



## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member,

The next Ordinary Meeting of the Dandaragan Shire Council will be held on **Thursday 27 June 2013** at the **Cervantes Pinnacles Motel** commencing at **5.00pm**.

Attached is your copy of the agenda and business papers for the meeting.

*The format for the day is as follows:*

<b>11.00am</b>	<b>Council Forum</b>
<b>12.00am</b>	<b>LUNCH</b>
<b>12.30am</b>	<b>Council Forum continued...</b>
<b>3.00pm</b>	<b>Town Inspection</b>
<b>5.00pm</b>	<b>Ordinary Meeting of Council</b>
<b>6.00pm</b>	<b>Public Forum</b>

A handwritten signature in blue ink, appearing to read "Tony Nottle".

.....  
**Tony Nottle**  
**CHIEF EXECUTIVE OFFICER**

18 June 2013



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

**AGENDA AND BUSINESS PAPERS**

for the

**ORDINARY COUNCIL MEETING**

to be held

**AT THE CERVANTES PINNACLES MOTEL**

on

**THURSDAY 27 JUNE 2013**

**COMMENCING AT 5.00PM**

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

# Table of Contents

<b>1</b>	<b>DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....</b>	<b>1</b>
1.1	DECLARATION OF OPENING .....	1
1.2	DISCLAIMER READING.....	1
<b>2</b>	<b>RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE .....</b>	<b>1</b>
<b>3</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>1</b>
<b>4</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>1</b>
<b>5</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>2</b>
<b>6</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>2</b>
6.1	MINUTES OF THE ORDINARY MEETING HELD 23 MAY 2013 .....	2
6.2	MINUTES OF THE SPECIAL COUNCIL MEETING HELD 13 JUNE 2013.....	2
<b>7</b>	<b>NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION, AND COUNCIL APPOINTED DELEGATES REPORTS.....</b>	<b>2</b>
<b>8</b>	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS .....</b>	<b>2</b>
<b>9</b>	<b>REPORTS OF COMMITTEES AND OFFICERS .....</b>	<b>2</b>
<b>9.1</b>	<b>FINANCE.....</b>	<b>3</b>
9.1.1	SUNDRY DEBTOR WRITE – OFF .....	3
9.1.2	FINANCIAL STATEMENTS – MONTHLY REPORTING FOR THE PERIOD ENDING 30 APRIL 2013 .....	6
9.1.3	FINANCIAL STATEMENTS – MONTHLY REPORTING FOR THE PERIOD ENDING 31 MAY 2013.....	9
9.1.4	ACCOUNTS FOR PAYMENT – MAY 2013 .....	12
9.1.5	JURIEN BAY JETTY AND FORESHORE PRECINCT PROJECT .....	14
9.1.6	POLICY MANUAL – ASSET MANAGEMENT POLICY.....	17
9.1.7	ADOPTION OF THE CORPORATE BUSINESS PLAN 2013 – 2017 .....	22
9.1.8	LONG TERM FINANCIAL PLAN 2013 – 2022.....	25
9.1.9	SUNDRY DEBTOR WRITE – OFF .....	27
<b>9.2</b>	<b>WORKS AND PLANT .....</b>	<b>30</b>
<b>9.3</b>	<b>ADMINISTRATION.....</b>	<b>30</b>
9.3.1	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – 2013 ANNUAL GENERAL MEETING VOTING DELEGATES – COUNCILLOR NOMINATIONS.....	30
9.3.2	POLICY MANUAL – POSITION TITLE CHANGES.....	32

9.3.3	POLICY 1.4 CORPORATE CREDIT CARD – AMENDMENT .....	34
9.3.4	JURIEN COMMUNITY CENTRE MANAGEMENT .....	43
<b>9.4</b>	<b>TOWN PLANNING .....</b>	<b>46</b>
9.4.1	PLANNING APPROVAL – OPEN SHED – LOT 1012 (18) ACACIA COURT, JURIEN BAY .....	46
9.4.2	PLANNING APPROVAL – PROPOSED OUTBUILDING – LOT 34 (15) TAHITI PLACE, JURIEN BAY .....	49
9.4.3	RETROSPECTIVE PLANNING APPROVAL – EXTENSION TO OUTBUILDING – LOT 256 (14) BASHFORD STREET, JURIEN BAY .....	51
9.4.4	PLANNING APPROVAL – PROPOSED OUTBUILDING – LOT 517 BETTONG AVENUE, JURIEN BAY (BEACHRIDGE) .....	53
9.4.5	DEVELOPMENT ASSESSMENT PANEL – PROPOSED SOLAR PHOTO VOLTAIC POWER FACILITY – EMU DOWNS FARM, BIBBY ROAD BADGINGARRA.....	56
<b>9.5</b>	<b>HEALTH .....</b>	<b>66</b>
<b>9.6</b>	<b>BUILDING .....</b>	<b>66</b>
<b>9.7</b>	<b>COUNCILLOR INFORMATION BULLETIN.....</b>	<b>66</b>
9.7.1	DEPARTMENT OF TRANSPORT – WESTERN AUSTRALIAN REGIONAL FREIGHT TRANSPORT NETWORK PLAN.....	66
9.7.2	THE ROYAL AUTOMOBILE CLUB OF WA – CAMPAIGN.....	66
9.7.3	DEPARTMENT OF ENVIRONMENT AND CONSERVATION – KEEP AUSTRALIA BEAUTIFUL WA – LITTER PREVENTION STRATEGY .....	66
9.7.4	WALGA – 2013 WA LOCAL GOVERNMENT CONVENTION.....	67
9.7.5	WALGA MEDIA RELEASE – REFERENDUM IS RECOGNITION FOR COMMUNITIES.....	67
9.7.6	WALGA – STATE COUNCIL SUMMARY MINUTES – MAY 2013 .....	67
9.7.7	WALGA INFOPAGE – VACANCIES ON BOARDS AND COMMITTEES .....	67
9.7.8	WALGA LOCAL GOVERNMENT NEWS – ISSUE NO 18.13.....	67
9.7.9	DEPARTMENT OF PLANNING – DRAFT TOURISM PLANNING GUIDELINES .....	68
9.7.10	INSPIRATIONAL COMMUNITY ARTS NETWORK – 2013 DAZE PERFORMANCE FESTIVAL .....	68
9.7.11	RE-ENGINEERING AUSTRALIA FOUNDATION – SPOTLIGHT ON HERO TEACHERS.....	68
9.7.12	MINISTER FOR REGIONAL DEVELOPMENT AND LOCAL GOVERNMENT & MINISTER FOR REGIONAL SERVICES, LOCAL COMMUNITIES AND TERRITORIES – 2013-2014 BUDGET .....	69
9.7.13	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – PRIME MINISTER ANNOUNCES LOCAL GOVERNMENT REFERENDUM .....	69
9.7.14	LANDCORP – RDAP2012 – DANDARAGAN UPDATE .....	69
9.7.15	WALGA MEDIA RELEASE – STATE FISCAL WOES SUPPORT YES VOTE .....	69
9.7.16	LOCAL GOVERNMENT NEWS – ISSUE NO 19.13 – 20 MAY 2013 .....	70
9.7.17	WALGA – LOCAL GOVERNMENT ECONOMIC BRIEFING – MAY 2013 .....	70

9.7.18	ALGA – CONSTITUTIONAL CAMPAIGN BRIEFING – NATIONAL GENERAL ASSEMBLY .....	70
9.7.19	TREASURER; MINISTER FOR TRANSPORT; FISHERIES – WITHDRAWAL OF PUBLIC TRANSPORT ALONG INDIAN OCEAN DRIVE .....	71
9.7.20	METROPOLITAN LOCAL GOVERNMENT REFORM UPDATE – ISSUE 02 .....	71
9.7.21	WEST MIDLANDS GROUP – ANNUAL REPORT 2012 .....	71
9.7.22	RURAL HEALTH WEST – RURAL GENERAL PRACTITIONERS IN WESTERN AUSTRALIA .....	71
9.7.23	DISCOVER A WORLD OF OPPORTUNITIES – WESTERN AUSTRALIAN EDUCATION AWARDS 2013.....	72
9.7.24	DEPARTMENT OF LOCAL GOVERNMENT – OFFICE OF MULTICULTURAL INTERESTS – OVERVIEW OF CULTURAL DIVERSITY IN WESTERN AUSTRALIA.....	72
9.7.25	MENTAL HEALTH COMMISSION – GOOD OUTCOMES AWARDS 2013.....	72
9.7.26	BARRY HAASE – MEDIA RELEASE – QUESTIONS THAT NEED ANSWERS BEFORE NBN DIGS UP DURACK STREETS.....	73
9.7.27	MUNICIPAL ASSOCIATION OF VICTORIA – PREVENTION OF VIOLENCE AGAINST WOMEN – LEADING CHANGE IN THE VICTORIAN LOCAL GOVERNMENT SECTOR.....	73
9.7.28	MINISTER FOR REGIONAL DEVELOPMENT AND LOCAL GOVERNMENT & MINISTER FOR REGIONAL SERVICES, LOCAL COMMUNITIES AND TERRITORIES – 2013 / 2014 BUDGET .....	73
9.7.29	JUDICIAL SERVICES – POLICE SUPPORT OF NEIGHBOURHOOD.....	74
9.7.30	SHIRE OF DANDARAGAN – MAY 2013 COUNCIL STATUS REPORT.....	74
9.7.31	NACC – EVALUATION OF THE EFFECTIVENESS OF THE REGIONAL LANDCARE FACILITATOR PROGRAM.....	74
9.7.32	WALGA LOCAL GOVERNMENT NEWS – ISSUE NO 20.13 – 27 MAY 2013 .....	74
9.7.33	WALGA FLEET EXPO – WA’S LARGEST MARKETPLACE FOR LOCAL GOVERNMENT .....	75
9.7.34	WEST KOOJAN-GILLINGARRA LAND CONSERVATION DISTRICT – MINUTES.....	75
9.7.35	DEPARTMENT OF FIRE & EMERGENCY SERVICES – EMERGENCY SERVICES REVIEW – OPTION TO TRANSFER LOCAL BUSH FIRE BRIGADES IMPACT ASSESSMENT.....	75
9.7.36	CAN WA – CREATIVE NETWORKS – FUND FOR REGIONAL LOCAL GOVERNMENTS GUIDELINES .....	75
9.7.37	WALGA LOCAL GOVERNMENT NEWS – ISSUE NO 21.13 – 3 JUNE 2013.....	75
9.7.38	WALGA INFOPAGE – UPDATE: CASH FOR CONTAINERS SCHEME .....	76
9.7.39	MUNICIPAL WASTE ADVISORY COUNCIL – INFORMATION BULLETIN – ISSUE 173 – MAY 2013 .....	76
9.7.40	DEPARTMENT OF EDUCATION – INLAND LIGHTHOUSE NETWORK – VOLUME 1, ISSUE 1 – TERM TWO 2013.....	76
9.7.41	DEPARTMENT OF SPORT AND RECREATION FACILITIES FUND (CSRFF) 2014 / 2015 FUNDING ROUND.....	77

9.7.42	WALGA LOCAL GOVERNMENT NEWS – ISSUE NO 22.13 – 10 JUNE 2013.....	77
9.7.43	WALGA INFOPAGE – BIOSECURITY UPDATE – PARKS AND GARDENS, ENVIRONMENT, INFRASTRUCTURE.....	77
9.7.44	WALGA STATE COUNCIL AGENDA – WEDNESDAY 3 JULY 2013 .....	78
9.7.45	AUSTRALIAN RURAL ROAD GROUP INC – CHAIR’S ANNUAL REPORT – THE YEAR IN REVIEW 2012 / 2013 .....	78
9.7.46	SHIRE OF DANDARAGAN – WORKS REPORT – MAY 2013.....	78
<b>10</b>	<b>NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING .....</b>	<b>79</b>
<b>10.1</b>	<b>ADMINISTRATION.....</b>	<b>79</b>
10.1.1	SHIRE OF DANDARAGAN BUS STOP POLICY .....	79
<b>11</b>	<b>CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC.....</b>	<b>79</b>
<b>12</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>79</b>
<b>13</b>	<b>CLOSURE OF MEETING .....</b>	<b>79</b>

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

### **1.1 DECLARATION OF OPENING**

### **1.2 DISCLAIMER READING**

*“No responsibility whatsoever is implied or accepted by the Shire of Dandaragan for any act, omission 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 L Short	(Deputy President)
Councillor M Russell	
Councillor D Kent	
Councillor T Bailey	
Councillor K McGlew	
Councillor M Sheppard	

### **Staff**

Mr T Nottle	(Chief Executive Officer)
Mr I Rennie	(Deputy Chief Executive Officer)
Mr S Clayton	(Executive Manager Corporate & Community Services)
Mr D Chidlow	(Manager Planning)
Mr B Wall	(Executive Manager Infrastructure & Major Projects)
Mr B Bower	(Coordinator Assets / Contracts / Economic Development)

### **Apologies**

### **Approved Leave of Absence**

Councillor L Holmes

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


## **4 PUBLIC QUESTION TIME**

- 5 APPLICATIONS FOR LEAVE OF ABSENCE**
  
- 6 CONFIRMATION OF MINUTES**
  - 6.1 MINUTES OF THE ORDINARY MEETING HELD 23 MAY 2013**
  - 6.2 MINUTES OF THE SPECIAL COUNCIL MEETING HELD 13 JUNE 2013**
  
- 7 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION, AND COUNCIL APPOINTED DELEGATES REPORTS**
  
- 8 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**
  
- 9 REPORTS OF COMMITTEES AND OFFICERS**



## 9.1 FINANCE

### 9.1.1 SUNDRY DEBTOR WRITE – OFF

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Emergency Services / Procedures / Fire Safety
Disclosure of Interest:	None
Date:	27 May 2013
Author:	Chris Carey, Senior Ranger
Signature of Author:	
Senior Officer:	Tony Nottle, Chief Executive Officer
Signature of Senior Officer:	

#### PROPOSAL

This proposal is seeking approval from Council to write-off the raised invoices for the following seven properties – Lot 583 Parakeet Bend for \$100.00, Lot 819 Bremer Parade for \$110.00, Lot 781 Middleton Boulevard for \$110.00, Lot 667 Bathers Way for \$99.00, Lot 288 Sulina Crescent for \$165.00, Lot 3 Wren Way for \$110.00 and Lot 104 Homestead Loop for \$495.00.

#### BACKGROUND

The Bush Fires Act 1954 makes provision for Council's Bush Fire Control Officer or other authorised person in pursuant of the provisions of Council's Bush Fire Order to enter upon the land of the owner or occupier with such servants, workmen, or contractors and with such vehicles, machinery or appliances as he deems fit to achieve the required works.

When conducting inspections during November and December Council's authorised officer identified Lot 583 Parakeet Bend, Lot 819 Bremer Parade, Lot 781 Middleton Boulevard, Lot 667 Bathers Way, Lot 288 Sulina Crescent, Lot 3 Wren Way and Lot 104 Homestead Loop did not appear to have undertaken the required works to comply with the above order. In accordance with the provisions of the Bush Fire Act 1954 Council's authorised officer engaged the services of contractors to achieve the required works.

These invoiced amounts from contractors were paid by the Shire direct to the contractor and the Shire then on-charged and posted an invoice to the property owner for the payment of works.

#### COMMENT

All the above-mentioned properties have been sold since these invoices were issued. Council received no communication from any of the then property owners of Lot 583 Parakeet Bend, Lot 819 Bremer Parade, Lot 781 Middleton Boulevard, Lot 667 Bathers Way, Lot 288 Sulina Crescent and Lot 3 Wren Way prior to their sale. Lot 104 Homestead Loop was listed with the Commonwealth Bank of Australia as mortgagee in possession.

### CONSULTATION

- Ranger Services – Chris Carey

### STATUTORY ENVIRONMENT

Section 6.12 of the Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money;
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.

\* Absolute majority required.

