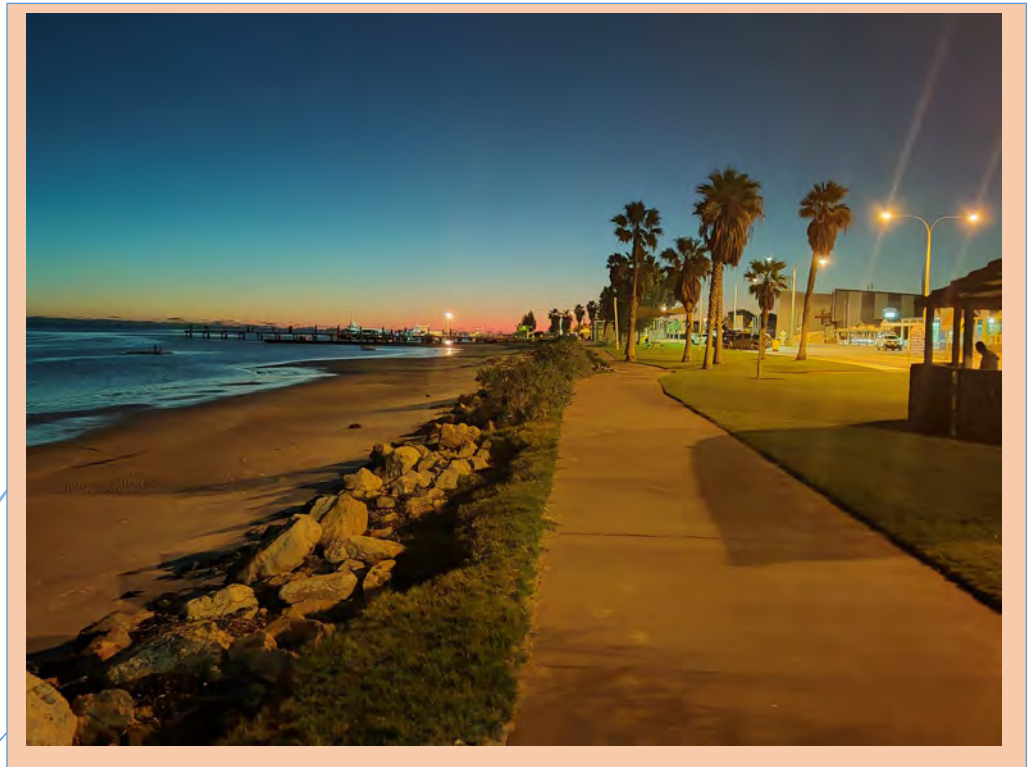


# SHIRE OF SHARK BAY MINUTES

30 June 2021

## ORDINARY COUNCIL MEETING



DENHAM FORESHORE – SHARK BAY



30 JUNE 2021



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# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

The minutes of the Ordinary meeting of the Shark Bay Shire Council held in the Council Chamber at the Shark Bay Recreation Centre, Francis Street, Denham on 30 June 2021 commencing at 3.07 pm.

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**1.0 DECLARATION OF OPENING**

The President declared the meeting open at 3.07 pm.

**2.0 ACKNOWLEDGEMENT OF COUNTRY**

I would like to acknowledge the Malgana Peoples as the traditional custodians of the land and sea in and around the Shire of Shark Bay.

I pay my respects to their Elders past, present and emerging.

**3.0 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED**

**ATTENDANCES**

|                   |                  |
|-------------------|------------------|
| Cr C Cowell       | President        |
| Cr E Fenny        | Deputy President |
| Cr L Bellottie    |                  |
| Cr G Ridgley      |                  |
| Cr P Stubberfield |                  |

|               |  |
|---------------|--|
| Mr P Anderson | Chief Executive Officer                      |
| Ms A Pears    | Executive Manager Finance and Administration |
| Mr B Galvin   | Works Manager                                |
| Mrs D Wilkes  | Executive Manager Community Development      |
| Mrs R Mettam  | Executive Assistant                          |

**APOLOGIES**

|             |                           |
|-------------|---------------------------|
| Cr J Burton | Leave of Absence Item 6.1 |
| Cr M Smith  | Leave of Absence Item 6.2 |

**VISITORS**

1 visitor

**4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE**

There are no public questions on notice.

**5.0 PUBLIC QUESTION TIME**

The President opened public question time at 3.07 pm

Mr Hargreaves asked about the Shires policy on Breathalyzer and Drug testing. Chief Executive Officer advised that the Shire has contracts and adhere to the contract policies of Drug and Alcohol testing. The President advised that Mr Hargreaves was advised of this at the March 2021 Ordinary Council meeting. (Statement from March 2021 Ordinary Council meeting)

***Works Manger replied that staff were breathalysed everyday whilst doing Main Roads works and randomly at other times. The Works Manager could not advise on how many times random breath testing was undertaken in the previous 12 months.***

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Mr Hargreaves asked that the sump next to his house be cleared so that he can access the trees on his property so that they can be trimmed and if a local contractor can be contracted to clear the sump.

