry and Hobby land uses within the same category of home based businesses for the purposes of land use.

The applicant is seeking to be able to retail mead and honey produced on the property to customers that attend to the property as either visitors or tourists to view the meadery and taste the product (permitted under the current approval). Since the definition of a Home Business under the Scheme excludes any retail sales, the only option, if this is supported, is to reclassify the Home based business to a Cottage Industry under Council Policy 8.10.

Pursuant to the Local Planning Scheme a Cottage Industry is a discretionary use of Council in the ‘Rural Residential and Special Rural’ Zones. Jurien Bay Heights is a “Special Use” Zone that is the equivalent of a Rural Residential Zone. Schedule 13 of the Scheme sets out the specific conditions applicable to this zone. Under this structure plan a “Home Occupation” is also a Discretionary use within the subject properties Category (3).

Schedule 13 of the Scheme states:

SCHEDULE 13 - SPECIFIC CONDITIONS FOR RURAL DEVELOPMENT ON VICTORIA LOCATION 10751

General

The use and development of land within the Special Use Zone encompassing that land currently or previously within Victoria Location 10751 shall be in accordance with the provisions of this Local Structure Plan.

Notwithstanding the above the Council may recommend a variation to the Development Guide Plan but substantial modifications shall be deemed to be contrary to the scheme.

Development shall accord with the specified development criteria, however, Council shall generally be guided by the Statement of

Intent and relevant Category Policy Statements.

Statement of Intent

The objective of Development Guide Plan No. 1A is to guide subdivision and development in a manner which will maximise economic output of the land, facilitate a range of rural residential opportunities and other tourist and recreational uses but at all times having due regard for the relative capabilities of the land.

Category 3

Category Policy Statement

The objective for Category 3 is to facilitate Rural Residential development and provide an alternative form of housing to that provided within the Jurien townsite.

(d) The following uses may be permitted subject to explanation of symbols in Clause 4.3.2.

P - Dwelling - Single Housing

D - Home Occupation

A - Stable

Policy 8.10 lumps home businesses and cottage industries under the same category (as there is no current land use or definition of Home Business or Home Office in the Scheme). Therefore it is interpreted that the above discretionary use of Home occupation includes all those uses defined in Policy 8.10 as home based businesses, which includes cottage industries. This is supported by the Policy.

A Cottage Industry does not restrict retail sales. The following is the definition of a Cottage Industry in both the Scheme and Planning Policy 8.10. A Cottage Industry is considered the highest level in scale of Home Based Business:

Cottage Industry - means a trade or light industry producing arts and crafts goods which does not fall within the definition of a home business, home occupation, home office or hobby and which:

- does not cause injury to or adversely affect the amenity of the neighbourhood;*
- where operated in a residential zone, does not employ any person other than a member of the occupier's household;*
- is conducted in an outbuilding which is compatible with the principle use to which land in the zone in which it is located may be put;*
- does not occupy an area greater than 50m²; and*
- does not display a sign exceeding 0.2m² in area.*

The Council Policy 8.10 further states:

2.12 A "Cottage Industry" involving the retail sale, display or hire of goods of any nature will not be supported in medium or high density residential areas. Special Residential and Rural

Residential areas will be considered at the discretion of Council.

The following provisions of Local Planning Policy 8.10 Home Based Businesses (Including Cottage Industry) are applicable.

2.2 Planning approvals for all types of home based businesses (other than a Home Office) shall be limited to a maximum period of 12 months, after which the further renewal of the approval by the local government is required annually, including payment of a fee. This is the responsibility of the applicant as the local government will not automatically re-issue approvals.

2.3 Annual renewal of approvals is granted under delegation to the Shire Chief Executive Officer provided there have been no written complaints received during the 12 months period preceding the request for renewal, and there has been no change in the circumstances under which the previous approval was granted.

2.4 Planning approvals are issued only to the specific occupier of the particular parcel of land and is not transferable to any other person or to any other land parcel. Should there be a change of the occupier on the land in respect of which the planning approval was issued the approval shall no longer be valid.

2.5 Operating hours for home based businesses should be determined on the type of business being undertaken and having regard to the objectives of this policy.

The meadery has been in operation for a couple of years. There have been no complaints received. Currently people attend the meadery to see the process of how mead and honey is made and taste the product. Under the current approval they cannot then purchase any product on the premises. The only difference that this approval will make is that people will now be able to purchase the product at the point of manufacture. No consumption (other than tasting) of mead should be permitted. Tastings are defined and set under Liquor licensing rules.

Home based businesses are usually granted 12 monthly approvals as the intent of a home based business is to establish and build up a client base and when the business outgrows the dwelling, to move to a commercial property. It also enables the Council to refuse the renewal of a cottage industry if justified due to disruption of the neighbourhood amenity occurs on a regular basis.

CONSULTATION

Notice of the proposed development was advertised to adjoining and potentially impacted neighbouring landowners as well as the Department of Liquor, Gaming and Racing (DLRG). The advertising period was from 26 November 2013 and closed on the 13 December 2013. One email of support has been received at

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the time of writing of the report and is provided in the attachments. Verbal advice from the DLRG is that there are no concerns with the proposal. If any additional submissions are received before the Council meeting, these will be forwarded by email to Councillors before the meeting.

STATUTORY ENVIRONMENT

- Local Planning Scheme No 7.