### POLICY IMPLICATIONS

There are no policy implications relevant to this item.

### FINANCIAL IMPLICATIONS

The Shire of Dandaragan has incurred an expense in arranging these blocks to be slashed by a contractor with the original intention of recouping this expense from the landowner, resulting in a nil overall financial effect.

By writing off these invoices, the Shire will incur an additional unbudgeted expense of \$1189 inclusive of GST.

### STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

### ATTACHMENTS

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

- Sundry Debtor / Contractor Invoices Lot 583 Parakeet Bend (Doc Id: 14532)
- Sundry Debtor / Contractor Invoices Lot 819 Bremer Parade (Doc Id: 14621)
- Sundry Debtor / Contractor Invoices Lot 781 Middleton Boulevard (Doc Id:14128)
- Sundry Debtor / Contractor Invoice Lot 667 Bathers Way (Doc Id:14126)
- Sundry Debtor / Contractor Invoice Lot 288 Sulina Crescent (Doc Id:14127)
- Sundry Debtor / Contractor Invoice Lot 3 Wren Way (Doc Id: 14204)
- Sundry Debtor / Contractor Invoice Lot 104 Homestead Loop (Doc Id:14125)

**(Marked 9.1.1)**

### VOTING REQUIREMENT



Simple majority

**OFFICER RECOMMENDATION**

That Council, in accordance with Section 6.12 of the *Local Government Act 1995* agree to write off:

- Sundry Debtor Invoice Number 24307 for the sum of \$100.00 inclusive of GST;
- Sundry Debtor Invoice Number 24399 for the sum of \$110.00 inclusive of GST;
- Sundry Debtor Invoice Number 24311 for the sum of \$110.00 inclusive of GST;
- Sundry Debtor Invoice Number 21999 for the sum of \$99.00 inclusive of GST;
- Sundry Debtor Invoice Number 22002 for the sum of \$165.00 inclusive of GST;
- Sundry Debtor Invoice Number 24350 for the sum of \$110.00 inclusive of GST; and
- Sundry Debtor Invoice Number 22734 for the sum of \$495.00 inclusive of GST.

## 9.1.2 FINANCIAL STATEMENTS – MONTHLY REPORTING FOR THE PERIOD ENDING 30 APRIL 2013

Location:	Shire of Dandaragan
Applicant:	N/A
Folder	Business Classification Scheme / Financial Management / Financial Reporting / Periodic Reports
Disclosure of Interest:	None
Date:	9 April 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 table and adopt the monthly financial statements for the period ending 30 April 2013.

### BACKGROUND

As part of the Local Government Act 1995 and Financial Management Regulations (1996), monthly financial statements are required to be presented to Council. Circulated are the monthly financial statements for the period ending 30 April 2013.

### COMMENT

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

#### 1. Net Current Assets

Council's Net Current Assets [ie surplus / (deficit)] position as at the 30 April 2013 was \$2,914,811. The composition of this equates to Current Assets minus Current Liabilities less Cash Assets that have restrictions on their use placed on them, in this case Reserves, Restricted Assets and Trust. The current position indicates that Council can easily meet its short-term liquidity or solvency.

The Net Current Asset position is reflected on page 8 and reconciled with the Statement of Financial Activity on page 1 of the financial statements.

The amount raised from rates, shown on the Statement of Financial Activity (page 1), reconciles with note 6 (page 9) of the financial statements and provides information to Council on the budget vs actual rates raised.

#### 2. Material Variances

The Statement of Financial Activity provides variances to budget by way of percentages. Council's adopted policy states a 10 percent threshold for these variances to be reported. An explanation of these variances is as follows:

*Governance*

Income is at 190.4% of Y-T-D budget and is due to a grant to assist with the formulation of a workforce plan. This grant will help offset the new position of Coordinator of Integrated Planning.

*General Purpose Funding*

Expenditure is at 87.2% of Y-T-D budget and is due to valuation expenses being less than budgeted. This will be corrected once invoices for the revaluations are received.

*Recreation and Culture*

Expenditure is at 84.9% of Y-T-D budget. This is due to salaries and materials and contracts being less than budgeted. In the July monthly statements, advice from the Manager of Technical Services and Works was that this variance is as a result of parks and gardens staff being redirected to road works including patching, verge maintenance, carpark construction and footpath maintenance.

*Economic Services*

Expenditure is at 72.7% of Y-T-D budget. This is primarily due to employee costs being less than budgeted as a result of a vacancy for the Special Projects Officer earlier in the year.

*Other Property and Services*

Income is at 116.9% of Y-T-D budget and is due to additional private work income from firebreak compliance. This income is equally offset by contract labour.

Expenditure is at 315.9% of Y-T-D budget and is due to on-cost allocations of plant operations. The Y-T-D budget attempts to allocate the plant operation costs to individual jobs through timesheets. However, the Y-T-D budget evenly distributes these on-costs and does not give consideration of the timing of the actual expenses. When the budget is set each year a certain level of machinery hours is estimated so that an hourly cost can be calculated. If actual machinery use varies from these estimates allocations can vary while true costs are still incurred.

Should Councillors wish to raise any issues relating to the 30 April 2013 financial statements, please do not hesitate to contact the Executive Manager Corporate and Community Services prior to the Council Meeting in order that research can be undertaken and details provided either at the time of the query or at the meeting.

**CONSULTATION**

- Chief Executive Officer

**STATUTORY ENVIRONMENT**

- Regulation 34 of the Local Government Financial Management

Regulations (1996)

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Financial statements for the period ending 30 April 2013 (Doc Id: 13029)

***(Marked 9.1.2)***



VOTING REQUIREMENT

Simple majority

**OFFICER RECOMMENDATION**

**That the monthly financial statements for the period ending 30 April 2013 be received.**

### 9.1.3 FINANCIAL STATEMENTS – MONTHLY REPORTING FOR THE PERIOD ENDING 31 MAY 2013

Location:	Shire of Dandaragan
Applicant:	N/A
Folder:	Business Classification Scheme / Financial Management / Financial Reporting / Periodic Reports
Disclosure of Interest:	None
Date:	June 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 table and adopt the monthly financial statements for the period ending 31 May 2013.

#### BACKGROUND

As part of the Local Government Act 1995 and Financial Management Regulations (1996), monthly financial statements are required to be presented to Council. Circulated are the monthly financial statements for the period ending 31 May 2013.

#### COMMENT

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

##### 1. Net Current Assets

Council's Net Current Assets [ie surplus / (deficit)] position as at the 31 May 2013 was \$3,373,992.00. The composition of this equates to Current Assets minus Current Liabilities less Cash Assets that have restrictions on their use placed on them, in this case Reserves, Restricted Assets and Trust. The current position indicates that Council can easily meet its short-term liquidity or solvency.

The Net Current Asset position is reflected on page 8 and reconciled with the Statement of Financial Activity on page 1 of the financial statements.

The amount raised from rates, shown on the Statement of Financial Activity (page 1), reconciles with note 6 (page 9) of the financial statements and provides information to Council on the budget vs actual rates raised.

##### 2. Material Variances

The Statement of Financial Activity provides variances to budget by way of percentages. Council's adopted policy states a 10 percent threshold for these variances to be reported. An explanation of these variances is as follows:

*Governance*

Income is at 186.1% of Y-T-D budget and is due to a grant to assist with the formulation of a workforce plan. This grant will help offset the new position of Coordinator of Integrated Planning.

*Recreation and Culture*

Expenditure is at 85.0% of Y-T-D budget. This is due to salaries and materials and contracts being less than budgeted. In the July monthly statements, advice from the Manager of Technical Services and Works was that this variance is as a result of parks and gardens staff being redirected to road works including patching, verge maintenance, carpark construction and footpath maintenance.

*Transport*

Income is at 66.4% of Y-T-D budget and is due to MRWA grant income not yet received.

*Economic Services*

Expenditure is at 72.7% of Y-T-D budget. This is primarily due to employee costs being less than budgeted as a result of a vacancy for the Special Projects Officer earlier in the year.

*Other Property and Services*

Income is at 119.4% of Y-T-D budget and is due to additional private work income from firebreak compliance. This income is equally offset by contract labour. In addition, the diesel fuel rebate is greater than budgeted.

Expenditure is at 156.1% of Y-T-D budget and is due to on-cost allocations of plant operations. The Y-T-D budget attempts to allocate the plant operation costs to individual jobs through timesheets. However, the Y-T-D budget evenly distributes these on-costs and does not give consideration of the timing of the actual expenses. When the budget is set each year a certain level of machinery hours is estimated so that an hourly cost can be calculated. If actual machinery use varies from these estimates allocations can vary while true costs are still incurred.

Should Councillors wish to raise any issues relating to the 31 May 2013 financial statements, please do not hesitate to contact the Executive Manager Corporate and Community Services prior to the Council Meeting in order that research can be undertaken and details provided either at the time of the query or at the meeting.

**CONSULTATION**

- Chief Executive Officer

**STATUTORY ENVIRONMENT**

- Regulation 34 of the Local Government Financial Management



Regulations (1996)

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Financial statements for the period ending 31 May 2013 (Doc Id: 14530)

***(Marked 9.1.3)***

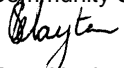

VOTING REQUIREMENT

Simple majority

**OFFICER RECOMMENDATION**

**That the monthly financial statements for the period ending 31 May 2013 be received.**

#### 9.1.4 ACCOUNTS FOR PAYMENT – MAY 2013

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Financial Management / Creditors / Expenditure
Disclosure of Interest:	None
Date:	13 June 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 May 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.

#### COMMENT

The cheque and electronic funds transfer (EFT) listing for May 2013 totalled \$914,677.25 for the Municipal 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 May 2013 (Doc Id: 14489) **(Marked 9.1.4)**

#### VOTING REQUIREMENT

Simple majority



#### **OFFICER RECOMMENDATION**

**That the Municipal Fund cheque and EFT listing for the period**

**AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 JUNE 2013**

**ending 31 May 2013 totalling \$914,677.25 be accepted.**

### 9.1.5 JURIEB BAY JETTY AND FORESHORE PRECINCT PROJECT

Location:	Jurien Bay
Applicant:	Shire of Dandaragan
Folder Path:	Business Classification Scheme / Grants and Subsidies / Programs / Capital Assistance
Disclosure of Interest:	None
Date:	19 June 2013
Author:	Brian Wall, Executive Manager Infrastructure and Major Projects
Signature of Author:	
Senior Officer:	Tony Nottle Chief Executive Officer
Signature of Senior Officer:	

#### PROPOSAL

That Council consider development and improvements to the Jurien Bay jetty and Foreshore Precinct.

#### BACKGROUND

Council undertook a significant project in 2009 to construct a new jetty and upgrade associated infrastructure on the Jurien Bay Foreshore. To raise funds for the project, Council at its meeting held 14 June 2007 adopted to raise a Jurien Bay Jetty specified area rate. The project consisted of the construction of the Jetty and the development of the foreshore area to link Dobbyn Park and the Jetty providing recreational opportunities for both locals and visitors to Jurien Bay.

#### COMMENT

Whilst the Jetty and foreshore development has established itself as the centrepiece of Jurien Bay, the developed precinct needs to be more inclusive of the wider foreshore.

Further development to the foreshore extending from the Jetty to Cook Street will provide more formal access to the beach and provide the link for the Cook Street change rooms which are to become part of the foreshore precinct. With this in mind a foreshore development proposal has been drafted to develop the foreshore area from the Jetty to Cook Street to tie in the southern and northern areas of the foreshore with the Jetty.

The project is proposed to be undertaken in two stages. Stage 1 will include the upgrading of the foreshore length to provide for better access, use and the link to the current foreshore developed area. The proposed Stage 2 possibly includes the commercial café precinct area which would depend on external funding opportunities and public demand.

The project will also incorporate some minor upgrades to the existing foreshore developed area (Dobbyn Park) by upgrading power and lighting near the stage and the provision of suitable change rooms south of the Jetty.

**AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 JUNE 2013**

The project also matches the criteria required for Regional Country Local Government Fund funding and a joint application with Shire of Gingin has been initiated to assist with the funding of the project.

Council will also recall discussing the extension of the Jurien Bay Foreshore at its Council Forum on the 22 November 2012. An item was presented regarding the possibility of funding this project and Council requested the Chief Executive Officer to apply for funding under the Regional Development Australia Round 3 Funding round. Unfortunately this funding application was unsuccessful.

This application indicated a possible funding source being the Regional component of the Country Local Government Fund. As the application was unsuccessful a staged approach has been adopted.

**CONSULTATION**

- Shire of Gingin
- Cardno Pty Ltd
- Council via Council Forum
- Department of Regional Development

**STATUTORY ENVIRONMENT**

There are no statutory implications relevant to this item.

**POLICY IMPLICATIONS**

There are no policy implications relevant to this item.

**FINANCIAL IMPLICATIONS**

The project in its entirety has been estimated to cost \$1.4 million. Given the associated costs it is proposed the project will be implemented in two stages of construction.

2013 / 2014 – Stage 1 \$650,000.00  
TBA – Stage 2 \$800,000.00

Stage 1 of the Project is to be funded by the regional component of the Country Local Government Fund and the remaining funds received from Loan number 128 being repaid by the Jurien Bay Jetty Specified Area Rate.

Stage 1  
CLGF – \$450,000.00  
Jetty fund – \$200,000.00

The financial commitment to the project will be undertaken as part of the annual budget process.

**STRATEGIC IMPLICATIONS**

- Shire of Dandaragan Strategic Community Plan 2011 – 2021

**AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 JUNE 2013**

5.15.2 GOAL NUMBER TWO: Build high level of amenity and lifestyle					
OBJECTIVE 4: Develop recreation facilities and activities to support a healthy community					
CODE	STRATEGIES	LINKS	TIME FRAME	SCOPE	PARTNERS
G2-O4-A2	Continue foreshore development and jetty area Jurien Bay and investigate amphitheatre installation via developer funds.  Continue foreshore revitalisation project Cervantes.	Foreshore Plan Jurien Bay	Short - Medium	Coastal	Developers

### ATTACHMENTS

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

- Jurien Bay Foreshore – Business Case Report (Doc Id: 14632)
- Foreshore Cost Estimates – March 2013 – Staged Costings (Doc Id:14635)
- Jurien Bay Master Plan Concept (Doc Id: 14633)
- Regional Development Australia Round 3 Grant EOI – 22 November 2012 Council Forum Item (Doc Id: 14643)
- Minutes from the Country Local Government Fund Workshop – August 2012 – Gingin and Dandaragan Shires (Doc Id: 14646)

**(Marked 9.1.5)**

### VOTING REQUIREMENT


Simple majority

### **OFFICER RECOMMENDATION**

**That Council;**

1. endorse the attached development plan for the foreshore area from the Jurien Bay Jetty to Cook Street change rooms;
2. acknowledge that the Foreshore Development project outcomes are in accordance with the purpose of the “Jetty / Foreshore design, feasibility and construction” specified area rate charge being “for the design, feasibility and construction relating to the new jetty and foreshore development at Dobbyn Park – Jurien Bay” funded via loan number 128; and
3. that the remaining unspent funds raised via loan number 128 of \$200,009.24 be utilised as part of the foreshore development project.

### 9.1.6 POLICY MANUAL – ASSET MANAGEMENT POLICY

Location:	N/A
Applicant:	N/A
Folder Path:	Business Classification Scheme / Corporate Management / Planning / Strategic Plans
Disclosure of Interest:	Nil
Date:	30 May 2013
Author:	Bob Bower, Coordinator Assets / Contacts / Economic Development
Signature of Author:	
Senior Officer:	Tony Nottle, Chief Executive Officer
Signature of Senior Officer:	

#### PROPOSAL

To adopt an Asset Management Policy for inclusion into the Shire of Dandaragan Policy Manual – Finance and Administration.

#### BACKGROUND

The purpose of this policy is to outline the Shire's Asset Management objectives, targets and plans. It establishes the infrastructure management platform and framework from which effective Shire service delivery can occur.