The Chief Executive Officer advised that the contractor that Mr Hargreaves related to had not presented Public Liability Insurance so Council was not able to contract him to do the job. It was also advised by the Works Manager, of the discussion with Mr Hargreaves and the contractor regarding this matter, and that the clearing of the sump was not a priority for the works department at present.

The President closed public question time at 3.23 pm.

## **6.0 APPLICATIONS FOR LEAVE OF ABSENCE**

### **6.1 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR BURTON GV00018**

#### Author

Executive Assistant

#### Disclosure of Any Interest

Nil

Moved Cr Stubberfield

Seconded Cr Fenny

#### **Council Resolution**

**Councillor Burton is granted leave of absence in accordance with Section 2.25 of the *Local Government Act 1995* for the Ordinary meeting of Council scheduled to be held on Wednesday 30 June 2021.**

**5/0 CARRIED**

#### Background

Councillor Burton has applied for leave of absence from the ordinary meeting of Council scheduled for Wednesday 30 June 2021. The Council in accordance with Section 2.25 of the *Local Government Act 1995* as amended may by resolution grant leave of absence to a member.

#### Comment

Councillor Burton has advised the Chief Executive Officer, she will be unable to attend the Ordinary meeting of Council scheduled to be held on Wednesday 30 June 2021 and has requested leave of absence be granted by Council for this meeting.

I advised it would be prudent to seek Council's approval for the leave to ensure that obligations have been met in accordance with the Local Government Act.

The Council may consider not granting Councillor Burton leave of absence but must include the reasons for the refusal for not granting the leave in the resolution.

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Legal Implications

**Local Government Act 1995** Section 2.25 Disqualification for Failure to Attend Meetings

- (1) A council may, by resolution grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the minister.
- (3) The granting of leave, or refusal to grant leave and reasons for that refusal, is to be recorded in the minutes for the meeting.
- (4) A member who is absent, without first obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council –
  - a) If no meeting of the council at which a quorum is present is actually held on that day; or
  - b) If the non attendance occurs while –
    - i. the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5)
    - ii. while proceedings in connection with the disqualification of the member have been commenced or are pending; or
    - iii. while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending

Policy Implications

There are no policy implications relative to this report.

Financial Implications

There are no financial implications relative to this report.

Strategic Implications

There are no strategic implications relative to this report.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer      *P Anderson*

Date of Report                      22 June 2021

30 JUNE 2021

6.2 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR SMITH  
GV00020

Author  
Executive Assistant

Disclosure of Any Interest  
Nil

Moved           Cr Bellottie  
Seconded       Cr Stubberfield

**Council Resolution**

**Councillor Smith is granted leave of absence in accordance with Section 2.25 of the *Local Government Act 1995* for the Ordinary meeting of Council scheduled to be held on Wednesday 30 June 2021.**

**5/0 CARRIED**

Background

Councillor Smith has applied for leave of absence from the ordinary meeting of Council scheduled for Wednesday 30 June 2021. The Council in accordance with Section 2.25 of the ***Local Government Act 1995*** as amended may by resolution grant leave of absence to a member.

Comment

Councillor Smith has advised the Chief Executive Officer, he will be unable to attend the Ordinary meeting of Council scheduled to be held on Wednesday 30 June 2021 and has requested leave of absence be granted by Council for this meeting.

I advised it would be prudent to seek Council's approval for the leave to ensure that obligations have been met in accordance with the Local Government Act.

The Council may consider not granting Councillor Smith leave of absence but must include the reasons for the refusal for not granting the leave in the resolution.

Legal Implications

***Local Government Act 1995*** Section 2.25 Disqualification for Failure to Attend Meetings

- (6) A council may, by resolution grant leave of absence to a member.
- (7) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the minister.
- (8) The granting of leave, or refusal to grant leave and reasons for that refusal, is to be recorded in the minutes for the meeting.
- (9) A member who is absent, without first obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council.
- (10) The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council –

## MINUTES OF THE ORDINARY COUNCIL MEETING

---

30 JUNE 2021

- c) If no meeting of the council at which a quorum is present is actually held on that day; or
- d) If the non attendance occurs while –
  - iv. the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5)
  - v. while proceedings in connection with the disqualification of the member have been commenced or are pending; or
  - vi. while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending

### Policy Implications

There are no policy implications relative to this report.