POLICY IMPLICATIONS

- LPP 8.10 Home Based Business (Including Cottage Industry)

FINANCIAL IMPLICATIONS

The applicant has paid a standard planning application fee of \$147.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Location Plan (Doc Id: 20227)
- Application letter (Doc Id: 18443)
- Submission (Doc Id: 20102)

(Marked 9.4.3)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / COUNCIL DECISION
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Moved Cr McGlew, seconded Cr Slyns

That Council grant twelve months planning approval personal to Peter Scharf for a Cottage Industry (Meadery) on Lot 13 Wren Way, Jurien Bay Heights, subject to the following:

- 1. The Cottage Industry is to be conducted solely within the building approved as a Home Business by Council at the Ordinary Council Meeting held on 11 December 2009 (item 9.6.8)**
- 2. The applicant is to obtain the appropriate licence from Department of Racing, Gaming and Liquor.**
- 3. No consumption of alcohol by customers except for "tastings" as defined by Liquor Licensing is permitted on the property.**
- 4. Only "Mead and Honey" are permitted to be sold on the premises.**
- 5. The Cottage Industry (Meadery) shall not:**
 - a. Cause injury to or adversely affect the amenity of the neighbourhood.**
 - b. Display a sign at the front of the property that exceeds 0.2 square metres in area.**
- 6. All materials and/or equipment used in relation to the**

- activity must be stored within the dwelling, outbuilding and/or rear yard of the property, or behind property fences or appropriately maintained screening vegetation.
7. Activities must be ancillary to the principal use of the land as a residence, and are not to be construed as an alternative use.
 8. This approval is valid until 20 December 2014 upon which a new application for planning approval is to be lodged with the Shire for continuance of the Cottage Industry activity.



Advice:

1. Planning approvals for all types of home based businesses (other than a Home Office) shall be limited to a maximum period of 12 months, after which the further renewal of the approval by the local government is required annually, including payment of a fee. This is the responsibility of the applicant as the local government will not automatically re-issue approvals.
2. Planning approvals are issued only to the specific occupier of the particular parcel of land and is not transferable to any other person or to any other land parcel. Should there be a change of the occupier on the land in respect of which the planning approval was issued the approval shall no longer be valid.
3. The applicant be advised that “should you be aggrieved by this decision, or any conditions imposed, there is a Right of Review under the Planning and Development Act 2005. An application for Review must be submitted in accordance with Part XIV of the Planning and Development Act within 28 days of the date of this decision to:

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

CARRIED 6 / 1

**9.4.4 PLANNING APPROVAL – PROPOSED OUTBUILDING (SHED)
– LOT 218 BELINDA LOOP, ALTA MARE**

Location:	Lot 218 Belinda Loop, Alta Mare
Applicant:	Swan Aussie Constructions on behalf of A Abbott
Folder Path:	Development Services App / Development Application / 2013 / 66
Disclosure of Interest:	None
Date:	3 December 2013
Author:	David Chidlow, Manager of Planning
Signature of Author:	
Senior Officer:	Ian Rennie, Deputy Chief Executive Officer
Signature of Senior Officer:	

PROPOSAL

The applicant seeks planning approval for a 243m² (18m x 13.5m)

outbuilding with wall height of 4.0 m and ridge height of 4.9m.

BACKGROUND

The subject lot is zoned Rural – Residential. Currently the land is vacant.

This application requires Council approval as it is in excess of the permitted height and area (subject to any neighbour objections) for an outbuilding in accordance with the Shire of Dandaragan's Outbuildings and Temporary Accommodation in Rural Residential and Special Use-Rural Development Zones Policy.

Under the Policy an outbuilding is permitted to a maximum of floor area of 162m² (if objections received) or 216m² (if no neighbour objections are received). Under the Policy Council may approve outbuildings with a floor area up to 300 m² in aggregate if justified.

The applicant has submitted an application for a floor area of 243m².

COMMENT

The lot is currently vacant. A condition of approval that the shed not be occupied for human habitation is recommended to be placed on the planning approval.

The proposal is consistent with previous approvals granted by Council up to 300m² in area and meets the height requirements of the Policy. There have been no objections received from neighbours. The proposal is recommended for approval.

CONSULTATION

Notice of the proposed development was advertised to adjoining and potentially impacted neighbouring landowners. The advertising period was from 29 November 2013 and closed on the 13 December 2013. No submission were received at the time of writing this report, should any submissions be received prior to the Council meeting, these will be forwarded by email to Councillors.

STATUTORY ENVIRONMENT

- Local Planning Scheme No 7.

POLICY IMPLICATIONS

- Outbuildings and Temporary Accommodation in Rural Residential and Special Use-Rural Development Zones Policy.

12. The following approval processes apply to the related area and height specifications for outbuildings in Rural Residential and Special Use-Rural Development zones:

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External Cladding	Floor Area (In Aggregate)	Wall Height	Ridge Height	Neighbour Consultation	Determination by Council
Zincalume, White Colorbond and Off White Colorbond	Up to 12m²	Up to 2.4m	Up to 4.2m	Not required	Not required
Non-Reflective Material	Up to 162m²	Up to 4.0m	Up to 5.5m	Not required	Not required
	> 162m² – 216m²	> 4.0m – 4.2m	Up to 5.5m	Required	Only required if objections received from adjoining landowners
Non-Reflective Material Hill River Heights	Up to 120m²	Up to 3.6m	Up to 4.5m	Not required	Not required

13. *The Council shall not approve outbuildings with a floor area greater than 300 m2 in aggregate.*

FINANCIAL IMPLICATIONS

The applicant has paid a standard planning application fee of \$147.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Location Plan (Doc Id: 20225)
- Plans (Doc Id: 20226)

(Marked 9.4.4)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Short, seconded Cr Kent

That Council grant approval to Andrew Charles Abbott for a proposed outbuilding in accordance with the attached approved plans date stamped 28 November 2013 on Lot 218

Belinda Loop, Alta Mare subject to the following conditions:

1. all development shall be in accordance with the attached plans date stamped 28 November 2013 subject to any modifications required as a consequence of any conditions of this approval and shall not be altered without the prior written approval of the local government;
2. the roof and wall material being of non reflective nature and colour consistent with surrounding vegetation and / or predominant colours of the individual site;
3. the outbuilding not to be used for habitable purposes unless separate time limited approval has been granted for temporary accommodation in accordance with any Council Policy;
4. any future residence on this property is required to be located a minimum of 1.8m forward of the proposed shed in accordance with Shire of Dandaragan's policy on outbuildings in this area; and
5. any proposed apparatus for wastewater disposal be installed so that the leach drains are a minimum of 100m from a natural permanent watercourse, water body or existing drain and that the base of the leach drains be a minimum 2m above the highest known water table or an approved aerobic treatment unit be installed.