The Shire has created Asset Management Plans that have been developed to demonstrate responsible management of assets, compliance with regulatory requirements (Integrated Planning), and to set out what funding is needed to provide the required Levels of Service.

#### COMMENT

The first set of Asset Management Plans were adopted by the Shire on 18 April 2013. The AMPs were developed with assistance from Opus International Consultants and used the essential principles that are outlined in this proposed Policy.

The attached Asset Management Policy is now being considered for inclusion to the Policy Manual. This is to formally establish a general set of guidelines that will be used for future reference and direction by staff. It also sets out a commitment to the community on what position the Shire will follow in reference to the management of assets.

A number of basic principles and definitions are stated, such as the useful life of an asset must be greater than one year and have a value of more than \$1,000.

The Policy will apply to three main assets classifications; a) Transportation infrastructure, b) Buildings, c) Public Open Space. It will be evaluated in line with the review schedule set out in the Policy Manual that recognises ongoing updates may be necessary to keep up with current requirements and industry standards.

#### CONSULTATION

**AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 JUNE 2013**

- Chief Executive Officer
- Executive Manager Corporate & Community Services

**STATUTORY ENVIRONMENT**

Local Government (Functions and General Regulations) 1996

**POLICY IMPLICATIONS**

This will be a new policy to be included under section 2.0 Finance and Accounting. Asset Management is an integral part of Finance and Accounting.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**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.					
CODE	STRATEGIES	LINKS	TIME FRAME	SCOPE	PARTNERS
G5-O2-A4	Develop asset management plan (AMP), link planning to AMP annually and assess financial sustainability and strategies to address.	IPRAS	Short	Organisation	

**ATTACHMENTS**

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

- Proposed Asset Management Policy (Doc Id: 14425)  
**(Marked 9.1.6)**

**VOTING REQUIREMENT**

Absolute majority

**OFFICER RECOMMENDATION**

**That Council adopt the Asset Management Policy to be included in the Policy Manual as follows:**



## **PROPOSED POLICY 7.9 – ASSET MANAGEMENT POLICY**

### **PURPOSE**

The purpose of this policy is to outline the Shire's Asset Management objectives, targets and plans. It establishes the infrastructure management platform and framework form which effective Shire service delivery can occur. The Policy also guides the strategic management practise and processes the Shire applies to the management of all infrastructure assets.

### **OBJECTIVE**

To support the Shire's corporate strategic vision and to provide clear direction in the provision and management of all Shire assets. This is to ensure sustainable outcome, progressive services and appropriate levels of service, for present and future stakeholders.

### **POLICY**

The Shire will undertake to provide the appropriate levels of service for its assets, in a whole-of-life and economically, environmentally and socially sustainable manner. In providing and managing assets, the Shire will take into account an appropriate balance between service deliver, risk, reliability, safety and costs.

Budgeting priority will be given to the operation, maintenance and renewal of existing assets and services, and adequate resources will be provided to manage them in a cost effective manner.

### **SCOPE**

This Policy applies to all physical assets and their components with a useful life of more than one year, and a replacement value of greater than \$1,000, which require management by the Shire.

Physical assets are:

- Public Open Space;
- Transportation Infrastructure; and
- Property.

### **PRINCIPLES**

The Shire is responsible for the management and delivery of a range of public services to the local community. These services typically rely on a range of infrastructure assets for delivery to occur. As such, the Shire is custodian of this infrastructure, which is to be managed over its lifecycle.

The Shire will embrace proven asset management practices consider to be standard within the local government industry. Systematic and coordinated activities and practices will be undertaken to provide sustainable deliver through cost-effective life-cycle management to all assets.

The Shire will ensure sound asset management occurs by:

- Adopting the Asset Management Policy;
- Aligning principals of the Asset Management Policy with the Corporate Business Plan;
- Aligning principals of the Asset Management Policy into each Asset Management Plan;
- Manage infrastructure by applying 'whole of life' principles; and
- Basing decisions on the principles of sound asset knowledge.

## **RESPONSIBILITIES**

The Shire and staff are responsible for:

### **Councillors**

- Provide stewardship;
- Ensure asset management policy is applied across the organisation;
- 'Whole of life' principles are considered when decisions on assets infrastructure are made; and
- Ensure services and assets meet the adopted levels of service.

### **Chief Executive Officer**

- Develop and maintain the Asset Management Policy;
- Approve, implement, and maintain the Asset Management Plan;
- Ensure the Shire's business complies and considers the asset management policy;
- Allocate the necessary resources required by the Asset Management Plans; and
- Ensure Asset Management Plan and Long Term Financial Plan align.

## **MONITORING AND IMPROVEMENT**

This Policy will be monitored and reviewed in line with the requirement to carry out reviews of the Shire's Policy Manual specified as approximately every two years. Through periodic review, the Shire will ensure the Policy aligns with the Corporate Strategic Plan and hence the community's needs and expectations. The Chief Executive Officer will periodically review the Shire's conformance to the Policy and report as required.

## **DEFINITIONS**

The Shire broadly adopts the following terms to form the International Infrastructure Management Manual 2011, as a reference basis for this Policy.

### *Asset*

An item that has potential value to an organisation such as plant, machinery, buildings, etc.

### *Asset Management (AM)*

The Systematic and coordinated activities and practices of an organisation to optimally and sustainably deliver on its objectives through the cost-effective lifecycle management of assets.

### *Asset Management Information System*

A combination of processes, data, software and hardware applied to provide the essential outputs for effective Asset Management.

### *Asset Management Strategy*

The high level long-term approach to Asset Management including action plans and objectives for managing assets.

### *Asset Management Plan (AM Plan)*

Long term plans (usually 10 – 20 years or more for infrastructure assets) that outline the asset activities and programmes for each service area and resources applied to provide a defined level of service in the most cost effective way.

### *Asset Life Cycle (Whole of Life)*

Lifecycle asset management involves the decisions made at each stage of an asset's life; from planning, creation/acquisition, operation & maintenance, renewal &

replacement to disposal. The decisions made at one stage will affect the asset's performance in others.


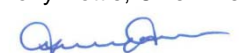
*Infrastructure Assets*

Stationary systems forming a network and servicing whole communities, where the system as a whole is intended to be maintained indefinitely at a particular level of service potential by the continuing replacement and refurbishment of its components. The network may include normally recognised ordinary assets as components.

*Levels of Service*

Levels of service statements describe the outputs or objectives an organisation or activity intends to deliver to customers.

### 9.1.7 ADOPTION OF THE CORPORATE BUSINESS PLAN 2013 – 2017

Location:	N/A
Applicant:	N/A
Folder Path:	Business Classification Scheme / Corporate Management / Planning / Strategic Plans
Disclosure of Interest:	Nil
Date:	15 June 2013
Author:	Bob Bower, Coordinator Assets / Contacts / Economic Development
Signature of Author:	
Senior Officer:	Tony Nottle, Chief Executive Officer
Signature of Senior Officer:	

#### PROPOSAL

To adopt the Corporate Business Plan 2013 – 2017.

#### BACKGROUND

The Local Government (Administration) Regulations 1995 section S5.56 (1) has been amended and from 1 July 2013 the Shire must now have both a Strategic Community Plan and a Corporate Business Plan.

The Corporate Business Plan is a four year plan that will be reviewed annually. The Plan identifies and prioritises the principal strategies and activities the Shire will be undertaking with reference to the aspirations and objectives as outlined in the Strategic Community Plan.

The Plan outlines the services, operations and projects that will be delivered over the life of the Plan and the method for delivering these initiatives, with the associated costs.

A number of informing strategies have been prepared to guide in the development of the Plan. Three Asset Management Plans, the Long Term Financial Plan 2013 – 2022, and the Workforce Development 2013 Plan are documents that play an integral part in the creation of the Corporate Business Plan.

The Corporate Business Plan will be a critical document that allows the Shire to strive towards providing sustainable assets and services to its community, and to undertake works in a prioritised and planned process.

Projects contained within The Plan are also linked to the Shire's Strategic objectives and all costs related to the ongoing management of upgraded and new assets are also acknowledged.

#### COMMENT

The process of collecting data used to shape and create the backbone of the Corporate Business Plan began over the past 22 months starting in August 2011 with community workshops. Information from these public meetings was used to create the

**AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 JUNE 2013**

Strategic Community Plan 2011 – 2021.

The Plan has been developed with considerable input from the Executive Management team. It is acknowledged this is the first Corporate Business Plan for the Shire of Dandaragan. There will be changes and updates to ensure the Plan contains relevant material that reflects approved projects and ventures that have been made in a collaborative process by elected members.

**CONSULTATION**

- Chief Executive Officer
- Executive Manager Corporate & Community Services

**STATUTORY ENVIRONMENT**

Local Government (Functions and General Regulations) 1996.

**POLICY IMPLICATIONS**

There are no direct policy implications relevant to this item.

**FINANCIAL IMPLICATIONS**

The Corporate Business Plan sets out key projects to be considered in the processes of creating the 2013 / 2014 Budget. Indirectly there will be financial implications associated with this item.

**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.					
CODE	STRATEGIES	LINKS	TIME FRAME	SCOPE	PARTNERS
G5-01-A3	Measure performance of Council through setting Key Performance Indicators (KPI's) in Corporate Business Plan and monitoring their achievement	Corporate Business Plan	Short	Organisation	
G5-02-A1	Develop Corporate Business Plan	Integrated Planning and Reporting Advisory Standard (IPRAS)	Short	Organisation	Community
G5-02-A3	Develop financial plan and meet KPI's (operating surplus ration, current/working capital ratio, debt service cover ratio)	IPRAS	Short	Organisation	

ATTACHMENTS

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

- Corporate Business Plan 2013-2017 (Doc Id: 14652)  
**(Marked 9.1.7)**



VOTING REQUIREMENT

Absolute majority

**OFFICER RECOMMENDATION**

**That the Corporate Business Plan 2013 – 2017, as per attachment marked 9.1.7, be adopted by Council.**

### 9.1.8 LONG TERM FINANCIAL PLAN 2013 – 2022

Location:	N/A
Applicant:	N/A
Folder Path:	Business Classification Scheme / Corporate Management / Planning / Strategic Plans
Disclosure of Interest:	Nil
Date:	15 June 2013
Author:	Bob Bower, Coordinator Assets / Contacts / Economic Development
Signature of Author:	
Senior Officer:	Tony Nottle, Chief Executive Officer
Signature of Senior Officer:	

#### PROPOSAL

For Council to receive the Long Term Financial Plan 2013 – 2022.

#### BACKGROUND

The Local Government (Administration) Regulations 1995 section S5.56 introduced the Integrated Strategic Planning Framework for improving the practise of strategic planning of local governments.

The Long Term Financial Plan is an informing strategy to the process and is to be used as a guide to the future direction the Shire of Dandaragan is planning to embark on.

#### COMMENT

The Long Term Financial Plan (LTFP) is a 10 year rolling plan that informs the Corporate Business Plan to activate the priorities from the Strategic Community Plan.

The LTFP is a tool that allows the Shire to set priorities based on the ability to identify resources, for the delivery of various community priorities in a sustainable manner.

The LTFP is a guideline for future action and encourages the Shire to think about the future impact decisions made today have on council's long-term sustainability.

As a forward planning document it has been developed using financial trends based on a range of assumptions common to local government and reflective of future growth patterns.

It is a supporting document to the Corporate Business Plan and is also reliant on data derived from the Community Strategic Plan 2011-2021, the Workforce Development Plan, and the major Asset Management Plans for Transport Infrastructure, Public Open Space, and Property.

#### CONSULTATION

- Chief Executive Officer
- Executive Manager Corporate & Community Services

#### STATUTORY ENVIRONMENT

**AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 JUNE 2013**

Local Government (Functions and General Regulations) 1996.

**POLICY IMPLICATIONS**

There are no direct policy implications

**FINANCIAL IMPLICATIONS**

The Long Term Financial Plan 2013-2022 is developed to guide Council on future priorities that have been set out in the Strategic Community Plan 2011-2021. While there will be no direct financial implications associated with this document it will lay out informing strategies used in the budget process.

**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.					
CODE	STRATEGIES	LINKS	TIME FRAME	SCOPE	PARTNERS
G5-O2-A3	Develop financial plan and meet KPI's (operating surplus ration, current/working capital ratio, debt service cover ratio)	Integrated Planning and Reporting Advisory Standard (IPRAS)	Short	Organisation	
G5-O2-A8	Establish that 'whole of life' costing is included in key decision making conducted.	IPRAS	Short	Organisation	

**ATTACHMENTS**

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

- Long Term Financial Plan 2013 – 2022 (Doc Id: 14651)  
**(Marked 9.1.8)**

**VOTING REQUIREMENT**



Absolute majority

**OFFICER RECOMMENDATION**

**That the Long Term Financial Plan 2013 – 2022, as per attachment marked 9.1.8, be received by Council.**



**9.1.9 SUNDRY DEBTOR WRITE – OFF**

Location: N/A  
 Applicant: N/A  
 Folder Path: Business Classification Scheme / Financial Management / Debtors / Write-Offs  
 Date: 18 June 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 seek Council permission to write off four sundry debtor accounts.

**BACKGROUND**

Section 6.12 give the Local Government the power to write off debts to Council.

*6.12. Power to defer, grant discounts, waive or write off debts*

*(1) Subject to subsection (2) and any other written law, a local government may —*

*(a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money;*

*(b) waive or grant concessions in relation to any amount of money; or*

*(c) write off any amount of money, which is owed to the local government.*

*\* Absolute majority required.*

**COMMENT**

Permission to write off four stale sundry debtor accounts is now being sought in accordance with Section 6.12 of the Local Government Act 1995. The details of the accounts are provided below;

**Invoice Number:** 20793

**Date of Invoice:** 15/09/2008

**Customer Name:** [Customer A]

**Details of Invoice:** Lost Library Books

**Amount of Invoice:** \$174.00 inc GST

**Amount of Write Off:** \$174.00 inc GST

**Comment:** [Customer A] failed to return ten library books. Numerous reminder and letters have been sent to [Customer A], unfortunately she refuses contact. The amount has been outstanding for several years in the hope that [Customer A] would return to the library at which point money could be recovered.

The amount outstanding does not warrant the costs that would be

incurred to pursue other legal avenues of recovery.

[Customer A] library membership has now been revoked, should she wish to loan books in the future, she will be require to make payment of this amount, even after write off.

**Invoice Number:** 22144  
**Date of Invoice:** 24/05/2010  
**Customer Name:** [Customer B]  
**Details of Invoice:** Lost Library Books  
**Amount of Invoice:** \$17.60 inc GST  
**Amount of Write Off:** \$17.60 inc GST  
**Comment:** [Customer B] failed to return one inter-library loan book. Numerous reminder and letters have been sent to [Customer B], unfortunately she refuses contact. The amount has been outstanding for several years in the hope that [Customer B] would return to the library at which point money could be recovered.

The amount outstanding does not warrant the costs that would be incurred to pursue other legal avenues of recovery.

[Customer B] library membership has now been revoked, should she wish to loan books in the future, she will be require to make payment of this amount, even after write off.

**Invoice Number:** 20968  
**Date of Invoice:** 09/12/2008  
**Customer Name:** Western Kingfish  
**Details of Invoice:** Dispose and bury 33 cubic metres of dead fish  
**Amount of Invoice:** \$2,178.00 inc GST  
**Amount of Write Off:** \$2,178.00 inc GST  
**Comment:** Following the death of fish stock, Western Kingfish went into administration.

This debt in unsecured, and therefore, payment must be assessed alongside other unsecured debts owed by the company.

The wind up and liquidation of this business has now been completed, unfortunately no funds were made available for payment of this debt by the administrators.

There is no further avenue available to the Shire to recover this debt.