### Financial Implications

There are no financial implications relative to this report.

### Strategic Implications

There are no strategic implications relative to this report.

### Voting Requirements

Simple Majority Required

### Signatures

Chief Executive Officer      *P Anderson*

Date of Report                      29 June 2021



## MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

### 7.0 PETITIONS

There were no petitions submitted to the June 2021 Ordinary Council meeting.

### 8.0 CONFIRMATION OF MINUTES

#### 8.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 26 MAY 2021

Moved            Cr Fenny  
Seconded       Cr Cowell

#### Council Resolution

**That the minutes of the Ordinary Council meeting held on 26 May 2021, as circulated to all Councillors, be confirmed as a true and accurate record.**

**5/0 CARRIED**

### 9.0 ANNOUNCEMENTS BY THE CHAIR

Ms Wendy Payne from the Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service will make a presentation to Council at 2.00 pm before the Ordinary Council meeting in regards to the Biodiversity Fiesta being held in the Rose de Freycinet gallery.

An Australian Citizenship Ceremony will be held at 2.30 pm today before the Ordinary Council meeting for Mr Johnny Bonboni.

### 10.0 PRESIDENT'S REPORT

GV00002

#### Council Committee Membership

|                         |   |
|-------------------------|---|
| Member                  | Audit Committee   |
| Member                  | Development Assessment Panel                                    |
| Member (Chair)          | Local Emergency Management Advisory Committee                   |
| Member (Chair)          | Western Australian Local Government Association – Gascoyne Zone |
| Deputy Delegate         | The Aviation Community Consultation Group                       |
| Ministerial Appointment | Gascoyne Development Commission                                 |

#### Meeting Attendance

|             |  |
|-------------|--|
| 27 May 2021 | Aviation Group meeting   |
| 28 May      | Destination Shark Bay meeting  |
| 2 June      | Office of Auditor General/Shire Auditor meeting                        |
| 10 June     | Chief Executive Officer recruitment activities                         |
| 11 June     | Chief Executive Officer recruitment interviews                         |
| 14 June     | Regional Economic Development Grant recipients – Ngala/Heritage Resort |
| 15 June     | Audit and Risk Committee – Gascoyne Development Commission Board       |
| 15 June     | Gascoyne Development Commission Board meeting                          |
| 25 June     | Regional Road Group – Gascoyne Junction                                |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

25 June Western Australian Local Government Association Gascoyne  
Zone – Gascoyne Junction  
30 June Citizenship Ceremony  
30 June June Council meeting

Signatures

Councillor *Councillor Cowell*  
Date of Report 21 June 2021

Moved Cr Fenny  
Seconded Cr Ridgley

**Council Resolution**

**That the President's activity report for June 2021 be received.**

**5/0 CARRIED**

**11.0 COUNCILLORS' REPORTS**

**11.1 CR RIDGLEY**  
GV00008

Committee Membership

Member Audit Committee  
Member Shark Bay Business and Tourism Association  
Deputy Delegate Local Emergency Management Advisory Committee

Meeting Attendance

11 June 2021 Attended the Chief Executive Officer Recruitment and  
Selection Committee meeting

Signatures

Councillor *Councillor Ridgley*  
Date of Report 17 June 2021

Moved Cr Bellottie  
Seconded Cr Fenny

**Council Resolution**

**That Councillor Ridgley's June 2021 report on activities as Council  
representative be received.**

**5/0 CARRIED**

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

11.2 CR BURTON  
GV00018

Committee Membership

|                |   |
|----------------|---|
| Member         | Audit Committee                                   |
| Member         | Shark Bay Arts Council                            |
| Proxy Delegate | Development Assessment Panel for Councillor Fenny |

Meeting Attendance

|             |   |
|-------------|---|
| 3 June 2021 | Shark Bay Arts Council Annual General Meeting |
| 11          | Chief Executive Officer job interviews        |
| 12          | Shark Bay Speedway Club race meet             |
| 19          | Shire Wacky Scientist show                    |
| 29          | Recfishwest Shark Depredation roadshow        |

Signatures

|                |                          |
|----------------|--------------------------|
| Councillor     | <i>Councillor Burton</i> |
| Date of Report | 21 June 2021             |

|          |            |
|----------|------------|
| Moved    | Cr Fenny   |
| Seconded | Cr Ridgley |

Council Resolution

**That Councillor Burton's June 2021 report on activities as Council representative be received.**

**5/0 CARRIED**

30 JUNE 2021

**12.0 ADMINISTRATION REPORT**

**12.1 EXPIRY OF LICENSE TO OCCUPY RESERVE 49809  
RES49809**

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Officers Recommendation

Option 1

That Council note Mrs Hargreaves relinquishment of the license to occupy a section of Reserve 49809 and authorise occupation of the site until 1 September 2021 on the following conditions:

All built infrastructure to be removed from the site by the 1 September 2021, including but not limited to fencing and buildings

Ongoing compliance with the guidelines of the Shires Management Statement for Reserve 49809 and any subsequent policies of Council applicable to the reserve and/or the allocated area.