Advice:



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

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

CARRIED 7 / 0

Three members of the public left the Council Chambers at 6.27pm.

9.4.5 PLANNING APPROVAL – PROPOSED HOME OCCUPATION (HAIRDRESSING/BEAUTY) – LOT 647 (NO.15) MEELUP DRIVE, BEACHRIDGE

Location: Lot 647 Meelup Drive Beachridge
 Applicant: S & C Fielbig
 Folder Path: Development Services App / Development Application / 2013 / 62
 Disclosure of Interest: None
 Date: 3 December 2013
 Author: David Chidlow, Manager of Planning
 Signature of Author: 
 Senior Officer: Ian Rennie, Deputy Chief Executive Officer
 Signature of Senior Officer: 

PROPOSAL

The applicant seeks planning approval for Home Occupation (hairdressing and beauty) for a residential property at No.15 Meelup Drive, Beachridge.

BACKGROUND

The subject lot is zoned Residential as part of ODP1.

It is proposed to operate a home occupation from a rear room (~13 m²) of the existing dwelling providing hairdressing and beauty services.

Pursuant to the Local Planning Scheme a Home Occupation is a discretionary use of Council in the 'Residential' zone, and by definition is..... *an occupation carried out in a dwelling or on land around a dwelling which –*

- a) *Does not employ any person not a member of the occupier's household;*
- b) *Will not cause injury to or adversely affect the amenity of the neighbourhood;*
- c) *Does not occupy an area greater than 20 square metres;*
- d) *Does not display a sign exceeding 0.2 square metres;*
- e) *Does not involve the retail sale, display or hire of goods of any nature;*
- f) *In relation to vehicles and parking, does not result in the requirement for a greater number of parking facilities than normally required for a single dwelling or an increase in traffic volume in the neighbourhood, does not involve the presence, use of calling of a vehicle more than 2 tonnes tare weight, and does not include provision for the fuelling, repair or maintenance of motor vehicles; and*
- g) *Does not involve the use of an essential service of greater capacity than normally required in the zone.*

The following provisions of Local Planning Policy 8.10 Home Based Businesses (Including Cottage Industry) are applicable.

2.2 Planning approvals for all types of home based businesses

MINUTES OF ORDINARY COUNCIL MEETING HELD THURSDAY 19 DECEMBER 2013

(other than a Home Office) shall be limited to a maximum period of 12 months, after which the further renewal of the approval by the local government is required annually, including payment of a fee. This is the responsibility of the applicant as the local government will not automatically re-issue approvals.

3.2 Annual renewal of approvals is granted under delegation to the Shire Chief Executive Officer provided there have been no written complaints received during the 12 months period preceding the request for renewal, and there has been no change in the circumstances under which the previous approval was granted.

2.4 Planning approvals are issued only to the specific occupier of the particular parcel of land and is not transferable to any other person or to any other land parcel. Should there be a change of the occupier on the land in respect of which the planning approval was issued the approval shall no longer be valid.

2.5 Operating hours for home based businesses should be determined on the type of business being undertaken and having regard to the objectives of this policy.

As a general guide only, operating hours for businesses in residential areas should conform to what are considered normal business hours (generally 7.30am to 5.30pm, Monday to Friday and 8.30am to 1.00pm on Saturday).

2.6 Where an activity involves the visitation of clients or customers these appointments should be limited to 10 per day in accordance with hours as per Clause 2.5.

COMMENT

On all accounts the application aligns with the Home Occupation definition and given there has not been any objections from neighbours (see comment below under consultation for neighbour verbal comments) on the proposal there is no reason for planning consent to be denied.

It is recommended that standard hours of operation and client parking of motor vehicles be addressed as conditions of approval.

Home based businesses are usually granted 12 monthly approvals as the intent of a home based business is to establish and build up a client base and when the business outgrows the dwelling, to move to a commercial property. It also enables the Council to refuse the renewal of a home occupation if justified due to disruption of the neighbourhood amenity occurs on a regular basis.

CONSULTATION

Notice of the proposed development was advertised to adjoining and potentially impacted neighbouring landowners. The advertising period was from 12 November 2013 and closed on the 29 November. No written submissions were received at the time of writing this report. The Manager Planning Services discussed the proposal with the immediately affected neighbours. Their only concerns related to hours of business and street parking obstructing views to vehicles departing their property. These issues can be resolved by standard home occupation conditions of approval in accordance with Council's policy.

STATUTORY ENVIRONMENT

- Local Planning Scheme No 7.