**Invoice Number:** 21346  
**Date of Invoice:** 20/05/2009  
**Customer Name:** Great Southern Olive Processing  
**Details of Invoice:** Septic Tank Pump Out  
**Amount of Invoice:** \$3,372.90 inc GST  
**Amount of Write Off:** \$2,916.69 inc GST

**AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 JUNE 2013**

**Comment:** Following these works being completed, Great Southern Olive Processing went into administration.

This debt is unsecured, and therefore, payment must be assessed alongside other unsecured debts owed by the company.

The wind up and liquidation of this business has now been completed, the Shire received a partial payment of \$456.21 from the administrators towards this debt.

There is no further avenue available to the Shire to recover the remaining debt.

**CONSULTATION**

None

**STATUTORY ENVIRONMENT**

Section 6.12 of the Local Government Act 1995

**POLICY IMPLICATIONS**

There are no policy implications relevant to this item.

**FINANCIAL IMPLICATIONS**

A direct adverse effect of \$5,286.29 will be incurred within the 2012/2013 financial year

**STRATEGIC IMPLICATIONS**

There are no strategic implications relevant to this item.

**ATTACHMENTS**

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

- Copy of Invoices (Doc Id: 14554)  
**(Marked 9.1.8)**

**VOTING REQUIREMENT**

Simple majority

**OFFICER RECOMMENDATION**


**That Council authorise the write off of the following sundry debtors;**

INVOICE NUMBER	AMOUNT
<b>20793</b>	<b>\$174.00 inc GST</b>
<b>22144</b>	<b>\$17.60 inc GST</b>
<b>20968</b>	<b>\$2,178.00 inc GST</b>
<b>21346 (part of)</b>	<b>\$2,916.69 inc GST</b>

## 9.2 WORKS AND PLANT

## 9.3 ADMINISTRATION

### 9.3.1 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – 2013 ANNUAL GENERAL MEETING VOTING DELEGATES – COUNCILLOR NOMINATIONS

Location:	N/A
Applicant:	N/A
Folder Path:	Business Classification Scheme / Government Relations / Local and Regional Liaison / WALGA
Disclosure of Interest:	Nil
Date:	22 May 2013
Author:	Tony Nottle, Chief Executive Officer
Signature of Author:	

#### PROPOSAL

To consider nominating two representatives as Council's voting delegates at the 2013 Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA).

#### BACKGROUND

Correspondence has been received from WALGA requesting two voting delegates and two proxies for the AGM of WALGA. The AGM is scheduled to be held on Wednesday 7 August 2013 with a response due in by Friday 12 July 2013.

#### COMMENT

Council can nominate either Councillors or the Chief Executive Officer (CEO) to act as their voting delegates.

As Council only attends Local Government Week on a bi-annual basis Councillors will not be attending the AGM. However, Councillor Short is already attending on behalf of State Council and the CEO will be attending the AGM only.

#### CONSULTATION

Nil

#### 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**

**That Council resolves to advise the Western Australian Local Government Association that it nominate Councillor Short and the Chief Executive Officer as its Annual General Meeting voting delegates.**

### 9.3.2 POLICY MANUAL – POSITION TITLE CHANGES

Location:	N/A
Applicant:	N/A
Folder Path:	Business Classification Scheme/Corporate Management / Policy / Policy Register
Disclosure of Interest:	Nil
Date:	14 June 2013
Author:	Tony Nottle, Chief Executive Officer
Signature of Author:	

#### PROPOSAL

That Council adopt the amendments to policies 1.4, 1.7, 1.8, 1.13, 1.15, 2.1, 6.3, 7.2, 7.4, 9.10 and 9.12 in relation to changes to position titles for two positions being Executive Manager Corporate & Community Services and Executive Manager Infrastructure & Major Projects as a result of the staff re-structure carried out in May 2013.

#### BACKGROUND

The Shire of Dandaragan has recently undergone an organisational re-structure which resulted in several changes to staff titles.

#### COMMENT

Due to the re-structure, several policies in Council's Policy Manual require to be updated to reflect the new title changes. There are only two titles that are affected being:

- Executive Manager Corporate & Community Services formerly Manager Corporate Services; and
- Executive Manager Infrastructure & Major Projects formerly Manager Technical Services & Works and Project Manager - Special Projects

The following is a list of policies that require updating:

- 1.4 Corporate Credit Card
- 1.7 Travelling Expenses - Members and Non Member Delegates
- 1.8 Conference, Training and Development Expenses - Members
- 1.13 Electronic Mail / Internet
- 1.15 Shire of Dandaragan Purchasing Policy and Tender Guide
- 2.1 Investment Policy
- 6.3 Waste Management at Jurien Bay, Badgingarra, Cervantes and Dandaragan
- 7.2 Private Works
- 7.4 Streetscapes - Townsites
- 9.10 Staff Appointments and Leave
- 9.12 Staff Vehicle Use

A full review of Council's Policy Manual will be carried out over the next few months.

CONSULTATION

- Department of Local Government, Mr Stuart Fraser

STATUTORY ENVIRONMENT

There are no statutory implications relevant to this item.

POLICY IMPLICATIONS

Minor amendments in relation to title changes post structural changes will need to be made to policies 1.4, 1.7, 1.8, 1.13, 1.15, 2.1, 6.3, 7.2, 7.4, 9.10 and 9.12.

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**

**That Council adopt the amendments to the following policies in Council's Policy Manual:**

- **1.4 Corporate Credit Card;**
- **1.7 Travelling Expenses - Members and Non Member Delegates;**
- **1.8 Conference, Training and Development Expenses - Members;**
- **1.13 Electronic Mail / Internet;**
- **1.15 Shire of Dandaragan Purchasing Policy and Tender Guide;**
- **2.1 Investment Policy;**
- **6.3 Waste Management at Jurien Bay, Badgingarra, Cervantes and Dandaragan;**
- **7.2 Private Works;**
- **7.4 Streetscapes - Townsites;**
- **9.10 Staff Appointments and Leave; and**
- **9.12 Staff Vehicle Use;**

**in relation to changes to position titles for positions Executive Manager Corporate & Community Services (formerly Manager Corporate Services) and Executive Manager Infrastructure & Major Projects (formerly Manager Technical Services and Works and Project Manager - Special Projects) as a result of the recent staff re-structure carried out in May 2013.**

### 9.3.3 POLICY 1.4 CORPORATE CREDIT CARD – AMENDMENT

Location:	N/A
Applicant:	N/A
Folder Path:	Business Classification Scheme / Financial Management / Banking / Credit Cards (associate with Business Classification Scheme / Corporate Management / Policy)
Disclosure of Interest:	None
Date:	18 June 2013
Author:	Tony Nottle, Chief Executive Officer
Signature of Author:	

#### PROPOSAL

That Council adopt the amendment to Policy 1.4 Corporate Credit Card in which the Executive Manager Infrastructure & Major Projects be issued a corporate credit card for use on Council business and expenditure only with a maximum credit limit of \$5,000.

#### BACKGROUND

The Shire of Dandaragan has recently undergone an organisational re-structure which resulted in several changes to staff positions in which a new Executive Management team was formed comprising the Chief Executive Officer (CEO), Deputy Chief Executive Officer (DCEO), Executive Manager Corporate & Community Services (formerly Manager Corporate Services) and Executive Manager Infrastructure & Major Projects.

Policy 1.4 Corporate Credit Card currently refers to the CEO, DCEO and the Executive Manager Corporate & Community Services being issued with corporate credit cards which relates to the previous organisational structure.

#### COMMENT

With the new organisational re-structure now in place, it is recommended that Policy 1.4 Corporate Credit Card be updated to include the Executive Manager Infrastructure & Major Projects (as part of the Executive Management team) being issued with a corporate credit card with a limit of \$5,000. Refer to the marked up Policy 1.4 which is attached to the agenda.

#### CONSULTATION

- Executive Manager Corporate & Community Services
- Executive Manager Infrastructure & Major Projects

#### STATUTORY ENVIRONMENT

There are no statutory implications relevant to this item.

#### POLICY IMPLICATIONS

The inclusion of the Executive Manager Infrastructure & Major Projects to Policy 1.4 Corporate Credit Card in that the Manager is to be issued with a corporate credit card with a credit limit of \$5,000.



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:

- Policy 1.4 Corporate Credit Card (Doc Id: 9460)

**(Marked 9.3.3)**

VOTING REQUIREMENT

Absolute majority

**OFFICER RECOMMENDATION**

**That Council adopt the amended Policy 1.4 Corporate Credit Card as follows:**

<b>AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 JUNE 2013</b>
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Policy No 1.4	Adopted - April 2005	Amended - 17 June 2010 23 May 2013 27 June 2013
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## 1.4 CORPORATE CREDIT CARD

### OBJECTIVE

To provide direction for the use of Corporate Credit Cards.

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### POLICY STATEMENT

From time to time it is more cost effective and convenient to utilise a corporate credit card facility rather than a pre-purchase or purchase and reimbursement process. Therefore, Council supports the use of corporate credit cards as follows:

The Chief Executive Officer, Deputy Chief Executive Officer, Executive Manager Corporate & Community Services and Executive Manager Infrastructure & Major Projects will each be issued a corporate credit card for use on Council business and expenditure only.

The following credit limits are applicable:

Chief Executive Officer	\$6,000
Deputy Chief Executive Officer	\$5,000
Executive Manager Corporate & Community Services	\$5,000
Executive Manager Infrastructure & Major Projects	\$5,000

The following conditions apply to all cards:

- No cash advances to be made on the card.
- All credit card voucher slips to be retained by the card user and to be submitted to the Executive Manager Corporate & Community Services once a month in order for verification to be carried out on the account.
- Payments to be made within specified time limit so that interest penalties are not incurred.
- Each credit card voucher slip is to have details attached as to what the purchase was for in order for the purchase to be allocated to the correct cost centre.
- General Instructions that must be complied with are provided in Appendix 1.
- Cardholder Procedures that must be complied with are provided in Appendix 2.
- Cardholders must sign an acknowledgement of Terms and Conditions of use (as provided in Appendix 3) prior to receiving the credit card.

## **Appendix 1 - GENERAL INSTRUCTIONS**

### **Introduction**

The Shire has entered into an agreement with the Bankwest Bank for the supply of a Corporate Business Card which will operate on the Bankwest Bank VISA card.

The objectives for introducing the Corporate Card are:

- to allow the Shire's suppliers to receive speedier payments.
- to reduce paperwork for both the Shire and its suppliers.
- to reduce the number of enquiries concerning unpaid accounts.
- to facilitate productivity gains to the various departments of Council.
- to reduce requirements to obtain petty cash and to reduce the possibility of cash theft from staff.
- to take advantage of discounts being offered for early payment.
- to make use of Internet based purchased for overseas/inter-state payments.

It is not intended that Cards be used to bypass the current system of ordering goods and services by requisition through Procurement Services.

### **1. Definitions**

**1.1 Credit Card** - A plastic card having a unique identification for each cardholder (including a magnetic stripe for storing certain information) which enables goods to be obtained on credit from merchants (i.e. Businesses or traders) which accept the card.

**1.2 Corporate Business Account** - Each card is allocated an "account" by the card company in which is recorded all transactions by the cardholder. With the Corporate/Business Card each of these accounts is a subset of the Municipal Account.

**1.3 Corporate Business Card** - A Card on which liability for charges attached to the corporation for which the cardholder works rather than to the individual cardholder.

**1.4 Card Company (or card issuer)** - The company (in this case Bankwest Bank) issuing the Corporate/Business card which pays the merchant and provides credit on the transactions.

**1.5 Cardholder** - The person in the organisation to whom the Corporate/Business Card, is issued. The card is embossed with the person's name and bears his/her signature.

**1.6 Merchant (or trader)** - any person, business or organisation accepting the corporate card in payment for goods or services.

**1.7 Credit Limit** - The limit, determined by Policy, on the total value of transactions (payments, purchases) on each Corporate Card in each billing period.

**1.8 Billing Period** - The cycle agreed with the card company for payment for charges on all the department cards; the arrangement with Bankwest Bank provides for immediate settlement from the Statement date.

### **2. Goods and services for which the credit card can be used**

The Corporate/Business Card can be used to procure goods and services up to the value of financial limits approved by Policy and to which expenditure is authorised and provided for the Council's Budget.

However, the card cannot be used to draw cash for any purposes.

Situations in which the Card may be used:

- (a) Costs in relation to attendance at approved conferences, seminars and training where such attendance is directly related to the person's performance of duties under their contract of employment;
- (b) Subscriptions/publications

## AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 JUNE 2013

- (c) Entertainment (see appendix for definition) on occasions deemed appropriate by the cardholder;
- (d) Entertainment (see appendix for definition) on occasions that the cardholder considers it is in the furtherance of the cardholder performing duties under his/her contract of employment. ;
- (e) Other purchases directly related to the person's performance of duties under their contract of employment.

### 3. ESTABLISHMENT ARRANGEMENTS

Executive Manager Corporate & Community Services is responsible for arranging the issue of the Corporate/Business Card.

### 4. RESPONSIBILITIES

#### 4.1 Accounting Services

The following will be the responsibility of Executive Manager Corporate & Community Services:

- Arrange the issue of the Corporate/Business Card.
- Act as liaison point with Bankwest Bank.
- Arrange for each Corporate/Business Cardholder to be advised of their responsibilities and that guidelines are issued before issue of the card.
- Ensure the original "Cardholder Agreement" is retained in a secure place and that a copy is provided to the cardholder.
- Provide written notice of any changes made to a cardholder's billing limits and transaction limits. The original of the notice will be kept with the original "Cardholder Agreement".
- Maintain a master register of cardholders.
- Arbitrate, if necessary, on any disputes occurring with the Bankwest Bank billing statement.
- Regular reconciling of the cardholders' sale dockets against the billing statement.

#### 4.2 Cardholder

The following are the responsibilities of cardholders:

- Ensure invoices are processed as a matter of urgency and ensure payment of the relevant account by the due date by forwarding dockets, invoices to Accounting Services.
- Monitor adherence to the policies and procedures in relation to the card and ensure financial limits are adhered to.
- Cardholder must ensure that the tax invoices and payment authorisation forms include:
  - (a) *A full and proper description of the goods purchased on the tax invoice (ie. Descriptions like "goods" are not acceptable). Similarly, where purchases of goods are not made over the counter (e.g. By telephone) cardholders need to record purchase details on a substitute tax invoice.*
  - (b) *Allocate account numbers and appropriate costing details, relative to the expenditure and sign accordingly and return to the Accounts Payable Clerk for processing of account.*
- Process the account for payment to ensure the payment deadline is met to avoid credit charges being incurred.
- Cardholders must return the Card to the Manager, Corporate Services immediately, if the officer:
  - (a) *resigns or is terminated for whatever reason;*
  - (b) *is absent from work for 4 or more consecutive weeks on authorised leave (unless a special written exemption is provided by the CEO); or*
  - (c) *is instructed to relinquish the card.*
- If the cardholder disagrees with any transaction on the billing statement, the cardholder must advise Accounting Services in writing, as soon as possible once aware of the issue. The Manager, Corporate Services is to be informed on any disputes.
- Cardholders will collect the card from Accounting Services and will be required to sign for receiving the Card and acknowledge the Conditions of Use of the Card. If the cardholder loses a tax invoice, a substitute tax invoice which is acceptable to Accounting Services and the officer's Director (or similar) should be completed with a signed notation that it is a duplicate and that the original was lost.

Before proceeding on any extended leave (being 4 or more consecutive weeks duration), cardholders must ensure all tax invoices are forwarded to Accounting Services for processing. (The

**AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 JUNE 2013**

Corporate/Business Card is issued to the authorised officer and cannot be used by another officer or any other person).

The Cardholder must **immediately** report loss or theft of the Corporate/Business Card to the Executive Manager Corporate & Community Services.

The Shire, if it deems necessary, will hold the Cardholder personally liable for unauthorised use of or excessive amounts debited to the card by the Cardholder.

The Shire will seek reimbursement of such monies from the cardholder.