OR

Option 2

That Council note Mrs Hargreaves relinquishment of the license to occupy a section of Reserve 49809 and not approve ongoing occupation of the site.

That Mrs Hargreaves be advised that all infrastructure including but not limited to fencing, buildings and miscellaneous structures are to be removed from the site.

Moved Cr Fenny

Seconded Cr Stubberfield

**Council Resolution**

**That Council note Mrs Hargreaves relinquishment of the license to occupy a section of Reserve 49809 and authorise occupation of the site until 1 September 2021 on the following conditions:**

**All built infrastructure to be removed from the site by the 1 September 2021, including but not limited to fencing and buildings**

**Ongoing compliance with the guidelines of the Shires Management Statement for Reserve 49809 and any subsequent policies of Council applicable to the reserve and/or the allocated area.**

**5/0 CARRIED**

Background

The Shire of Shark Bay has a Management Order on Reserve 49809 which has a current purpose classified as Town Common. The area of the reserve is 1,139.223 hectares.

The Council has and with approval from the Minister to issue licenses for applicants apply to use and area of the Common for a period of up to five years.

## MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

The Council also has a general policy statement that must be complied with by the approved applicant for the duration of the occupation.

A license was issued to Mrs Margaret Hargreaves on 1 July 2015 with an expiry date of 31 March 2021.

Given the area is Reserve vested in the Council the Councils Property Local Laws can be applied to this area.

The licenses are subject to the following conditions

**Licence is subject to General Policy Statement upon and for the duration of occupation-**

- *All occupiers of the Common will observe basic requirements for its occupation.*
- *All occupiers of the Common will ensure that all of their activities conform to any relevant legislation or other statutory requirement.*
- *Illegal activities of any nature are not to take place at the Common.*
- *The Shire of Shark Bay, its officials, employees and agents shall not be held responsible for personal injuries or damages sustained or property or stock lost or stolen on the Common.*
- *Activities are to be controlled and maintained to ensure long term environmental sustainability and ultimate re-instatement of its land use.*
- *Occupiers are to be responsible for any damages caused to the Common other than general deterioration of the site.*
- *The Common will be left clean and tidy; all rubbish etc is to be removed.*
- *Due respect is to be observed to other occupiers of the Common with regard to mutual required services and infrastructure.*
- *Occupiers are asked to contribute to a positive relationship with other Common users.*
- *The area utilized must have a stock control measure in place to secure their stock.*
- *Stock numbers must be maintained within the license approval. Any additional stock must be approved by Council.*
- *Activity infrastructure will be required to be set back a specified distance from the access road as determined by the Shire.*
- *Speed limits will be observed on the access and external road within the Common.*
- *Occupiers of the Common are required to address issues of concern directly to the Shire and not to other occupiers.*
- *Proof of current Public Liability Insurance to \$10,000,000.*

Failure to comply with these provisions may result in the cancellation of the licence to occupy.

4  
Shire of Shark Bay  
Application for Use of portion of Reserve 49809 - Common

### Comment

A response to correspondence (attached) to Mrs Hargreaves regarding a license to occupy the common that expired on 31 March 2021 follows:

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*The Shire Council  
Shire of Shark Bay*

*c,c CEO Paul Anderson*

*Dear Councillors*

*Your ref.RES49809/O-CR- 0433 11<sup>th</sup> May'21*

***Expired Licence to occupy Reserve 49809 – Common***

*I refer to your above referenced letter which in essence requires me to apply for a new lease to renew my tenancy out at the Common.*

*As you are probably aware I have not had a horse out there for over 2 years now.*

*As with others I have found it too expensive to keep a horse on the Commonage with the Insurance premiums now required at some \$1,000 a year. Not to mention the curtailed grazing of what was hitherto a free range situation.*

*I am now asking the Council members that I be allowed 3 months grace of no fees being charged in trying to find a solution until . i.e. until the 1<sup>st</sup> of September 2021.*

*I have 2 or possibly 3 parties interested in taking over this portion of Commonage Reserve who won't be able to do so until that date.*

*It all needs a bit of tidying up or being totally removed.*

*If the latter transpires it will be a major job & at present my husband has a severe bout of shingles & is hors de combat.*