POLICY IMPLICATIONS

- LPP 8.10 Home Based Business (Including Cottage Industry)

FINANCIAL IMPLICATIONS

The applicant has paid a standard planning application fee of \$147.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Location Plan (Doc Id: 20215)
- Floor Plan (Doc Id: 20216)

(Marked 9.4.5)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr McGlew, seconded Cr Kent

That Council grant twelve months planning approval personal to Samantha and Craig Fiebig for a Home Occupation (Hairdressing and Beauty Services) on Lot 647 Meelup Drive, subject to the following:

- 1. all development shall be in accordance with the attached plans date stamped 22 October 2013 subject to any modifications required as a consequence of any conditions of this approval and shall not be altered without the prior written approval of the local government;**
- 2. the Home Occupation (Beauty Salon) shall not:**
 - a. Entail the employment of any person not a member of the occupier's household.**
 - b. Display a sign at the front of the property that exceeds 0.2 square metres in area.**
 - c. Involve the retail sale, display or hire of goods of any**

nature;

3. customer parking is to be provided on the subject lot, customers are not to use on street parking. Customer parking signage to the satisfaction of the Manager Planning is to be provided on site;
4. operating hours for businesses in residential areas should conform to what are considered normal business hours (generally 7.30am to 5.30pm, Monday to Friday and 8.30am to 1.00pm on Saturday);
5. where an activity involves the visitation of clients or customers these appointments should be limited to 10 per day in accordance with hours as per the above condition;
6. All materials and/or equipment used in relation to the activity must be stored within the dwelling, outbuilding and/or rear yard of the property, or behind property fences or appropriately maintained screening vegetation;
7. Activities must be ancillary to the principal use of the land as a residence, and are not to be construed as an alternative use; and
8. This approval is valid until 20 December 2014 upon which a new application for planning approval is to be lodged with the Shire for continuance of the Home Occupation activity.

Advice:

1. Planning approvals for all types of home based businesses (other than a Home Office) shall be limited to a maximum period of 12 months, after which the further renewal of the approval by the local government is required annually, including payment of a fee. This is the responsibility of the applicant as the local government will not automatically re-issue approvals.
2. Planning approvals are issued only to the specific occupier of the particular parcel of land and is not transferable to any other person or to any other land parcel. Should there be a change of the occupier on the land in respect of which the planning approval was issued the approval shall no longer be valid.
3. The applicant be advised that “should you be aggrieved by this decision, or any conditions imposed, there is a Right of Review under the Planning and Development Act 2005. An application for Review must be submitted in accordance with Part XIV of the Planning and Development Act within 28 days of the date of this decision to:

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

CARRIED 7 / 0

9.5 HEALTH**9.6 BUILDING**

Mr David Chidlow left the Council Chambers at 6.26pm.

9.7 COUNCILLOR INFORMATION BULLETIN

Cr Kent left the Council Chambers at 6.37pm.

9.7.1 SHIRE OF DANDARAGAN – NOVEMBER 2013 COUNCIL STATUS REPORT

Document ID: 20688

Attached to the agenda is a copy of the Shire's status report from the Council Meeting held 28 November 2013. **(Marked 9.7.1)**

9.7.2 SHIRE OF DANDARAGAN – INFRASTRUCTURE & MAJOR PROJECTS REPORT – NOVEMBER / DECEMBER

Document ID: 20721

Attached to the agenda is a copy of the Shire of Dandaragan's Infrastructure & Major Projects report for November / December 2013. **(Marked 9.7.2)**

9.7.3 SHIRE OF DANDARAGAN – RANGER SERVICES REPORT – OCTOBER / NOVEMBER 2013

Document ID:

Attached to the agenda is a copy of the Shire of Dandaragan's Ranger Services report for October / November 2013. **(Marked 9.7.3)**

9.7.4 SHIRE OF DANDARAGAN – GENERAL MEETING OF FIRE CONTROL OFFICERS – 30 OCTOBER 2013 MINUTES

Document ID: 20307

Attached to the agenda is a copy of the Shire of Dandaragan's General Meeting of Fire Control Officers Minutes from the meeting held Wednesday 30 October 2013. **(Marked 9.7.4)**

9.7.5 WALGA LOCAL GOVERNMENT NEWS – ISSUE NO 45.13 – 18 NOVEMBER 2013

Document ID: 18274

Inside this issue:

- State government announces preferred LG boundaries for the metro area.
- 2014 WA Local Government Convention accommodation & parking.
- WALGA Submission: Reforming water resource management.
- Upcoming consultation for emission reduction fund.
- Civic Sunday – reminder.
- New Councillor Seminar 2013.

- E-learning training.
- Officer training.
- Shelter WA – building community support for affordable housing forum.

9.7.6 WALGA INFOPAGE – RATE EXEMPTIONS – INDEPENDENT LIVING UNITS

Document ID: 18277

Key issues:

- WALGA is advocating that the Minister for Local Government consider an amendment to the Local Government Act that will clarify circumstances as to whether or not Independent Living Units (ILU) qualify for a rates exemption under Section 6.26(2)(g) of the Act.
- The Minister has requested detail on the present financial impact of this rates exemption.

9.7.7 WALGA INFOPAGE – STATE EMERGENCY MANAGEMENT PLAN 4.7 COMMUNITY EVACUATION

Document ID: 18278

Key Issue:

- State Emergency Management Policy (SEMP) are reviewed every 5 years.
- The Evacuation Policy Review Group was established by the Response Subcommittee to review SEMP 4.7.
- To accompany the SEMP 4.7, and Evacuation Guide has been produced to guide community evacuation.

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.7)**

9.7.8 WALGA INFOPAGE – 2014 LOCAL GOVERNMENT ROAD SAFETY AWARDS

Document ID: 18279

Key Issues:

- 2014 Local Government Road Safety Awards.
- Call for nominations.

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.8)**

9.7.9 WALGA – DONATION OF BOOKS

Document ID: 18283

WALGA have donated the following books which are on hand if needed:

- Climate Change Risks to Coastal Buildings and Infrastructure; and
- Climate Change Risks to Australia's Coast.