## **Appendix 2 - CORPORATE/BUSINESS CARDHOLDER PROCEDURES**

1. You have been approved to be a holder of a Shire of Dandaragan Corporate/Business Card, the following information and guidelines are provided for your information.
  - 1.1 While the card will be issued in your name, the card is a "corporate" card and all transactions made with it are the responsibility of the Shire of Dandaragan.  
  
The use of the Card will in no way effect your personal credit rating.
  - 1.2 The card is issued to you on condition that it will be used only for authorised purposes directly related to the Cardholders performance of duties under their contract of employment.
  - 1.3 Under no circumstances is the Cardholder entitled to use the card for personal or private purposes.
  - 1.4 The Cardholder is at all times responsible for and accountable to the Shire for use of the corporate credit card.
  - 1.5 Any unauthorised use or excessive amounts on the card may result in disciplinary action to the cardholder, including possible termination following investigation.
  - 1.6 You will be required to sign a statement acknowledging the limitations imposed on the use of the card and your responsibilities for its care and proper use.
  - 1.7 The card is:
    - a) Not to be used to draw cash or to purchase goods and services where the Cardholder may/will gain private advantage through the transaction, e.g. Special offers that benefit individuals rather than agencies such as Fly Buys and Frequent Flyers.
    - b) To be used only as authorised.
    - c) To be used only for the purchases to which funds have been provided for in the Budget.
  - 1.8 It will be necessary for you, as the Cardholder, to ensure that a **full** and proper description of the goods/service is recorded on the sales docket when issued.
  - 1.9 In the event of the card being lost or stolen, you must **immediately** advise Bankwest Bank by phone during normal banking hours and afterhours) and the Executive Manager Corporate & Community Services, such notification to be in writing.
  - 1.10 The cardholder must complete the Accounting process for all expenditure within 5 working days of advice from Accounting Services to do so.
2. **Purchasing of Goods in Person**
  - 2.1 The Cardholder is to present the card at the time of purchase and ensure that the following information is placed on a tax invoice:
    - a brief description of the goods e.g. Nails, PVC fittings, not "various" or "goods".
    - name of supplier/merchant is legible quoted on the docket.
    - the exact value of the transaction.
    - date of purchase of goods and/or service.
    - the Cardholder signs the docket at the time of purchase.
    - The Cardholder enters the appropriate account code on the docket.
3. **GST**  
  
GST will be payable on all items purchased where applicable.
4. **Authorised Users Maximum Monthly Credit Limit**  
  
Is as stipulated in Policy 1.4 Corporate Credit Cards

**5. Entertainment Expenses – Fringe Benefits Tax Definitions**

Entertainment expenses are expenses incurred in respect of food, drink or recreation.

For nominated cardholders, this relates to the purchase of food and beverages only, on occasions which have the potential to provide a benefit to the Shire and when accompanied by stakeholders of the Shire, including industry colleagues, business associates, Government representatives, Elected Members and/or Staff.

**Appendix 3 – CARDHOLDER ACKNOWLEDGEMENT****Acknowledgement of Terms & Conditions of use - Council Credit Card**

I, the undersigned hereby acknowledge receipt of Council Policy 1.4, "CORPORATE CREDIT CARD" and associated General Instructions and Procedures.

As an authorised requisitioning officer I am aware of the Shire's general purchasing policies.

As a card holder of a Shire of Dandaragan VISA card, I hereby acknowledge that I have read the terms and conditions which must be adhered to, as listed in the general Instructions and procedures for use of the Corporate Credit Card, a copy of which I have been provided with for my own use and information.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_



### 9.3.4 JURIE COMMUNITY CENTRE MANAGEMENT

Location:	Jurien Community Centre
Applicant:	Shire of Dandaragan
Folder Path:	Business Classification Scheme / Council Properties / Usage / Sporting Facilities
Disclosure of Interest:	None
Date:	17 June 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 the Shire of Dandaragan acts as caretaker for the Jurien Community Centre for the short term period of six months, whilst assisting with the reformation of a new committee.

#### BACKGROUND

Previously, the Jurien Community Centre has been run by a committee made up of one member from each of the key user groups. The Committee has not met for over a twelve month period.

Laura Hooton has held the position of the Jurien Community Centre Manager for the last three years.

As of 1 July 2013, Laura Hooton will officially stand down as the volunteer manager of the establishment.

#### COMMENT

In order to keep the doors of the establishment open for the next 6 months, immediate support has been requested from the Shire:

- That the parks and gardens crew take on the outside maintenance, including the sprinklers to the front area of the building, the car park and the flower boxes situated at the front of the building. Along with any mowing, edging and trimming that would fall under the responsibility of the JCC volunteers.
- The JCC building maintenance, to be passed over to the Shire of Dandaragan's maintenance personnel whilst the current management structure is in a state of flux.
- Management of the Centre, including bookings, key distribution, invoicing, grant applications for funding and the co-ordination of cleaners to be managed by Shire personnel whilst they work towards reforming a committee for future management.

#### CONSULTATION

- Executive Manager Corporate & Community Services.

#### STATUTORY ENVIRONMENT

There are no statutory implications relevant to this.

#### POLICY IMPLICATIONS

There are no policy implications relevant to this item.

#### FINANCIAL IMPLICATIONS

There are no financial implications to the 2012 / 2013 budget. There will however be financial implications to the 2013 / 2014 budget whilst acting as caretaker.

#### STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

#### ATTACHMENTS

Nil

#### VOTING REQUIREMENT

Simple majority

#### **OFFICER RECOMMENDATION 1**

**That Council approve that the Shire of Dandaragan take over the management duties of the Jurien Community Centre for a six month period whilst assisting with the reformation of a new committee according to the following conditions:**

- **that the Shire of Dandaragan takes on the management of the Jurien Community Centre from 1 July 2013 – 31 of December 2013;**
- **that the Shire Community Development Officer undertakes a consultation process with the key users of the facility to reform a Management Committee;**
- **that as of 1 January 2014, the Jurien Community Centre closes its doors until such time that a committee forms;**
- **that the outside toilets become the responsibility of the Jurien Bay Football Club to upkeep to standards deemed satisfactory by the Shires Manager of Environmental Health / OSH; and**
- **that the outside toilets remain the responsibility of the Shire during overflow camping periods.**

#### **OFFICER RECOMMENDATION 2**

**That Council adopt the following fee structure for the six month caretaker period:**

#### **Annual Charges**

<b>Booking Type</b>	<b>Fee Type</b>	<b>2012 / 2013 (ex GST)</b>	<b>Proposed 2013 / 2014 (inc GST)</b>
<b>Jurien Bay Football Club Club Room Hire</b>	annually	\$750	\$825
<b>Jurien Bay Football Club Storage Room Hire</b>	annually	\$100	\$110

**AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 JUNE 2013**

### Day Rates

<b>Booking Type</b>	<b>Fee Type</b>	<b>2012 / 2013 (ex GST)</b>	<b>Proposed 2013 / 2014 (inc GST)</b>
<b>Jurien Bay Football Club</b> Game day – full use of JCC	per day	\$200	\$220 *
<b>Meetings</b> Function room, kitchen, toilets	per day	\$100	\$110
<b>Inside Toilets</b>	per day		\$50

*\* Based on General Booking hourly rate x 8 hours*

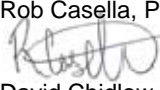

### Hour Rate

<b>Booking Type</b>	<b>Fee Type</b>	<b>2012 / 2013 (ex GST)</b>	<b>Proposed 2013 / 2014 (inc GST)</b>
<b>General Booking</b> (any combination of rooms)	Per hour or part there of	\$25	\$27.50
<b>Taylor's Dance</b>	Per hour	\$18	Abolished*
<b>School</b>	Per hour	\$15	Abolished*
<b>Netball Seniors</b>	Per hour	\$25	Abolished*
<b>Netball Juniors</b>	Per hour	\$18	Abolished*
<b>Squash Courts</b>	Per hour	\$15	\$17.50
<b>Inside Toilets</b>	Per hour or part there of		\$10

*\* General booking hourly rate to apply*

## 9.4 TOWN PLANNING

### 9.4.1 PLANNING APPROVAL – OPEN SHED – LOT 1012 (18) ACACIA COURT, JURIE BAY

Location:	Lot 1012 (18) Acacia Court, Jurien Bay
Applicant:	Swan Aussie Sheds on behalf of T & M Arthur
Folder Path:	Development Services Apps / Development Applications / 2013 / 32
Disclosure of Interest:	None
Date:	31 May 2013
Author:	Rob Casella, Planning Officer
Signature of Author:	
Senior Officer:	David Chidlow, Manager of Planning
Signature of Senior Officer:	

#### PROPOSAL

The applicant seeks planning approval for a proposed open shed in proximity to the boundary fence measuring 10m x 3.7m (37m<sup>2</sup>) with a wall height of 3.6m on Lot 1012 (18) Acacia Court, Jurien Bay.

#### BACKGROUND

The proponent has submitted a proposal to construct a 3.6m high shelter within the boundary setbacks (otherwise known as a parapet wall shed, although, without the wall sheets) comprising an area of 37m<sup>2</sup> on the subject lot.

In accordance with Local Planning Policy 8.6 – Outbuildings ‘Residential Areas’ (the Policy) an outbuilding in a residential area is permitted to have an area of 80m<sup>2</sup> provided its external appearance is of a non-reflective cladding or masonry. Clause 8 of the Policy, referring to parapet walls, states:

*“Where a parapet/boundary wall is proposed (ie a wall within 750mm of a boundary), a maximum wall height of 3.0m and length of 9m will apply. Any variation to this requires comment from the affected adjoining property owner/s for a Council decision.”*

A letter has been distributed notifying the affected adjoining property owner with comments closing on 12 June 2013.

#### COMMENT

In accordance with Clause 8 of the Policy, one submission was made by the adjoining property owner.

The adjoining property has an existing shed within the boundary setback requirements adjacent to the location of the proposed boat shelter. It is proposed that only the shed frames and roof sheets will be constructed, minimising the overall impact on the neighbouring property and amenity of the street.

As suggested in Section 6.3.2 of the Residential Design Codes,

buildings on boundaries are permitted within the limits, where the wall abuts an existing or simultaneously constructed wall of similar or greater dimensions.

On inspection of the property, it was evident that storm water runoff is concentrated towards the adjoining property abutting the proposed shed. It is recommended that drainage should be appropriately installed along the fence line, directing it to the storm water drainage along the street.

The proposed development requires a 0.6m variation in height and a 1.0m variation in length of the Policy for Outbuildings in Residential areas. It is for this reason the Shire Officer recommends the proposal be approved.

#### CONSULTATION

A letter was sent to the affected adjoining property owner seeking comment on the proposal. The advertising period closed on 12 June 2013. One submission was made. A site meeting with the neighbour was held to discuss the appropriate management of storm water run-off.

#### STATUTORY ENVIRONMENT

- Local Planning Scheme No 7

#### POLICY IMPLICATIONS

- Local Planning Policy 8.6 – Outbuildings ‘Residential Areas

#### FINANCIAL IMPLICATIONS

The applicant has paid a standard application fee of \$139.

#### STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

#### ATTACHMENTS

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

- Site Plan (Doc Id: 14172)
- Submission (Doc Id: 14397)

**(Marked 9.4.1)**

#### VOTING REQUIREMENT

Simple majority

#### **OFFICER RECOMMENDATION**

**That Council grant planning approval for the proposed Open Shed in accordance with the attached approved plans date stamped 28 May 2013 on Lot 1012 Acacia Court, Jurien Bay subject to the roof matching the colour scheme of the existing dwelling and the storm water run-off on the property to be managed on site or directed to a suitable disposal system to the satisfaction of the Shire’s Manager of Building**

**Services.****Advice**

- This is planning approval only and not a building permit. A building permit must be obtained for this development.
- Appropriate storm water management controls are to be implemented to prevent storm water runoff into the adjoining property.

## 9.4.2 PLANNING APPROVAL – PROPOSED OUTBUILDING – LOT 34 (15) TAHITI PLACE, JURIEBAY

Location:	Lot 34 (15) Tahiti Place, Jurien Bay
Applicant:	S & K Wyatt
Folder Path:	Development Services Apps / Development Applications / 2013 / 30
Disclosure of Interest:	None
Date:	29 May 2013
Author:	Rob Casella, Planning Officer
Signature of Author:	
Senior Officer:	David Chidlow, Manager of Planning
Signature of Senior Officer:	

### PROPOSAL

The applicant seeks planning approval for a proposed outbuilding with a parapet wall, measuring 10.5m x 7.68m (80.87m<sup>2</sup>) with a wall height of 3.9m on Lot 34 (15) Tahiti Place, Jurien Bay.

### BACKGROUND

The proponent has submitted a proposal to construct a 3.9m high parapet wall shed with an area of 80.87m<sup>2</sup>, comprising a 10.5m wall length on the subject lot.

In accordance with Local Planning Policy 8.6 – Outbuildings ‘Residential Areas’ (the Policy) an outbuilding in a residential area is permitted to have an area of 80m<sup>2</sup> provided its external appearance is of a non-reflective cladding or masonry. Clause 8 of the Policy, referring to parapet walls, states:

*“Where a parapet/boundary wall is proposed (ie a wall within 750mm of a boundary), a maximum wall height of 3.0m and length of 9m will apply. Any variation to this requires comment from the affected adjoining property owner/s for a Council decision.”*

A letter has been distributed notifying the adjoining property owner with comments closing on 11 June 2013.

### COMMENT

In accordance with Clause 8 of the Policy, the application has been advertised, receiving one submission.

The property adjoining the subject lot to the side is substantially screened with a heavily vegetated tree(s).

Please be aware, the site plan depicted in the attachments is not an accurate diagram. The actual orientation of the land is opposite to what is illustrated, with the right angle located to the west and the acute angle located to the east where the shed is proposed. This should not cause too much of an impact in regards to planning as the proposed setbacks will be enforced.

The proposed development requires a 0.9m variation in height and a 1.53m variation in length of the Policy for Outbuildings in Residential areas. Due to no objection being submitted the Shire Officer recommends the proposal be approved.

#### CONSULTATION

A letter was sent to the affected adjoining property owners seeking comment on the proposal. The advertising period closed on the 12 June 2013. One submission was received.

#### STATUTORY ENVIRONMENT

- Local Planning Scheme No 7.

#### POLICY IMPLICATIONS

- Local Planning Policy 8.6 – Outbuildings ‘Residential Areas’.

#### FINANCIAL IMPLICATIONS

The applicant has paid a standard application fee of \$139.

#### STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

#### ATTACHMENTS

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

- Site Plan (Doc Id: 14411)
- Submission (Doc Id: 14421)

***(Marked 9.4.2)***

#### VOTING REQUIREMENT

Simple majority

#### **OFFICER RECOMMENDATION**



**That Council grant planning approval for the proposed outbuilding in accordance with the attached approved plans date stamped 28 May 2013 on Lot 34 Tahiti Place, Jurien Bay subject to the outbuilding matching the colour scheme of the proposed dwelling and complying with the approved setbacks.**

#### **Advice**

- **This is planning approval only and not a building permit. A building permit must be obtained for this development.**



### 9.4.3 RETROSPECTIVE PLANNING APPROVAL – EXTENSION TO OUTBUILDING – LOT 256 (14) BASHFORD STREET, JURIE BAY

Location: Lot 256 (14) Bashford Street, Jurien Bay  
 Applicant: Swan Aussie Sheds on behalf of L Sizer  
 Folder Path: Development Services Apps / Development Applications / 2013 / 33  
 Disclosure of Interest: None  
 Date: 31 May 2013  
 Author: Rob Casella, Planning Officer  
 Signature of Author:   
 Senior Officer: David Chidlow, Manager of Planning  
 Signature of Senior Officer: 

#### PROPOSAL

The applicant seeks planning approval for an extension to an outbuilding in proximity to the boundary fence measuring 10m x 6m (60m<sup>2</sup>) with a wall height of 3.3m on Lot 256 (14) Bashford Street, Jurien Bay.