*I plead some leniency on your part as it was my husband & I that –*

*.were the ones that established this as Commonage primarily for the use of horse owners ..cleared all the old fencing wire from this part of the reserve.,*

*. with the co-operation of the then Shire CEO (Mark Hook) achieved the fencing off of the unfenced areas (e.g. the boundaries separating the Commonage from the Monkey Mia road & Shark Bay Airport)..likewise with the help of the then Shire the installation of a substantial gate & cattle grid Leading into the Common. the installation of a feed shed ,caravan, water tanks & water pipes.*

*For some 30 years this community had a Common that was used by a number of horse owners who could ride & graze their animals free range (which helped reduce the fire risk of that area).*

*Locals enjoyed taking their children out to see the horses, camels, & odd tame sheep, goat, hens & cockerels that roamed freely around the horse yards.*

*All that started to cease with the introduction of exorbitant public liability fees, removal of the gate & cattle grid & confining horse owners to tight little paddocks.*

*What more can I say?*

*Sincerely, Mrs Margaret Hargreaves*

Licenses to occupy a section of the common are approved by the Council and the Minister for Lands. Once an individual relinquishes a license the area in accordance

30 JUNE 2021

with the conditions all improvements and built infrastructure should be removed unless Council decides that they can remain.

A licensee cannot sell or hand over a license issued by the Shire without the approval of the Shire.

There is an inherent risk in allowing any structures to remain in that Council may assume the liability for the structures without any knowledge of the structural integrity.

The issue of Mrs Hargreaves maintaining public liability insurance as part of the condition of license could be of concern and could pose a risk for Council in the unlikely event there is an incident.

#### Legal Implications

The Council has a policy in place in regard to use of the Reserve 49809 (common) which should be adhered to by all users

The Council Property Local Law also has clauses that refer to the behaviour of individuals who utilise Council property.

Any application for use of the reserve needs to be in the first instance approved by the Council and then by the Minister for Lands.

The defined use of the reserve under the management order is for common and would appear not to be clearly defined but left to Council with the Ministers approval to establish what uses the Council decides to use permit on the reserve.

#### Policy Implications

There are no policy implications relative to this report.

#### Financial Implications

The currently fees for annual license for non-commercial users of the common is \$165 per annum and \$500 for commercial users for the 2020/2021 financial year and the applicant will need to supply a copy of their Certificate of Currency for Public Liability Insurance once the Minister for Lands has issued approval.

#### Strategic Implications

There are no strategic implications relative to this report.

#### Voting Requirements

Simple Majority Required

#### Signatures

Chief Executive Officer

*P Anderson*

Date of Report

1 June 2021

30 JUNE 2021

12.2 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION ANNUAL CONFERENCE - 2021  
(LOCAL GOVERNMENT WEEK)  
CM00053

Author  
Executive Assistant

Disclosure of Any Interest  
Nil

Officers Recommendation

1. That the following Councillor's be nominated to attend the 2021 Western Australian Local Government Association Annual Conference to be held in Perth from Sunday 19 to Tuesday 21 September 2021 with post conference forum or field trips being held on Wednesday 22 September:  
Cr  
Cr  
Cr  
Cr  
Cr  
Cr  
Cr
2. That the Chief Executive Officer be authorised to attend the Western Australian Local Government Association Annual Conference to be held in Perth from Sunday 19 to Tuesday 21 September 2021 and forum or field trips on Wednesday 22 September.

Moved Cr Fenny  
Seconded Cr Ridgley

Council Resolution

**That a maximum of three Councillor's attend the 2021 Western Australian Local Government Association Annual Conference to be held in Perth from Sunday 19 to Tuesday 21 September 2021 with post conference forum or field trips being held on Wednesday 22 September:**

**5/0 CARRIED**

Moved Cr Fenny  
Seconded Cr Ridgley

Council Resolution

**That the Chief Executive Officer be authorised to attend the Western Australian Local Government Association Annual Conference to be held in Perth from Sunday 19 to Tuesday 21 September 2021 and forum or field trips on Wednesday 22 September.**

**2/3 LOST**

Background

The annual 2021 Western Australian Local Government Association Conference (Local Government Week) is scheduled to be held from Sunday 19 to Tuesday 21



## MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

September 2021. In conjunction with the program on Wednesday 22 September post conference field trips and forums have been organised.

The conference normally attracts over 400 delegates from Local Governments around Western Australia as well as various exhibitors and guest speakers.

### Comment

The Western Australian Local Government Association Annual conference is a significant event in the Local Government in Western Australia.

This is an opportune time to arrange other meetings with Ministers and Government Agencies if required while in Perth. Also for Councillors to attend training conferences pre and post conference.

Advice from the Western Australian Local Government Association has been received earlier than normal advising of the dates that the conference will be held.