9.7.10 DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES – STERILISATION AND MICROCHIPPING REQUIREMENTS FOR THE REGISTRATION OF CATS AND DOGS

Document ID: 17982

Statutory Declarations are acceptable as evidence of sterilisation.

Microchip number provided by pet owner is acceptable as evidence of microchipping of cats and dogs.

Only one piece of evidence is needed. For example, you do not need a statutory declaration if a letter from a Veterinarian is provided confirming sterilisation and / or microchipping.

More information is on hand.

9.7.11 WALGA PRESIDENT – APPOINT TO COUNTRY REFORM POLICY FORUM – COUNCILLOR LAWRIE SHORT

Document ID: 18411

“Thank you for your expression of interest in participating and contributing to the Country Reform Policy Forum. It is my pleasure to advise that you have been successful and I look forward to your participation.

Initially I would like to get your input on key issues for appropriate governance models for Country Local Governments. Ideally receipt of this input would be appreciated by Friday 13 December 2013.”

A copy of this correspondence was emailed to Cr Short on 3 December 2013.

This issue is to be listed on a future Council Forum agenda with representatives from WALGA to be invited.

9.7.12 DANDARAGAN GOLF CLUB INC – BACK TO DANDARAGAN DAY SPONSORSHIP

Document ID: 18483

The Dandaragan Golf Club would like to thank the Shire of Dandaragan for its generous sponsorship of their ‘Back to Dandaragan Day’ in conjunction with the Primary School’s 60th Anniversary celebrations.

9.7.13 WALGA LOCAL GOVERNMENT NEWS – ISSUE NO 46.13 – 25 NOVEMBER 2013

Document ID: 18486

Inside this issue:

- National Commission of Audit.
- MWAC Information Bulletin out now.
- Civic Sunday – reminder.
- New Councillors Seminar – 2013.
- 2014 WA Transport and Roads Forum – Decide Design Deliver.
- Productivity Commission Inquiry – Child Care.
- Influencing the Siting of Fast Food Outlets Seminar – change of location.
- Geldens Corporate clothing specialists under new ownership.
- Officer training.

9.7.14 CERVANTES RATEPAYERS & PROGRESS ASSOCIATION – SAILING CLUB BUILDING – CERVANTES

Document ID: 18588

“At the November meeting of the above Association discussion was held on the future of the above building. The Sailing Club no longer operates and the building has become a site for continued vandalism. We understand that the Shire intends to erect a fence with substantial padlocks installed.

The feeling of our meeting was that this will not be a deterrent to offenders but a challenge to them, and vandalism will only continue and the costs to the Shire will increase. We feel that in fact the building should be demolished completely.”

9.7.15 HON TERRY REDMAN MLA – MINISTER FOR TRAINING AND WORKFORCE DEVELOPMENT; WATER; FORESTRY – JURIE BAY INFILL SEWER PROJECT

Document ID: 18585

“Thank you for your letter of 6 September 2013 following my meeting with you and Shire President, Mr Wayne Gibson, regarding the challenges the Shire is facing with the Jurie Bay Infill Sewer Project.”

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.15)**

9.7.16 OFFICE OF HON TROY BUSWELL MLA – TREASURER; MINISTER FOR TRANSPORT; FISHERIES – PUBLIC TRANSPORT ON INDIAN OCEAN DRIVE TO JURIE BAY

Document ID: 19321

“Thank you for your correspondence received 19 November 2013 to the Hon Troy Buswell MLA, Treasurer; Minister for Transport; Fisheries regarding public transport on Indian Ocean Drive to Jurie Bay.

Your correspondence is currently being considered by the Minister.”

9.7.17 SHANE LOVE MLA – MEMBER FOR MOORE – JURIE BAY MARINA

Document ID: 19312

Attached to the agenda is correspondence from Shane Love MLA and a letter he sent through to the Hon Troy Buswell MLA regarding issues with the Jurie Bay Marina. **(Marked 9.7.17)**

9.7.18 WEST KOOJAN-GILLINGARRA LAND CONSERVATION DISTRICT – MINUTES OF AGM HELD 1 OCTOBER 2013

Document ID: 19827

Attached to the agenda is a copy of the above mentioned minutes. **(Marked 9.7.18)**

9.7.19 HERITAGE COUNCIL – 2014 WESTERN AUSTRALIAN HERITAGE AWARDS

Document ID: 19832

Nominations are now open for the Heritage Council's 2014 Western Australian Heritage Awards.

Now in its 22nd year, these prestigious awards showcase excellence in revitalisation heritage places, setting standards for interpretation, conservation and adaptive reuse of places entered in the State Register of Heritage Places.

All finalists will be invited to attend the gala cocktail function on Thursday 3 April 2013 at His Majesty's Theatre, where the award winners will be announced.

Nominations close at 4pm on Friday 31 January 2014.

9.7.20 DEPARTMENT OF SPORT AND RECREATION – CLUB DEVELOPMENT OFFICER SCHEME FUNDING

Document ID: 19871

The Club Development Officer Scheme has been in operation for over six years and has achieved significant success in supporting local community sport and recreation clubs and their volunteers. Recently, the Hon Terry Waldron, Minister for Sport and Recreation approved funding for a further two years, commencing 1 July 2014.

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.20)**

9.7.21 MOORE CATCHMENT COUNCIL – MEDIA RELEASE – HEAVENLY HECTARES WORKSHOP INSPIRES LOCAL SMALL LANDHOLDERS

Document ID: 19878

“How do I manage weeds on my property” and “Where do I get a soil test done” were just two of the many questions asked at the Heavenly Hectares workshop in Gingin on Saturday 23 November.