#### BACKGROUND

The proponent has submitted a proposal to construct a 3.3m high extension to an existing outbuilding within the boundary setbacks (otherwise known as a parapet wall shed, although, without the wall sheets) comprising an area of 60m<sup>2</sup> on the subject lot. The proposed extension is to be an open structure, comprising of only roof sheets to provide shelter for a caravan.

The existing shed has an area of 50.4m<sup>2</sup> proposing a combined area of 110.4m<sup>2</sup> on the subject lot, exceeding the allowable area of 80m<sup>2</sup> by 30.4m<sup>2</sup>.

In accordance with Local Planning Policy 8.6 – Outbuildings ‘Residential Areas’ (the Policy) an outbuilding in a residential area is permitted to have an area of 80m<sup>2</sup> provided its external appearance is of a non-reflective cladding or masonry. Clause 8 of the Policy, referring to parapet walls, states:

*“Where a parapet/boundary wall is proposed (ie a wall within 750mm of a boundary), a maximum wall height of 3.0m and length of 9m will apply. Any variation to this requires comment from the affected adjoining property owner/s for a Council decision.”*

A letter has been distributed notifying the affected adjoining property owner with comments closing on 12 June 2013.

#### COMMENT

As in accordance with Clause 8 of the Policy, no submission was made by the adjoining property owner.

The adjoining property has an existing shed within the boundary setback requirements adjacent to the location of the proposed

boat shelter. It is proposed that only the shed frames and roof sheets will be constructed, minimising the overall impact on the neighbouring property and amenity of the street.

#### CONSULTATION

A letter was sent to the affected adjoining property owner seeking comment on the proposal. The advertising period closed on the 12 June 2013. No submission was made.

#### STATUTORY ENVIRONMENT

- Local Planning Scheme No 7.

#### POLICY IMPLICATIONS

- Local Planning Policy 8.6 – Outbuildings ‘Residential Areas.

#### FINANCIAL IMPLICATIONS

The applicant has paid a standard application fee of \$139.

#### STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

#### ATTACHMENTS

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

- Site Plan (Doc Id: 14203)  
**(Marked 9.4.3)**

#### VOTING REQUIREMENT

Simple majority



#### **OFFICER RECOMMENDATION**

**That Council grant planning approval for the proposed outbuilding in accordance with the attached approved plans date stamped 8 October 2012 on Lot 256 Bashford Street, Jurien Bay subject to the roof matching the colour scheme of the existing outbuilding and the storm water run-off on the property to be managed on site or directed to a suitable disposal system to the satisfaction of the Shire’s Manager of Building Services.**

#### **Advice**

- **This is planning approval only and not a building permit. A building permit must be obtained for this development.**

#### 9.4.4 PLANNING APPROVAL – PROPOSED OUTBUILDING – LOT 517 BETTONG AVENUE, JURIEBAY (BEACHRIDGE)

Location: Lot 517 Bettong Avenue, Jurie Bay (Beachridge)  
 Applicant: Swan Aussie Sheds on Behalf of E & M Passamani  
 Folder Path: Development Services Apps / Development Application / 2013 / 34  
 Disclosure of Interest: None  
 Date: 31 May 2013  
 Author: Rob Casella, Planning Officer  
 Signature of Author:   
 Senior Officer: David Chidlow, Manager of Planning  
 Signature of Senior Officer: 

#### PROPOSAL

The applicant seeks planning approval for a proposed colour bond outbuilding with a parapet wall, measuring 9.2m x 6m (55.2m<sup>2</sup>) with a wall height of 3.6m on Lot 517 Bettong Avenue, Jurie Bay (Beachridge).

#### BACKGROUND

The proponent has submitted a proposal to construct a 3.6m high parapet wall outbuilding with an area of 55.2m<sup>2</sup> on the subject lot.

In accordance with Local Planning Policy 8.6 – Outbuildings ‘Residential Areas’ (the Policy) an outbuilding in a residential area is permitted to have an area of 80m<sup>2</sup> provided its external appearance is of a non-reflective cladding or masonry. Clause 8 of the Policy, referring to parapet walls, states:

*“Where a parapet/boundary wall is proposed (ie a wall within 750mm of a boundary), a maximum wall height of 3.0m and length of 9m will apply. Any variation to this requires comment from the affected adjoining property owner/s for a Council decision.”*

A letter has been distributed notifying the adjoining property owner to the rear of the subject lot, with comments closing on 12 June 2013.

#### COMMENT

In accordance with Clause 8 of the Policy, one submission was made by the adjoining property owner, objecting to the application.

The proposed development requires a 0.6 variation in height and a 0.2m variation in length of the Policy for Outbuildings in Residential areas. Under the Residential Design Codes (R-Codes), a variation of up to 10% is permitted before requiring planning approval. The applicant has also proposed to position the outbuilding along a street boundary.

Under the R-Codes, for streetscape requirements requires building setbacks from street boundaries are an appropriate distance to

ensure they:

- Contribute to the desired streetscape;
- Provide adequate privacy and open space for dwellings; and
- Allow safety clearances for easements for essential service corridors.

For setbacks from a secondary street, in this case being Drosera Way, are to be in accordance with Table 1 of the R-Codes for a residential density of R12.5, the minimum setback to a secondary street being 2 metres.

#### CONSULTATION

A letter was sent to the affected adjoining property owner seeking comment on the proposal. The advertising period closed on the 12 June 2013. One submission was made objecting to the proposal.

#### STATUTORY ENVIRONMENT

- Local Planning Scheme No 7.
- Residential Design Guidelines.
- Beachridge Estates Residential Design Guidelines.

#### POLICY IMPLICATIONS

- Local Planning Policy 8.6 – Outbuildings ‘Residential Areas.

#### FINANCIAL IMPLICATIONS

The applicant has paid a standard application fee of \$139.

#### STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

#### ATTACHMENTS

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

- Site Plan (Doc Id: 14189)
- Submission (Doc Id: 14516)

**(Marked 9.4.4)**

#### VOTING REQUIREMENT

Simple majority



#### **OFFICER RECOMMENDATION**

**That Council refuse planning approval for the proposed outbuilding as in accordance with the attached plans dated 28 May 2013 on Lot 517 Bettong Avenue, Jurien Bay (Beachridge) for the following reasons:**

- 1. the projections would severely detract from the character of the streetscape;**
- 2. the proposal does not comply with the Residential Design Codes required building setbacks from street boundaries;**
- 3. the proposed outbuilding does not achieve the objectives of the Beachridge Estates Residential Design Guidelines;**

- and
4. the location, scale and orientation of the proposed outbuilding will severely impact on the local amenity of the area.

#### 9.4.5 DEVELOPMENT ASSESSMENT PANEL – PROPOSED SOLAR PHOTO VOLTAIC POWER FACILITY – EMU DOWNS FARM, BIBBY ROAD BADGINGARRA

Location:	Emu Downs Farm, Bibby Road Badgingarra
Applicant:	Masterplan on behalf of APA Group
Folder Path:	Development Services Apps / Development Application / 2013 / 18
Disclosure of Interest:	None
Date:	17 June 2013
Author:	Rob Casella, Planning Officer
Signature of Author:	
Senior Officer:	David Chidlow, Manager of Planning
Signature of Senior Officer:	

#### PROPOSAL

The proponent is seeking planning approval for a 20 megawatt photovoltaic (PV) solar power generating facility within the Emu Downs property, located on Lot 3842 Bibby Road, Badgingarra. The application is required to be determined by the Regional Development Assessments Panel (Wheatbelt JDAP).

#### BACKGROUND

APA Group (APAG) is the current owner of the Emu Downs Wind Farm facility (EDWF) in the Shire of Dandaragan (the Shire) located on Bibby Road, Badgingarra. The Emu Downs entity is zoned 'Rural' under the Shires Local Planning Scheme No. 7 (LPS7) and comprises 3 farms, being Myara West, Myara East (either side of Yeeramullah Road south of the intersection with Bibby Road) and Emu Downs abutting Myara East to its East. The total area of the 3 lots is 5221.44 hectares.

Portions of the Emu Downs Holdings are currently leased for the Emu Downs Wind Farm facility comprising wind turbines which are distributed across the property.

#### *Photovoltaic Array Component*

The proponent wishes to develop a PV solar farm on a portion of the subject lot, to be located in the north east corner, having an approximate area of 60 hectares allocated to the solar PV facility. An additional 10 hectares has been allocated for construction activity such as lay down areas etc.

The major component will be the installation of sufficient solar panels to generate approximately 20MW of power through the use of twin blocks of solar panels, each equivalent to around 10MW. The solar panels are to be arranged in rows occupying an area of around 700 to 750 metres in width and 700 to 800 metres in length, covering approximately 50-60 hectares in total.

The applicant proposes to install a fixed tilt type solar panel structure, although a single or dual access tracking type could still be contemplated as a result of the Engineering, Procurement and

Construct (EPC) contract (for the purpose of this application, there is no difference between the two alternatives) with all cabling intended to be underground.

A number of small enclosed collector stations will be provided, housing inverters and switchgear to convert the power from DC to AC. It will then be stepped up via transformers to a site reticulation voltage of 22kV (the same as the existing EDWF). An amenities building is also provided to contain the user interface for the Supervisory Control & Data Acquisition (SCADA) system, the digital monitoring and maintenance system for the facility. The existing EDWF amenities building will be utilised for ongoing operations and maintenance staff.

A minimum of three metrological stations containing specified measurement instruments, data logging equipment and communications equipment will be established within the PV array.

In addition, the following infrastructure will also be provided:

- Tools / spare parts storage area;
- Potentially hazardous substances storage area;
- General ablution facilities;
- Access drives;
- Service Car parking area; and
- Outdoor facilities suitable for operation / maintenance of the PV plant and operational staff requirements.

*Note: The Solar Farm facilities will be significantly smaller than the existing wind farm amenity and stores buildings*

A service access road will be constructed and the whole facility enclosed in a perimeter fence which will be setback a minimum of 20m from the nearest property boundary with the actual PV facility setback a further 5m.

#### *Distribution Components*

The proposed solar power facility will make use of and connect into the existing transmission connection substation infrastructure already established to service the existing EDWF. The only new distribution infrastructure required is a new 22kV underground connection from the actual PV array and Balance of System (BOS) itself to the existing wind farm substation approximately 4km to the west. The new 22kV underground cable will be constructed by APA and run from the PV facility through an existing cleared access laneway between the Poison north and Middle Bush blocks, then across open farmland to the existing substation, to minimise the impact upon general farming operations and future access.

Power supplies will be converted for transmission via the wider network through the existing 132kV powerlines currently connected to the existing substation, requiring a small switchyard

upgrade and installation of two extra banks of switchgear and protections systems, accommodated within the existing substation site. The trenching for the 22kV underground cables will also be used to provide low voltage power to the PV site as well as redundant fibre optic cabling for communications purposes (SCADA) which can be seen in the attachments.

#### *Construction*

It is expected that the PV facility will take between 6 to 9 months to construct and employ up to 150 people during its construction peak with the requirement to provide a temporary construction compound incorporating all office, messing, toilet and washing facilities considered necessary to facilitate the works.

The project will necessitate in the order of 350 truck movements to the site with the majority comprising standard freight containers. There will not be any requirement for oversized vehicles requiring escort vehicles or special route modifications.

Transportable buildings and storage containers for construction purposes will be delivered prior to construction and removed upon completion.

A Traffic Feasibility Study and Delivery Method Statement will be completed by the proponent to confirm proposed transport routes along which the majority of traffic from Fremantle port will travel.

#### COMMENT

The subject land is currently zoned 'Rural' under the Shire's Local Planning Scheme No. 7 (LPS7). The adjoining land uses are also zoned 'Rural' with the exception of the adjacent lot to the east, Badgingarra National Park, which is reserved for 'Conservation' purposes.

The proposed PV solar power facility is a use not listed under the LPS7 Zoning Table. As a use not listed, in accordance with Clause 4.4.2 of the Scheme, Council is to either:

- a) *Determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*
- b) *Determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or*
- c) *Determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted;*

When considering an application in accordance with Clause 4.4.2 of the Scheme, the Shire is to have due regard to the relevant matters stated under Clause 10.2 of the Scheme. They are as follows:



- a) *the aims and provisions of the Scheme and any other relevant local planning schemes operating within the Scheme area;*
- e) *any relevant policy or strategy of the Commission and any relevant policy adopted by the Government of the State;*
- f) *any Local Planning Policy adopted by the local government under clause 2.4, any heritage policy statement for a designated heritage area adopted under clause 7.2.2, and any other plan or guideline adopted by the local government under the Scheme;*
- i) *the compatibility of a use or development within its setting;*
- l) *the likely effect of the proposal on the natural environment and any means that are proposed to protect or to mitigate impacts on the natural environment;*
- n) *the preservation of the amenity of the locality;*
- o) *the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal;*
- p) *whether the proposed means of access to and egress from the site are adequate and whether adequate provision has been made for the loading, unloading, manoeuvring and parking of vehicles;*
- q) *the amount of traffic likely to be generated by the proposal, particularly in relation to the capacity of the road system in the locality and the probable effect on a traffic flow and safety;*
- y) *any relevant submissions received on the application;*
- z) *the comments or submissions received from any authority consulted under clause 10.1.1.*

The aims and provisions of the Scheme for the subject lot address the objective of the Rural zone as follows:

*“to provide for a range of rural activities such as broadacre and diversified farming so as to retain the rural character and amenity of the locality, in such a way as to prevent land degradation and further loss of biodiversity.”*

As solar farms are a relatively new development venture in Western Australia, no state or local policy has been developed on this issue, therefore, references shall be extracted from the Western Australian Planning Commission’s (WAPC) Planning Bulletin No 67- Guidelines for Wind Farm Development, as suggested through correspondence from a Department of Planning (DoP) Officer, which suggests:

*“Rural, non-rural and similar zones, local governments should consider wind farm proposals under the provisions of Clause 4.4.2(b) of the Model Scheme text.”* (which is the same as clause 4.4.2(b) of the Dandaragan Scheme quoted above).

The Shire's Local Planning Strategy (Strategy) is the only relevant plan for such a proposal which supports the development as stated in Objective 4 of section 7.4.2.1 of the Strategy:

*“Support appropriate non-rural uses where they are compatible with adjoining and nearby rural uses, environmental attributes and landscape to complement the primary productive use of the land where a site contains remnant vegetation and other environmental features or lacks realistic potential for agricultural use the Council will consider the proposed non-rural uses as the predominant use on its merits.”*

Objective 3 under the Strategy for 'Rural' zones states:

*“Required proposals for non-agricultural uses to be supported and justified by an agricultural impact assessment unless otherwise varied by the Council.”*

Under the Strategy, Council may refuse an application for planning consent where in its opinion the proposed development will:

1. Adversely affect the rural landscape;
2. Adversely impact upon the agricultural use of the land and adjoining/nearby areas;
3. Cause detrimental environmental impacts;
4. Result in unacceptable fire management risk;
5. Place unacceptable servicing requirements which have not been appropriately addressed by the applicant;
6. Result in impacts which cannot be adequately contained on the application site; and
7. In the opinion of the Council will result in an undesirable planning outcome and will be contrary to the orderly and proper planning of the locality.

It is considered that the solar farm will not affect the rural landscape or its agricultural pursuit, as it is comparatively a small portion of the rural lot to be utilised for the project.

The surrounding area is utilised by the existing Emu Downs Wind Farm and borders the Badgingarra National Park. As there is little disturbance to the land, as much of it has been cleared through historic farming practices, the compatibility of the development is considered suitable with the surrounding land uses.

The topography of the proposed site for the PV facility slopes from a high point at Bibby Road, downwards to the South, in conjunction with the surrounding native bush, the facility will be significantly screened, reducing the visual impact both generically and specifically from Bibby Road. The PV panels are designed and engineered to collect and absorb sunlight and not to reflect it, alleviating the concern Shire Officers had with glare and reflection for passing traffic. Generally solar panels reflect in the order of 4%

of incoming light compared to vehicle windows which reflect around 8% of incoming light, therefore will not introduce any additional risk at ground level to Bibby Road or air traffic in the vicinity.