### **The theme for the 2021 WA Local Government Convention is LEADING THE WAY.**

The theme for the 2021 WA Local Government Convention is **LEADING THE WAY**, taking place against the backdrop of generational change for the sector with the implementation of the new Local Government Act and ongoing review. The new Act is the first significant revision of the legislation in 25 years and the Convention program has been developed to expand on this theme to explore ways in which the Local Governments can positively embrace and influence change to benefit their communities.

*The full Program is attached at the end of this report.*

Councillors need to consider the conference dates and advise that they wish to be nominated to attend the conference at the June 2021 Ordinary Council meeting.

Previous attendance to the Conference is as follows:

| YEAR | NOMINATED                              | NOTES                                   |
|------|--|---|
| 2020 | Conference Cancelled                   | Due to COVID-19                         |
| 2019 | All Councillors Nominated              | Cr Laundry and<br>Cr Bellottie attended |
| 2018 | Cr Fenny<br>Cr Burton<br>Cr Cowell     | Cr Cowell did not attend                |
| 2017 | Cr Bellottie<br>Cr Laundry             |   |
| 2016 | Cr Ridgley<br>Cr Capewell<br>Cr Cowell |   |
| 2015 | Cr Laundry<br>Cr Bellottie             |   |
| 2014 | Cr Ridgley<br>Cr Wake<br>Cr Prior      | Cr Ridgley did not attend               |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

|      |                        |  |
|------|------------------------|--|
| 2013 | Cr Cowell<br>Cr Prior  |  |
| 2012 | Cr Wake<br>Cr Capewell |  |
| 2011 | Cr Cowell<br>Cr Wake   |  |
| 2010 | Cr Cowell              |  |

Legal Implications

There are no legal implications relative to this report

Policy Implications

There are no policy implications relative to this report

Financial Implications

The total cost of a Councillor attending the 2021 Conference is approx \$3,000 ex GST. This includes flights, accommodation, meals and conference fees.

The Council will incorporate the costs associated with the conference into the 2021/2022 budget.

Strategic Implications

Civic Leadership 4.2.2 – Implement effective training programs for administration and Councillors

Risk Management

This is a low risk item for Council.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

*P Anderson*

Date of Report

14 June 2021

# LEADING THE WAY

## Information and Registration

WA Local Government Convention  
Sunday, 19 – Tuesday, 21 September 2021  
Crown Perth

PRESENTED BY



PARTNERED SERVICE



PRINCIPAL SPONSOR





## EVENT PARTNERS



### Partnered Service

LGIS is proud to partner with WALGA at the WA Local Government Convention. The Convention provides a wonderful opportunity for everyone across the sector to come together, share experiences and network.

As the Local Government mutual indemnity Scheme, our members are at the heart of everything we do.

We're proud to have stood with our members for over 25 years protecting your communities, organisations and people.

We understand the Local Government industry, its purpose, the risks involved, and our ultimate philosophy of working with you to deliver the best outcome for your communities.

We're also proactive we don't just wait for claims to happen - through our comprehensive Scheme Risk program we're dedicated to working with members to manage their risk.

The team at LGIS look forward to seeing all of our members and exploring how we can support you.



CIVIC LEGAL

### Principal Sponsor

Civic Legal is proud to be the principal sponsor of the WA Local Government Convention again this year.

We always look forward to catching up with you to hear your stories and to learn more about the issues Local Governments are facing.

Civic Legal has its roots in Local Government. Our specialist Local Government lawyers are passionate about working out the best solutions for Local Governments in all areas of Local Government law.

Drop by our booth to find out more, and to chat with our team. We can help you with complex contracts, leases, employment law matters, planning, litigation, SAT appeals, governance or any other issues your Local Government may face.

Enjoy the conference, and see you soon!

Best regards

**Anthony Quahe**  
Managing Principal

### Supporting Sponsor



### Convention Breakfast Sponsor



### Coffee Cart Sponsors





## AN INVITATION

It is my pleasure to invite all Elected Members, Chief Executive Officers and Senior Managers to attend the 2021 WA Local Government Convention, scheduled for Sunday, 19 – Tuesday, 21 September at Crown Perth.



The theme for the 2021 Local Government Convention is Leading the Way: Looking Forward, Looking Back, taking place against the backdrop of generational change for the sector with reform of the Local Government Act on the horizon.

Additionally, 2020 and 2021 has seen an unprecedented level of uncertainty experienced in areas such as local and international politics; the economy; the environment, together with the ongoing impact and evolving nature of the COVID-19 pandemic. The Convention program has been developed to specifically support and encourage Local Government representatives.