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.21)**

9.7.22 DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES – NATURE BASED PARKS – REVIEW OF THE CARAVAN PARKS AND CAMPING GROUNDS REGULATIONS 1997

Document ID: 18301

The Department has commenced the review of the Caravan Parks and Camping Grounds Regulations 1997 in relation to nature based parks and has released draft guidelines for comment. The guidelines are designed to assist local governments and developers with the approval of licences and development for nature based parks.

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.22)**

9.7.23 WALGA MEDIA RELEASE – GREATER INDEPENDENCE FOR ADVISORY BOARD

Document ID: 19981

Proposed changes to the Local Government Act Amendment Bill will ensure the Local Government Advisory Board is able to maintain its autonomy and independence whilst increasing its capacity.

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.23)**

9.7.24 SEMC – WESTPLAN HUMAN EPIDEMIC – REVIEW

Document ID: 19991

On hand is the draft version of Westplan – Human Epidemic for review and comment.

A comments sheet is also on hand and comment is due to Policy@semc.wa.gov.au by COB Monday 20 January 2014.

A copy of this correspondence was emailed to Councillors on 9 December 2013.

9.7.25 ABC NEWS – COUNCILS AWAIT DECISION ON RDA GRANTS

Document ID:

Councils across north-east Victoria have been told to expect the Federal Government to let them know the fate of Regional Development Australia (RDA) grants by Christmas.

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.25)**

9.7.26 DANDARAGAN ORGANIC BEEF – WA REGIONAL ACHIEVEMENT & COMMUNITY AWARDS 2013

Document ID: 18095

“On behalf of staff and Councillors at the Shire of Dandaragan, I am writing to once again congratulate Dandaragan Organic Beef on its recent success in being awarded the Keystart Home Loans Primary Producer of the Year Award which was presented at the Western Australia Regional Achievement & Community Awards night held last month.”

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.26)**

9.7.27 SKYDIVE JURIE BAY – PERTH AIRPORT WA TOURISM AWARDS 2013

Document ID: 18404

“I write on behalf of Council to once again extend our congratulations to you on your recent success in being awarded Gold in the Adventure Tourism category at the Perth Airport WA Tourism Awards gala dinner held on Saturday 9 November 2013.”

Attached to the agenda is a copy of the above mentioned

correspondence. *(Marked 9.7.27)*

9.7.28 SHIRE OF DANDARAGAN – SUMMARY OF PLANNING DECISIONS MADE DURING OCTOBER / NOVEMBER 2013

Document ID: 20346

Attached to the agenda is a copy of the Shire of Dandaragan's summary of planning decisions made during October / November 2013. *(Marked 9.7.28)*

9.7.29 HON TONY SIMPSON MLA – MINISTER FOR LOCAL GOVERNMENT – METROPOLITAN LOCAL GOVERNMENT REFORM PROPOSALS SUBMITTED TO THE LOCAL GOVERNMENT ADVISORY BOARD

Document ID: 18556

"I advise that I have submitted 12 proposals for reform of metropolitan local government boundaries to the Local Government Advisory Board (LGAB). The proposals, which are in accordance with the requirements of the Local Government Act 1995, would reduce the number of metropolitan local governments from 30 to 15."

Details of the Government's proposed changes can be found at the website <http://metroreform.dlg.wa.gov.au>

The Government's intention is that new metropolitan local governments will commence on 1 July 2015.

9.7.30 DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES – GOVERNANCE BULLETIN – ISSUE 05 NOVEMBER 2013 SPECIAL EDITION

Document ID: 19305

Inside this issue:

- Financial returns and the disclosure of interests
- Welcome
- Managing conflict of interest in meetings
 - Indirect financial interests
 - Proximity interests
 - Impartiality Interests
- Ongoing advice and support
- Rules of conduct
- Legislation Update
- Important Notice – Declaration of office

9.7.31 DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES – NEW WEBSITE TO HELP COMMUNITIES PREPARE FOR THE BUSHFIRE SEASON

Document ID: 19982

With the bushfire season upon us, a website has been developed with tips and advice for Western Australia communities across the State to ensure their homes are bushfire ready: www.areyouready.wa.gov.au

9.7.32 2014 PREMIER'S AWARDS NOMINATIONS COMING SOON

Document ID: 19955

Nominations for the 2014 Premier's Awards will open on 1 April and close on 30 April 2014 at 5.00pm. Nominations are open to state government, local government and public universities.

For further information on the Premier's Awards contact 6552 8598 or visit: <http://www.publicsector.wa.gov.au/news-events/premiers-awards>

9.7.33 METROPOLITAN LOCAL GOVERNMENT REFORM UPDATE – ISSUE 30 – 2 DECEMBER 2013

Document ID: 19953

Inside this issue:

- Extra LGAB members proposed
- Next LGAB meeting
- Amendments being considered
- Subscribe

9.7.34 MINISTER FOR INFRASTRUCTURE AND REGIONAL DEVELOPMENT – COMMUNITY DEVELOPMENT GRANTS PROGRAMME

Document ID: 20218

“The Australian Government is delivering on its election commitments by providing up to \$342 million towards around 300 community projects across Australia.”

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.34)**

9.7.35 HON TONY SIMPSON MLA – IDENTIFYING BRAND NAMES IN LOCAL GOVERNMENT QUOTATION AND TENDER DOCUMENTATION

Document ID: 20238

“It has come to my attention that purchasing practices which disadvantage Western Australian businesses are occurring, arising from the specification of brand names in local government tender documentation.”