The preservation of the amenity of the locality will be maintained due to the sloping land from Bibby Road as well as the vegetation maintained in the road reserve by screening the development from the road.

The proposed means of access and egress have been established and are considered suitably located. Adequate storage space has also been proposed as depicted in the diagram within the attachments.

There will be no substantial generation in additional traffic from constant vehicles to the site over the period of construction.

There is no foreseen issues regarding traffic although it is recommended the proponent liaise with the local school bus service to ensure no disruptions are encountered.

A number of submissions have been received from various Responsible Authorities indicating their position on the proposed solar facility. The submissions can be seen in the Schedule of Submissions within the attachments. If Councillors wish to view the full submission, it will be made available upon request.

The proposal is to fill the gap experienced by the EDWF in its off-peak energy output periods during the day when the wind speeds drop (a deficit of about 20kW to 30kW). The agreement for use of the land requires rehabilitation of the site upon cessation of the use. Given the timeframe for the facility of 25-30 years and likely advances in rehabilitation and refurbishment techniques during that period, it is anticipated a rehabilitation plan will be submitted to the Shire for approval prior to the cessation of the facility.

Given the above information, it is the Planning Officers recommendation that Council grant approval imposing the conditions stated in the recommendation to be presented to the Joint Wheatbelt Development Assessment Panel for this application.

#### CONSULTATION

- APA Group (Adam Pegg, Shane Cremin);
- Department of Planning;
- Environmental Protection Authority;
- Air Services Australia;
- Civil Aviation Safety Authority;
- Department of Agriculture and Food;
- Department of Defence;

**AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 JUNE 2013**

- Department of Environment and Conservation;
- Department of Regional Development and Lands;
- Department of Fire and Emergency Services;
- Main Roads Western Australia;
- Royal Australian Air Force Combat Support Unit;
- Western Power;
- Wheatbelt Development Commission;
- Department of Mines and Petroleum;
- Landgate;
- Community Consultation; and
- Shire Officers.

Amended plans received on the 14 June 2013 show a reduced site footprint due to improved technology of the solar collectors chosen. The original plans showed 57.6 ha whereas the amended plans show 41 ha. It was not considered necessary to readvertise the amended plans as they reduce the scale and any potential impact of the development.

**STATUTORY ENVIRONMENT**

- Local Planning Scheme No 7.
- Local Planning Strategy – Rural Land Use and Rural Settlement.

**POLICY IMPLICATIONS**

- SPP 2.5 Land Use Planning in Rural Areas.
- Western Australian Planning Commission's (WAPC) Planning Bulletin No 67- Guidelines for Wind Farm Development.
- There are no local policy implications relevant to this item.

**FINANCIAL IMPLICATIONS**

The applicant has paid a sum of \$38,505 with \$6,320 allocated to the Development Assessment Panel.

**STRATEGIC IMPLICATIONS**

- Shire of Dandaragan Local Planning Strategy – Rural Land Use and Rural Settlement.

**ATTACHMENTS.**

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

- Preliminary Site Development Plan (Doc Id: 13633)
- Detail (Doc Id: 13741)
- Access (Doc Id: 13741)
- Construction Facility (Doc Id: 13741)
- Schedule of Submissions (Doc Id: 14521)
- Amended plans dated 14 June 2013 (Doc Id: 14520)

***(Marked 9.4.5)***

**VOTING REQUIREMENT**

Simple majority

**OFFICER RECOMMENDATION**

That Council indicate to the Wheatbelt JDAP that they support the planning application for a proposed 20MW Solar Photovoltaic Facility at Emu Downs Wind farm on Lot 3842 Bibby Road, Badgingarra and recommend the following:

The JDAP determine that the use is consistent with the objectives of the "Rural" zone and is therefore permitted under section 4.4.2 of the Shire's Local Planning Scheme No. 7 under the following conditions:

1. All development shall accord with the Development Application Report prepared by Masterplan Consultants dated March 2013 (Version 4) and subject to any modifications required as a consequence of any condition(s) of this approval.;
2. The development plans, as dated 14 June 2013 (amended plans) together with any requirements and annotations detailed thereon, are the plans approved as part of this application and shall form part of the planning approval issued.
3. The endorsed plans shall not be modified or altered without the prior written approval of the Wheatbelt JDAP in accordance with Regulation 17 of the Planning and Development (Development Assessment Panels) Regulations 2011
4. The use and development must be commenced within 3 years of the date of this approval and completed within 5 years of commencement;
5. Access and egress to the subject site from Bibby Road and any road works shall be located and constructed to the satisfaction of the Executive Manager Infrastructure / Major Projects and include all necessary drainage and signage. Costs applicable to the construction of the access point/s onto the site and any related issues shall be borne by the proponent;
6. The intersection of the proposed access way and Bibby Road be upgraded at the landowner/applicant's cost to the specifications of Main Roads WA (MRWA). Engineering drawings and specifications are to be submitted to MRWA for approval prior to construction;
7. Any pavement on the site must be capable of accepting all anticipated loadings (including access ways and parking areas). The Shire will not accept any responsibility for subsequent failure of any pavement;
8. A Traffic Feasibility Study and Delivery Method Statement to be completed by the applicant and submitted to the Shire to confirm proposed transport routes along which the majority of traffic from relevant ports and local manufacturers will travel. A road condition survey is to form part of this and any maintenance work required to public roads as a result of transport activity is to be

- undertaken by the project contractor to the satisfaction of the Shire of Dandaragan Executive Manager Infrastructure / Major Projects;
9. The use and development must be conducted so that it has minimum impact on the amenity of the area by reason of :
    - Transportation of materials, goods and commodities to and from the premises;
    - Appearance of any buildings, works and materials; and
    - The emission of noise, vibration, dust, wastewater, waste products or reflected light;
  10. The proposed solar panels must meet all relevant Australian Standards for construction and reflection to minimise any glare impacts;
  11. An interpretive information panel is to be provided at the existing Emu Downs Wind Farm tourist information bay;
  12. An Environmental Management Plan for the management and operation of the use and development must be submitted to and approved by the Responsible Authority(s). Three (3) copies must be provided. When approved, the plan will be endorsed and will form part of this approval. The Environmental Management Plan must address the following:
    - Site maintenance and weed and pest management;
    - Construction management;
    - Soil, water and flood management;
    - Fire management;
    - Traffic management;
    - Procedures to ensure that no significant adverse environmental impacts occur as a result of the use and development.
  13. The temporary construction compound is to be removed at the end of the construction period and the area to be returned back to its original condition (grassed paddock).
  14. A plan outlining the Decommissioning and Rehabilitation of the site will be required at least 2 years prior to the cession of the 25 to 30 year timeframe of the facility. It is to be submitted and endorsed by the Responsible Authority(s). Amendments may be submitted if further developments advance.
  15. Within 2 years of the facility being decommissioned, all infrastructure on the site must be removed and the site restored to its original condition to the satisfaction of the Responsible Authority(s) unless otherwise agreed in writing by the Shire of Dandaragan Chief Executive Officer; and
  16. Shire of Dandaragan is to be advised of completion of the solar facility.

**Advice:**

- The proponent is to liaise with the local school bus

operator to ensure these runs are not disturbed due to increased volumes of traffic.

- The installation of the sewage facility for the construction facility shall be installed in accordance with the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974.
- Storage tanks should be fitted with BFB coupling or a standpipe installed to allow for fast filling.
- Bulk water supply for fire suppression be made available to all Emergency Services within the Shire. Building Protection zones and Firebreaks will have to be adhered to.
- The proponent may wish to consider providing greater than minimum fire mitigation strategies to protect against unplanned bush fire events.
- That the applicant be advised this is planning approval only and not a building permit. A building permit must be obtained for this development prior to construction commencing.
- The applicant be advised that if any on site accommodation for construction is to be provided a separate application will need to be submitted prior to commencement.

## 9.5 HEALTH

## 9.6 BUILDING

## 9.7 COUNCILLOR INFORMATION BULLETIN

### 9.7.1 DEPARTMENT OF TRANSPORT – WESTERN AUSTRALIAN REGIONAL FREIGHT TRANSPORT NETWORK PLAN

Document ID: 13926

The Department of Transport (DoT), in conjunction with its portfolio partners, has prepared a strategic freight network plan to ensure that the transport network in Western Australia's regions continues to support the State's rapidly growing freight task and that infrastructure development occurs in a coordinated and timely manner.

The *Western Australian Regional Freight Transport Network Plan* has been recently released by the State Government and a full copy of the plan is now available at the DoT website [www.transport.wa.gov.au](http://www.transport.wa.gov.au)

### 9.7.2 THE ROYAL AUTOMOBILE CLUB OF WA – CAMPAIGN

Document ID: 13894

This election year, the RAC is joining the Australian Automobile Association (AAA) and the other Australian motoring clubs in leading a campaign to demand stronger investment in infrastructure and road safety.

The AAA recently conducted a national survey which identified the major concerns of motorists and other road users across Australia: the state of our national infrastructure; the safety of our roads; congestion in our cities; and the cost of motoring.

More information is on hand.

### 9.7.3 DEPARTMENT OF ENVIRONMENT AND CONSERVATION – KEEP AUSTRALIA BEAUTIFUL WA – LITTER PREVENTION STRATEGY

Document ID: 13770

Keep Australia Beautiful (KAB) is an integral part of the implementation of the Litter Prevention Strategy in Western Australia.

The National Litter Index, a nationwide study, has shown continually, that by volume (litres) per 1,000m square, Western Australia is one of the worst littered states. Littering is not only unsightly it can be harmful to our natural wildlife and in cases of cigarette butts can cause life threatening bush and scrub fires.



More information is on hand.

**9.7.4 WALGA – 2013 WA LOCAL GOVERNMENT CONVENTION**

Document ID: 13667

The 2013 annual Local Government Convention and Trade Exhibition will return to the Perth Convention and Exhibition Centre – commencing on Wednesday 7 – Friday 9 August 2013 with the closing event being the very popular Convention Gala Dinner.

On hand are copies of the information and registration brochures. Registrations for the Conventions and the parallel Officers' Program are to be made online – go to [www.walga.asn.au](http://www.walga.asn.au). The registration deadline is Tuesday 2 July 2013.

**9.7.5 WALGA MEDIA RELEASE – REFERENDUM IS RECOGNITION FOR COMMUNITIES**

Document ID: 13574

On 9 May 2013 the Prime Minister announced a Referendum will be held at the next election to change the Australian Constitution to recognise Local Government.

*“Communities across Western Australia should get behind Constitutional Recognition of Local Government to ensure they continue to benefit from critical funding initiatives.”*

Attached to the agenda is a copy of the above mentioned media release. **(Marked 9.7.5)**

**9.7.6 WALGA – STATE COUNCIL SUMMARY MINUTES – MAY 2013**

Document ID: 13645

Attached to the agenda is a copy of the above mentioned Minutes. **(Marked 9.7.6)**

**9.7.7 WALGA INFOPAGE – VACANCIES ON BOARDS AND COMMITTEES**

Document ID: 13661

Key Issues:

- Committee Boards and Panels who have requested a representative from Local Government.

**9.7.8 WALGA LOCAL GOVERNMENT NEWS – ISSUE NO 18.13**

Document ID: 13664

Inside this issue:

- Constitutional Recognition
- Implications Of Structural Reform
- Call For Nominations To Represent Local Government
- Local Government Community Safety Forum
- Western Australian Age-Friendly Communicates Network Forum 12 July
- 2013 Local Government Remuneration Survey
- Local Government Public Health Plans Case Studies Project Event
- Please Complete WALGA's Environmental Issues Survey

- Officer Training
- Elected Member Training
- Emergency Management Online Training

#### **9.7.9 DEPARTMENT OF PLANNING – DRAFT TOURISM PLANNING GUIDELINES**

Document ID:

The Department of Planning are calling for any comments on the Draft Tourism Planning Guidelines by Friday 19 July 2013 to be submitted to [tourism@planning.wa.gov.au](mailto:tourism@planning.wa.gov.au).

The Shire of Dandaragan's Manager of Planning, Mr David Chidlow expressed the following:

*“The draft Tourism Planning Guidelines have been prepared to assist Local Governments in the preparation of the tourism component of a Local Planning Strategy. The Shire of Dandaragan has already endorsed a Tourism Strategy. It is noted that the draft planning guidelines are very similar to the provisions in Dandaragan’s Tourism Strategy. The Department of Planning and Tourism Australia assisted with preparing the Shire’s Strategy.”*

Attached to the agenda is a copy of the above mentioned Guidelines. **(Marked 9.7.9)**

#### **9.7.10 INSPIRATIONAL COMMUNITY ARTS NETWORK – 2013 DAZE PERFORMANCE FESTIVAL**

Document ID: 13669

*“The 2013 Daze Performance Festival, in celebration of the Arts and our regional performers, was a very successful event with an estimated crowd of 500 plus people.”*

The event achieved rave reviews with exposure in Geraldton, Moora and local media. It was the vision of the ICAN's board and the Daze Planning Committee to conduct a family friendly festival that entertained and showcased the performers of our region in a pleasant, comfortable environment.

More information is on hand.

#### **9.7.11 RE-ENGINEERING AUSTRALIA FOUNDATION – SPOTLIGHT ON HERO TEACHERS**

Document ID: 13720

Winner of the Prime Minister's Prize for Excellence in Teaching in Primary Schools in 2009, Mr Allan Whittome, from Badgingarra Primary School.

*“Badgingarra Primary School is perched on a hill three hours north of Perth, looking out across fields of canola and wheat. The approach to the school is lined with sculptures of native animals and a model of the Solar System made in limestone, set amongst native plants. In the classroom the students are fine tuning model*

*racing cars they've designed and manufactured online. All this work is due to the work of Allan Whittome."*

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.11)**

**9.7.12 MINISTER FOR REGIONAL DEVELOPMENT AND LOCAL GOVERNMENT & MINISTER FOR REGIONAL SERVICES, LOCAL COMMUNITIES AND TERRITORIES – 2013-2014 BUDGET**

Document ID: 13734

The Budget announced by the Treasurer delivers on the Federal Labor Government's commitment to regional Australia.

The 2013 – 2014 Budget builds on the key investments made by the Government over recent years to improve infrastructure, environment and sustainability, education, health and disability support for Australians living in regional areas.

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.12)**

**9.7.13 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – PRIME MINISTER ANNOUNCES LOCAL GOVERNMENT REFERENDUM**

Document ID: 13760

The Hon Julia Gillard has announced the Government's intention to proceed with a referendum on the financial recognition of local government in the Australian Constitution in conjunction with the September 14 Federal Election. The Prime Minister's announcement fulfils the promise made in the 2010 agreement between the Gillard Government, the Greens and independents on forming government, to hold a referendum on the recognition of local government by the end of 2013.

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.13)**

**9.7.14 LANDCORP – RDAP2012 – DANDARAGAN UPDATE**

Document ID: 13772

Landcorp is currently investigating the development potential of Reserve 3074 in Dandaragan in line with the other Shires RDAP application.

A project update is on hand.