We are pleased to welcome the Honourable Julie Bishop as our Opening Keynote Speaker, and Australian of the Year – Ms Grace Tame, has agreed to deliver the Closing Keynote Speech.

The event will commence with the AGM, followed by a day and a half of plenary and concurrent sessions. These sessions will discuss both contemporary and controversial topics, while the overarching conference format provides opportunity to converse, debate, discuss and share ideas in a welcoming and professional forum.

There is also an opportunity to register for one of the optional field trips scheduled for Wednesday, 22 September.

A significant contingent of industry suppliers will be on display in the trade exhibition to demonstrate their latest products to the Local Government sector. I encourage you to take this once a year opportunity to meet with these suppliers and be updated on what is currently available.

Finally, I would like to express appreciation for the valuable support provided by our Partnered Service – LGIS and Principal Sponsor – Civic Legal. I also wish to thank our Supporting Sponsor, the Department of Local Government, Sport & Cultural Industries and our other sponsors, Ventia, Synergy and Credit Solutions.

I look forward to seeing you in September.

A handwritten signature in black ink that reads 'Tracey Roberts'.

**Mayor Tracey Roberts JP**  
President



# ABOUT THE EVENT

## Who should attend?

The WA Local Government Convention is presented specifically for those engaged in the Local Government sector.

The conference sessions aim to support and inform Mayors, Presidents, Elected Members and Chief Executive Officers. Additional attendance by Executive Directors and other senior managers is also highly recommended. Available options include full conference participation and daily registration.

## Optional events

### Monday, 20 September

Australian Local Government Women's Association (ALGWA) AGM and Breakfast (\$70pp)  
Convention Gala Dinner at Optus Stadium (\$165pp)

### Tuesday, 21 September

Convention Breakfast with Jelena Dokic (\$95pp)  
PHAIWA Local Government Policy Awards and Breakfast –  
For more information or to register for this breakfast, please visit [www.phaiwa.org.au](http://www.phaiwa.org.au)

### Wednesday, 22 September

Field Trip: Bushmead Estate (\$70)  
Field Trip: Construction Training Fund (\$70)  
WALGA Forum on Aboriginal Engagement and Reconciliation

## Partner Program

The Partner Program offers an interesting range of options for accompanying guests, including a full day tour to Fremantle. Social networking functions include the Opening Welcome Reception on Sunday evening and the Gala Dinner on Monday evening.

## Elected Member training

WALGA Training has scheduled a selection of its Elected Member training opportunities prior and post-Convention for your convenience.

- **Friday, 17 September**  
[Developing Specifications for Excellence](#)
- **Wednesday, 22 September**  
[CEO Performance Appraisals](#)
- **Wednesday, 22 & Thursday, 23 September**  
[Recovery Coordinators Course for Local Government](#)

More information on WALGA Training opportunities can be found in the [WALGA Training Directory](#) or on [WALGA Training Website](#).

## 2021 #shoWcAse in Pixels Competition

#shoWcAse in PIXELS is an annual exhibition of artwork from Local Governments, displayed on the iconic 45-metre high digital tower at the heart of Yagan Square in Perth City.

As one of the State's largest ongoing community arts projects, the event is widely acknowledged as being one of the most colourful and vibrant displays throughout the year.

The art competition was held in this format for the first time in 2019, which saw art submissions created from recycled products, wall murals and large-scale canvasses.

Artwork will be displayed in Yagan Square from Monday, **6 September** to Sunday, **26 September**, at 12:00pm each day (subject to changes by Yagan Square).



2019 Overall Winner – Shire of Meekatharra

# KEYNOTE SPEAKERS



## Hon Julie Bishop

The Honourable Julie Bishop served as Australia's Minister for Foreign Affairs from 2013 until her resignation in 2018. She was the first female to hold the role as well as the first female Deputy Leader of the Liberal Party, serving for 11 years.

As Foreign Minister, Ms Bishop was responsible for strengthening Australia's key strategic and economic relationships with Ministerial responsibility for more than 5000 departmental staff, 110 overseas missions as well as government agencies Australian Secret Intelligence Service and Australian Centre for International Agriculture Research.

In 2014, she led the international response to the downing of Malaysian Airlines flight MH17 over Ukraine, and was awarded the Commander of the Order of Merit of the Netherlands Ministry of Foreign Affairs.

Under her leadership, the 2017 Foreign Policy White Paper was developed, providing a comprehensive policy framework for the next decade; and the New Colombo Plan was established, enabling Australian undergraduates to live, study and work in the Indo-Pacific region. Within five years more than 40,000 students have participated in the Plan.

In a political career spanning over 20 years, Julie also served as Minister for Education, Science and Training, Minister for Women's Issues and Minister for Ageing.