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.35)**

9.7.36 WESTERN AUSTRALIAN PLANNING COMMISSION – COMMENCEMENT OF AMENDED STATE PLANNING POLICY 2.5 – LAND USE PLANNING IN RURAL AREAS

Document ID: 20276

The Western Australian Planning Commission (WAPC) has released State Planning Policy 2.5 – Land Use Planning in Rural Areas (SPP 2.5) and accompanying documents.

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.36)**

9.7.37 WALGA LOCAL GOVERNMENT NEWS – ISSUE NO 47.13 – 2 DECEMBER 2013

Document ID: 20295

Inside this issue:

- Senate inquiry into Australia Post
- Review of Austroads Guide to Traffic Management
- Formal update on federal energy efficiency funding programs
- 2014 WA Transport and Roads Forum – Decide Design Deliver
- White Ribbons for road safety campaign
- New process for identifying injury prevention priorities
- Influencing the siting of Fast Food Outlets Seminar – change of location
- E-learning training
- Officer training

9.7.38 AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA – PREMIER’S AUSTRALIA DAY ACTIVE CITIZENSHIP AWARDS 2014

Document ID: 20317

The Premier’s Australia Day Active Citizenship Awards recognise the individuals and groups making outstanding contributions to your local community.

9.7.39 NACC – COASTAL DEVELOPMENT GRANTS

Document ID: 20365

“Congratulations. The project proposal that you submitted on behalf of the Shire of Dandaragan to Round 5 of NACC’s Coastal Devolved Grants titled ‘Coastal Hazard and Risks Community Workshops in the Gingin and Dandaragan Shires’ has been successful and will be approved subject to the provision of further information”

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.39)**

9.7.40 DEPARTMENT OF ENVIRONMENT REGULATION – ENVIRONMENTAL PROTECTION (NOISE) AMENDMENT REGULATIONS 2013

Document ID: 20368

The Environmental Protection (Noise) Amendment Regulations 2013 were gazetted on 5 December 2013, with most of the provisions coming into force on 6 December 2013. These regulations contain a substantial package of amendments to the Environmental Protection (Noise) Regulations 1997.

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.40)**

9.7.41 HON ALBERT JACOB JP MLA – MINISTERIAL MEDIA STATEMENTS – LAND CLEARING CHANGES TO REDUCE RED TAPE

Document ID:

“The State Government is reducing red tape for farmers and land

managers by making changes to native vegetation clearing rules.”

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.41)**

9.7.42 DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES – DIRECTOR GENERAL’S REPORT – NOVEMBER 2013

Document ID:

In this issue:

- Government proposal for metropolitan councils finalised
- Free workshop for new mayors and presidents and deputies – Thursday 5 December
- New manual for elected members now available: A Guide to Meetings
- New dog laws now effective
- 50 Year Volunteer Badge Ceremony – 5 December 2013
- Grandcarers support scheme
- National Youth Week Grants now open
- New Department of Local Government and Communities

9.7.43 SHIRE OF DANDARAGAN – LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING MINUTES

Document ID:

Attached to the agenda is a copy of the Shire of Dandaragan’s Local Emergency Management Committee Meeting Minutes from the meeting held Wednesday 20 November 2013. **(Marked 9.7.43)**

Councillor Kent returned to the Chambers at 6.45pm.

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

10.1 ADMINISTRATION

Any new business of an urgent nature requires a resolution of Council in order to be considered.

The following item requires urgent consideration by Council:

Council to consider the formation, and membership of a Working Group to assist in developing an effective operational model, policies, procedures and review the service agreements for the new Jurien Bay Visitor Information and Civic Centre (VICC).

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Short, seconded Cr McGlew


That the following new business of an urgent nature be considered by Council:

Council to consider the formation, and membership of a Working

Group to assist in developing an effective operational model, policies, procedures and review the service agreements for the new Jurien Bay Visitor Information and Civic Centre (VICC).

CARRIED 7 / 0

10.1.1 ESTABLISHMENT OF JURIEBAY VISITOR INFORMATION AND CIVIC CENTRE WORKING GROUP

Location:	Jurien Bay
Applicant:	Shire of Dandaragan
Folder Path:	Business Classification Scheme / Economic Development / Meetings / Marketing and Promotions Advisory Committee
Disclosure of Interest:	Nil
Date:	18 December 2013
Author:	Tony Nottle, Chief Executive Officer
Signature of Author:	

PROPOSAL

Council to consider the formation, and membership of a Working Group to assist in developing an effective operational model, policies, procedures and review the service agreements for the new Jurien Bay Visitor Information and Civic Centre (VICC).

BACKGROUND

Council has previously discussed potential operational models to effectively manage the day to day operation of the new VICC. At the most recent Council Forum of 12 December 2013 it again was discussed.

Options for management and operation of the VICC have included various methods such as:

- Full staffing and management by the Shire of Dandaragan.
- Service Agreement to be established with the Jurien Bay Community Resource Centre (CRC) to provide day to day operation of the Library and Visitor Information functions with management undertaken by Shire Staff.
- Full Service Agreement with the CRC to staff and manage the VICC.

At Councils Forum members had differing views on how the VICC would best operate.

It was agreed that the most effective way to achieve consensus in the operational model of the new centre was to form a Working Group made up of members from business, Council and staff that would have involvement in the operation of the centre.

This Working Group would make recommendation to Council on such issues.

COMMENT

To achieve the outcomes required, the following detail regarding

the proposed working group is as follows:

Committee / Working Group Title:

Jurien Bay Visitors Information and Civic Centre Working Group

Committee / Working Group Type:

Advisory Committee

Purpose

To assist Council with the establishment of services and facilities within the soon to be constructed Visitors Information and Civic Centre.