**9.7.15 WALGA MEDIA RELEASE – STATE FISCAL WOES SUPPORT YES VOTE**

Document ID: 13818

*"The current financial challenges faced by the State Government gives further weight to removing the uncertainty of Federal funding to Local Government by Constitutional Recognition."*

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

**9.7.16 WALGA LOCAL GOVERNMENT NEWS – ISSUE NO 19.13 – 20 MAY 2013**

Document ID: 13923

Inside this issue:

- State Government Expenditure Revisions
- Local Government Convention 2013
- Local Government Crime Prevention And Community Safety Forum
- Call For Nominations To Represent Local Government
- Free Climate Change And Road Management Modelling Workshop – Register Now
- Local Government Waste Education And Communication Initiatives
- Nominations Open For WA Coastal Awards For Excellence 2013
- CCTV Ruling in NSW
- Local Government Public Health Plans Case Studies Project Event
- Officer Training
- Elected Member Training
- Regional Training
- Regional Freight Plan

**9.7.17 WALGA – LOCAL GOVERNMENT ECONOMIC BRIEFING – MAY 2013**

Document ID: 13925

Inside this issue:

- Federal Budget 2013 – 2014
- Financial Assistance Grants
- Roads to Recovery
- Other Infrastructure Programs
- Digital Local Governments
- Municipal And Essential Services Program
- National Drought Program Reform
- Australian Government Grants System
- Building Socially Inclusive Communities
- Budget Economic Outlook – What A Difference a Year Makes
- Local Government Cost Index

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.17)**

**9.7.18 ALGA – CONSTITUTIONAL CAMPAIGN BRIEFING – NATIONAL GENERAL ASSEMBLY**

Document ID: 13974

The Federal Government has announced a referendum to change the Constitution to enable it to continue to directly fund vital community services and infrastructure through programs like Roads to Recovery and the Regional and Local Community

Infrastructure Program for local government.

More information is on hand.

**9.7.19 TREASURER; MINISTER FOR TRANSPORT; FISHERIES – WITHDRAWAL OF PUBLIC TRANSPORT ALONG INDIAN OCEAN DRIVE**

Document ID: 14022

*“Following the closure of the Batavia Tickets booking agency in Geraldton, Transwa decided to assume the lease arrangement previously held by Batavia Tickets and now operates its own booking agency at the former Geraldton Railway Station. This action was taken to ensure a seamless transition for passengers wishing to utilise Transwa services and also resulted in Transwa advising Integrity Coach Lines and Greyhound Australia that it would cease selling their tickets from 4 March 2013.”*

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.19)**

**9.7.20 METROPOLITAN LOCAL GOVERNMENT REFORM UPDATE – ISSUE 02**

Document ID:

Inside this issue:

- Premier, Minister Commit To Reform
- Meetings With Local Governments
- Minister’s Comments
- Local Government Employment

A copy of this correspondence is on hand.

**9.7.21 WEST MIDLANDS GROUP – ANNUAL REPORT 2012**

Document ID:

A copy of the West Midlands Annual Report 2012 is on hand.

**9.7.22 RURAL HEALTH WEST – RURAL GENERAL PRACTITIONERS IN WESTERN AUSTRALIA**

Document ID: 14152

Rural Health West is the leading rural workforce agency in Western Australia. The core business of Rural Health West is to attract, recruit and retain the medical workforce to country Western Australia and to gather evidence to plan for future workforce requirements.

On hand is a fact sheet which provides snapshots of specific segments of the general practice workforce in 2012 together with some national comparisons.

If you would like a copy of the full report please contact Lesley McNeil via email [Lesley.McNeil@ruralhw.com.au](mailto:Lesley.McNeil@ruralhw.com.au) or telephone (08) 6389 4504 or visit their website to download a copy: [www.ruralhealthwest.com.au/workforcedate](http://www.ruralhealthwest.com.au/workforcedate)

### 9.7.23 DISCOVER A WORLD OF OPPORTUNITIES – WESTERN AUSTRALIAN EDUCATION AWARDS 2013

Document ID: 14151

Applications for the 2013 WA Education Awards are now open.

*The WA Education Awards are the highest accolade that public schools in Western Australia can achieve. These awards recognise remarkable schools and the inspiring people who work in them. Recognition from the education sector and the wider community reflects the important role of educators in our society.*

Further information about the awards is on hand. Applications close on 16 August 2013.

### 9.7.24 DEPARTMENT OF LOCAL GOVERNMENT – OFFICE OF MULTICULTURAL INTERESTS – OVERVIEW OF CULTURAL DIVERSITY IN WESTERN AUSTRALIA

Document ID: 14091

On hand is a copy of the recently released publication titled *Cultural Diversity in Western Australia: A Demographic Profile*.

This document provides a broad snapshot of the State's cultural and linguistic diversity. Using 2011 Census data, it looks at the countries of birth, ancestries, languages spoken at home, proficiency in spoken English and religious affiliations of Western Australians. These factors combine to explain why Western Australia has developed such a vibrant, diverse community.

### 9.7.25 MENTAL HEALTH COMMISSION – GOOD OUTCOMES AWARDS 2013

Document ID: 14102

- Category 1 – West Australian Newspapers Limited Award for consumer involvement and engagement.
- Category 2 – 98five Sonshine FM Award for family and carers involvement and engagement.
- Category 3 – Edith Cowan University Award for prevention, promotion and/or early intervention service or program.
- Category 4 – John Da Silva Award for improved outcomes in Aboriginal social and emotional wellbeing.
- Category 5 – GESB Award for improved outcomes in seniors mental health.
- Category 6 – Dr Mark Rooney Award for improved outcomes in child and youth mental health sponsored by the Commissioner for Children and Young People.
- Category 7 – University of Western Australia, School of Psychiatry and Clinical Neuroscience Award for excellence in rural and remote mental health.
- Category 8 – St John of God Health Care Mental Health Employee of the Year Award.
- Category 9 – Mental Health Advisory Council Award for recovery focused service or program.
- Category 10 – WA Equal Opportunity Commissioner Award for

human rights, equity and diversity in mental health.

- Category 11 – Curtin University Health Sciences' Award for improved mental health outcomes delivered in partnership with drug and alcohol services.
- Category 12 – McCusker Charitable Foundation Award for excellence in the mental health sector.

**9.7.26 BARRY HAASE – MEDIA RELEASE – QUESTIONS THAT NEED ANSWERS BEFORE NBN DIGS UP DURACK STREETS**

Document ID:

*“Local residents must be fully informed about any health and safety dangers from Labor’s NBN rollout and how these will be managed well before work begins, says Mr Barry Haase, Federal Member for Durack.*

*There are serious questions the Government needs to answer about asbestos and its NBN. The community is only being informed about these hazards now, even though Labor has known its plan involves contamination risks since 2009, said Mr Haase.”*

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

**9.7.27 MUNICIPAL ASSOCIATION OF VICTORIA – PREVENTION OF VIOLENCE AGAINST WOMEN – LEADING CHANGE IN THE VICTORIAN LOCAL GOVERNMENT SECTOR**

Document ID: 14322

Violence against women is prevalent in our society, it is real and cannot be ignored. From affluent suburbs to the most remote corners of the continent, violence against women is happening every day. As the level of government closest to the people, Council’s are ideally placed to lead by example and model gender equitable and respectful relationships.

*A copy of Prevention of Violence Against Women – Leading change in the Victorian local government sector is on hand.*

**9.7.28 MINISTER FOR REGIONAL DEVELOPMENT AND LOCAL GOVERNMENT & MINISTER FOR REGIONAL SERVICES, LOCAL COMMUNITIES AND TERRITORIES – 2013 / 2014 BUDGET**

Document ID: 14324

The 2013 / 2014 Budget builds on the key investments made by the Government over recent years to improve infrastructure, environment and sustainability, education, health and disability support for Australians living in regional areas.

New measures in the Budget will deliver infrastructure to create faster and safer transport links and measures to protect and grow jobs and support families in regional communities.

A copy of the Budget is on hand.

### 9.7.29 JUDICIAL SERVICES – POLICE SUPPORT OF NEIGHBOURHOOD

Document ID:

*“During a recent meeting with the Commissioner of Police, the Minister for Police raised some concerns that her office had received feedback from some Neighbourhood Watch Co-ordinators that WA Police were no longer supporting the Neighbourhood Watch program in its current form.”*

Attached to the agenda is a copy of the above mentioned correspondence. **(Marked 9.7.29)**

### 9.7.30 SHIRE OF DANDARAGAN – MAY 2013 COUNCIL STATUS REPORT

Document ID: 14512

Attached to the agenda is a copy of the Shire’s status report from the Council Meeting held 23 May 2013. **(Marked 9.7.30)**

### 9.7.31 NACC – EVALUATION OF THE EFFECTIVENESS OF THE REGIONAL LANDCARE FACILITATOR PROGRAM

Document ID:

Inside this issue:

- Executive Summary
  - Main findings
  - Recommended actions for the RLF program
  - Acronyms
- Introduction
- Method
- Findings
  - Who are the readers?
  - Reader engagement
  - Newsletter content
  - RLF events
  - Impact of RLF activities
  - Who recommends the RLF program?
  - Implications for the RLF
- Conclusion

### 9.7.32 WALGA LOCAL GOVERNMENT NEWS – ISSUE NO 20.13 – 27 MAY 2013

Document ID: 14090

Inside this issue:

- Local Government Convention 2013 – Registrations Open
- Meet The Minister Breakfast
- New Programs For Safer Local Roads
- Utility Providers Code Of Practice – Feedback Required
- Call For Nominations To Represent Local Government
- Free Climate Change & Road Management Modelling Workshop – Register Now
- Officer Training
- Elected Member Training
- Regional Training



- ICCWA 2013 Community Safety Awards

### 9.7.33 WALGA FLEET EXPO – WA'S LARGEST MARKETPLACE FOR LOCAL GOVERNMENT

Document ID: 14090

The WALGA Fleet Day is back for 2013 and is a great event for all works, fleet, engineering, operations, procurement, contracts, infrastructure and parks and gardens staff.

This is a free event combining interesting sessions on relevant fleet and plant topics together with two pavilions showcasing a huge range of truck, plant & equipment, machinery, hardware, tyre, waste and road building suppliers – all in the one place.

The WALGA Fleet Expo will be held at the Perth Convention and Exhibition Centre on Thursday 8 August 2013 from 9.00am – 4.00pm.

More information is on hand.

### 9.7.34 WEST KOOJAN-GILLINGARRA LAND CONSERVATION DISTRICT – MINUTES

Document ID: 14092

Attached to the agenda is a copy of the minutes from the West Koojan-Gillingarra Land Conservation District meeting held 26 March 2013. **(Marked 9.7.34)**

### 9.7.35 DEPARTMENT OF FIRE & EMERGENCY SERVICES – EMERGENCY SERVICES REVIEW – OPTION TO TRANSFER LOCAL BUSH FIRE BRIGADES IMPACT ASSESSMENT

Document ID: 14095

The Department of Fire and Emergency Services is currently conducting a review of the Emergency Services Legislation. As part of the process the Legislation Review Project Team is developing a Concept Paper that will facilitate consideration of key issues raised through ongoing consultations and previous reviews.

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

### 9.7.36 CAN WA – CREATIVE NETWORKS – FUND FOR REGIONAL LOCAL GOVERNMENTS GUIDELINES

Document ID: 14134

The *Creative Networks Fund* is designed to support regional local governments to develop their capacity to use art and culture to build strong, healthy and vibrant communities.

Applications due: 5pm Friday 28 June 2013.

More information is on hand.

### 9.7.37 WALGA LOCAL GOVERNMENT NEWS – ISSUE NO 21.13 – 3 JUNE 2013

Document ID: 14239

Inside this issue:

- Offsetting The Cost Of Cat Control
- Gazettal Of Planning Fees And Charges For 2013 / 2014
- Local Government Conservation 2013 – Registrations Open
- MWAC Information Bulletin Out Now
- REMINDER: Free Climate Changes & Road Management Modelling Workshop
- Officer Training
- Elected Member Training
- Inviting Project Applications For Commodity Route Supplementary Funding
- Enigin Clean Tech Funding
- CSIRO Presentation On Social And Psychological Function Of Our Responses To Climate Change

**9.7.38 WALGA INFOPAGE – UPDATE: CASH FOR CONTAINERS SCHEME**

Document ID: 14240

Key Issues:

- WALGA is undertaking an advocacy campaign for the introduction of a Cash for Containers Scheme in WA.
- It is not known when Environment Ministers will make their final decision regarding a National Cash for Containers Scheme.
- Various organisations opposed to a Cash for Containers Scheme are directly approaching Local Governments.

**9.7.39 MUNICIPAL WASTE ADVISORY COUNCIL – INFORMATION BULLETIN – ISSUE 173 – MAY 2013**

Document ID: 14241

Inside this issue:

- CDS Tool Caution
- Community Cash Splash
- Lay Down The Money
- Awarding Times
- Plastic Confusion
- Bag It
- NT Wins
- Explosive Forum
- Hazardous Border Crossing
- Industrious Organics
- Moving home? Don't Take The Phone
- Flooding Waste In Queensland
- Waste On YouTube
- Waste For No Reason
- Waste Orchestra

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

**9.7.40 DEPARTMENT OF EDUCATION – INLAND LIGHTHOUSE NETWORK – VOLUME 1, ISSUE 1 – TERM TWO 2013**

Document ID: 14245

Established in 2012, the inland Lighthouse Network is an alliance of 19 Wheatbelt Schools working together to deliver the best possible education to our students.

The inland Lighthouse network represents more than a quarter of all schools in the Wheatbelt Education Region, and is comprised of small and large schools, primary, district high schools and a senior high school. The purpose of the network is to use the combined resources of our staff, students and communities to improve education in our schools.

More information is on hand.

**9.7.41 DEPARTMENT OF SPORT AND RECREATION FACILITIES FUND (CSRFF) 2014 / 2015 FUNDING ROUND**

Document ID: 14278

The Department of Sport and Recreation (DSR) seeks applications from incorporated, not for profit community groups and local governments for financial support through the CSRFF.

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

**9.7.42 WALGA LOCAL GOVERNMENT NEWS – ISSUE NO 22.13 – 10 JUNE 2013**

Document ID: 14401

Inside this issue:

- Meeting With The Hon Liza Harvey MLA Minister For Police; Roads Safety; Small Business; Women's Interest
- Constitutional Recognition
- Contaminated Sites Act 2003 – Review Submission Summary Available
- LGC 2013 – Registrations Open
- Banksia Sustainability Awards For Local Government
- 2013 ROMAN II Conference – Call For Abstracts And Sponsorship
- Have Your Say On The Management Of Declared Plants And Animals In WA
- eLearning Training
- Officer Training
- Elected Member Training
- Emergency Services Review – Option To Transfer Local Bushfire Brigades Impact Assessment

**9.7.43 WALGA INFOPAGE – BIOSECURITY UPDATE – PARKS AND GARDENS, ENVIRONMENT, INFRASTRUCTURE**

Document ID: 14402

Key Issues:

- Increasing Local Government concerns about biosecurity;
- The Association is working on behalf of sector for increased State Government action; and
- Local Government participation in upcoming surveys will help

inform both the Association, and the Auditor General's inquiry into how effectively the Department of Agriculture and Food, Western Australia and the Department for Environment and Conservation manage plants and animals declared as pests.

**9.7.44 WALGA STATE COUNCIL AGENDA – WEDNESDAY 3 JULY 2013**

Document ID: 14490

Attached to the agenda is a copy of the WALGA State Council Agenda for the meeting being held on Wednesday 3 July 2013.  
**(Marked 9.7.44)**

**9.7.45 AUSTRALIAN RURAL ROAD GROUP INC – CHAIR'S ANNUAL REPORT – THE YEAR IN REVIEW 2012 / 2013**

Document ID:

*"Firstly I would like to thank all member Council's for their continued support of the Australian Rural Roads Group. I would like, again, thank the executive team of the ARRG for their efforts and energy in sustaining the momentum that has resulted in ARRG developing into what is now considered a Peak Consultative Body."*

Attached to the agenda is a copy of the above mentioned report.  
**(Marked 9.7.45)**

**9.7.46 SHIRE OF DANDARAGAN – WORKS REPORT – MAY 2013**

Document ID:

Attached to the agenda is a copy of the above mentioned report.  
**(Marked 9.7.46)**

- 10 NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING**
  - 10.1 ADMINISTRATION**
    - 10.1.1 SHIRE OF DANDARAGAN BUS STOP POLICY**
- 11 CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC**
- 12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**
- 13 CLOSURE OF MEETING**