Role of the Working Group

1. *Clarification of management model and key roles;*
2. *Review Service Agreement Documentation previously prepared;*
3. *Develop processes and make recommendation on policy direction in relation to the services offered at the VICC;*
4. *Make recommendations to Council on operations and services to be delivered including (but not limited to):*
 - a. *Hours of operation and volunteers*
 - b. *Merchandising/consignment and displaying of wares*
 - c. *Brochure stocking*
 - d. *Fees and Charges*
 - e. *Hiring of the facility for functions*
5. *Confirm and finalise Jurien Bay Community Resource Centre involvement, service and lease agreements;*

Membership

Council representatives x 2 (plus proxy)

Shire Staff x 2

Jurien Bay CRC x 2 (Chairperson & Coordinator) (plus proxy)

Previous Chairperson SuperTowns Community Reference Group x 1

Term of Office

The Visitors Information and Civic Centre Working Group is specifically established to assist with the establishment of the new Building and the services it provides. This Working Group will have a finite life.

Meeting Frequency

To be determined by Working Group.

1. *Notice will be given at least 3 working days prior to the meeting taking place*
2. *All members of the committee shall have one vote when considering recommendations to be presented to Council*
3. *The quorum for the meeting shall be at least 50% of the number of members, whether vacant or not.*

Timeframe

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- *Service Agreement documentation to be finalised end of February 2014 (at the latest).*
- *Consideration of role of Marketing/Tourism position (February 2014), in context of building operations.*
- *Development of draft policies, procedures and guidelines (June 2014).*

The inclusion of the previous Chairperson of the Community Reference Group (also a previous member of the Project Reference Group and SuperTown Project Team Committees) will ensure continuity of design, outcomes and aspirations of the SuperTowns Project and the program itself.

It is recommended that this person (Mr Clinton Strugnell) be requested once again to act as the chairperson of the Working Group.

CONSULTATION

Council via Council Forum process

STATUTORY ENVIRONMENT

There are no statutory implications relevant to this item.

POLICY IMPLICATIONS

The purpose of this working group is to assist Council in future policy decisions.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

STRATEGIC IMPLICATIONS

- Shire of Dandaragan Strategic Community Plan 2011 – 2021

5.15.1 GOAL NUMBER ONE: Strong economic base and enabling infrastructure					
OBJECTIVE 2: Ensure timely provision of essential and strategic infrastructure to ensure investment and growth for the Shire is maximised					
CODE	STRATEGIES	LINKS	TIME FRAME	SCOPE	PARTNERS
G1-O2-A1	Develop civic precinct concept in Jurien Bay.	Town Centre Strategy Plan SuperTowns Growth Plan	Short - Medium	Jurien Bay	CRC DEC Other agencies
OBJECTIVE 4: Facilitate industry attraction, expansion and growth to generate diversified regional economy that attracts investment, wealth and income from outside the region and retains it for the benefit of the communities.					
CODE	STRATEGIES	LINKS	TIME FRAME	SCOPE	PARTNERS

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G1-06-A4	Develop plans for self-supporting visitor servicing in Jurien Bay and work in partnership with tourism industry and local business to staff and manage. Build strong relationship with all visitors' centres within the Shire and the Pinnacles Discovery Centre to generate a visitor centre network.	Tourism Plans Town Centre Strategy Plan	Short - Medium	District	Tourism industry CoC's
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ATTACHMENTS

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

- Draft Terms of Reference for the Jurien Bay Visitors Information and Civic Centre Working Group (Doc Id: 20887)
(Marked 10.1.1)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Moved Cr Slyns, seconded Cr McGlew

That Council:

1. **agree to establish the Jurien Bay Visitors Information and Civic Centre Working Group under the terms of reference and as indicated in attachment marked 10.1.1.**
2. **agree that the membership of the Jurien Bay Visitors Information and Civic Centre Working Group be as follows:**
 - i. **Cr Judy Kulisa**
 - ii. **Cr Darren Slyns**
 - iii. **Cr Kaye McGlew (proxy)**
 - iv. **Chief Executive Officer (or their representative)**
 - v. **Executive Manager Infrastructure & Major Projects**
 - vi. **Lester Marsden – Jurien Bay CRC Chairperson**
 - vii. **Denise King – Jurien Bay CRC Coordinator**
 - viii. **Jurien Bay CRC proxy**
 - ix. **Clinton Strugnell (as Chairperson) – Past Community Reference Group Chairperson**

CARRIED 7 / 0

11 CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC

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

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

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

Local Government Act 1995

5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees;
 - (b) the personal affairs of any person;
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;**
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.
- (4) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

Local Government (Administration) Regulations 1996

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



The determination by the local government of a price for the sale or purchase of property by the local government, and the discussion of such a matter, are

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matters prescribed for the purposes of section 5.23(2)(h).

11.1 WORKS AND PLANT

11.1.1 COMMERCIAL WASTE PROPOSAL JURIEBAY LANDFILL

Location:	Jurien Bay
Applicant:	Margetic Pty Ltd
Folder Path:	Business Classification Scheme / Waste Management / Service Provision / Commercial Waste Services
Disclosure of Interest:	N/A
Date:	4 December 2013
Author:	Brian Wall, Executive Manager Infrastructure & Major Projects
Signature of Author:	
Senior Officer:	Tony Nottle Chief Executive Officer
Signature of Senior Officer:	

This item was previously dealt with at the start of this meeting.

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 CLOSURE OF MEETING

The presiding member declared the meeting closed at 6.56pm.

These minutes were confirmed at a meeting on

Signed

Presiding person at the meeting at which the minutes were confirmed

Date