Prior to entering politics, Ms Bishop was Managing Partner of the law firm Clayton Utz in Perth.

In 2020 Julie was awarded a Fisher Family Fellowship for the Future of Diplomacy Project at Harvard Kennedy School Belfer Centre for Science and International Affairs. In 2021 Julie was awarded the Kissinger Fellowship at the McCain Institute of International Leadership at Arizona State University. In 2021 Julie was appointed by the UK Government to the G7 Equality Advisory Council (GEAC).

Julie is the Chancellor of Australian National University, chair of Telethon Kid's Institute, Chair of The Prince's Trust Australia, member of the international advisory boards of Afiniti and the Human Vaccines Project and is the Patron of Shooting Stars – an education programme for young Aboriginal girls.

She has also established a boutique advisory firm, Julie Bishop and Partners.





## Hon Jason Clare MP

**Shadow Minister for Regional Services, Territories and Local Government:  
Housing and Homelessness**

Jason is a member of the Australian Parliament where he represents the seat of Blaxland in Western Sydney.

He was a Minister in the Rudd and Gillard Labor Governments, where he served as Minister for Home Affairs, Minister for Justice, Minister for Defence Materiel and Cabinet Secretary.

Jason is currently the Shadow Minister for Housing and Homelessness, Shadow Minister for Regional Services, Territories and Local Government.

He has also served as Shadow Minister for Communications, Shadow Minister for Trade and Investment and Shadow Minister for Resources and Northern Australia.

Jason's most important job though is being Louise's husband and Jack's dad.

## Hon Mark Coulton MP

**Federal Minister for Regional Health, Regional Communications and Local Government**

Mark was first elected to the House of Representatives for the seat of Parkes, New South Wales, in 2007. He has since been re-elected in 2010, 2013, 2016 and 2019.

On 6 February 2020, Mark was sworn-in as the Minister for Regional Health, Regional Communications and Local Government.

During his time in the Federal Parliament, Mark has also held the positions of Deputy Speaker of the House of Representatives, National Party's Chief Whip, Shadow Parliamentary Secretary for Ageing and the

Voluntary Sector, Shadow Parliamentary Secretary for Water and Conservation and Shadow Parliamentary Secretary for Regional Development and Emerging Trade Markets.

Prior to his election to the House of Representatives, Mark was the Mayor of Gwydir Shire Council from 2004 until 2007.

Mark has an extensive agricultural background having spent 30 years as a farmer and grazier. Mark and his wife Robyn owned and operated a mixed farming system growing cereal crops and running beef cattle.







## Anthony De Ceglie

**Three-time Walkley Award winner and Editor-in-Chief of West Australian Newspapers**

He first started his career as a cadet journalist in regional WA with the *Collie Mail* before becoming a journalist and sub editor at the *Mandurah Mail*.

Anthony previously worked as a reporter with *The Sunday Times* before becoming chief of staff and deputy editor of the newspaper and its website *Perth Now*.

During a secondment to New York in 2011, Anthony helped to launch the iPad newspaper *The Daily* before moving to Sydney to work for *The Daily Telegraph*.

In January 2019 he was appointed senior editor of *The West Australian*, becoming editor in chief in December that same year.

In addition to responsibility for *The West Australian*, *The Weekend West*, *The Sunday Times*, [thewest.com.au](http://thewest.com.au) and [perthnow.com.au](http://perthnow.com.au) and the company's 19 regional publications, Anthony has overseen the successful integration of the Community Newspaper Group and Regional Newspapers and the launch of digital subscriptions on the [west.com.au](http://west.com.au)

## Hon Pru Goward

**The Honourable Pru Goward is a former Cabinet minister, Sex Discrimination Commissioner and was a pioneering television reporter with the ABC.**

Pru has a long history of promoting women's rights, driving reform and getting it done and has frequently challenged institutional bullying and harassment.

Since leaving politics, Pru is a Professor of Social Interventions and Policy at Western Sydney University, a board member of Anglicare, a regular newspaper columnist, and a diversity and discrimination expert who has recently reviewed sexual misconduct for ministerial staff in the NSW Government and the NSW Supreme Court.

Her outstanding career as a senior government official and government minister saw reforms in Family Law and more recently child protection, social and affordable housing and urban planning.

With her drive, New South Wales overhauled the State Government's approach to domestic violence and is the only Australian state or territory to witness a decline in assault rates.

Prior to this, Pru was Australia's Sex Discrimination Commissioner for six years, promoting the landmark introduction of paid maternity leave, now a national entitlement. She also oversaw Australia's first statistically valid sexual harassment survey which continues to be the benchmark for governments and business and reported on the state of work-life balance for men and women in Australia. Pru was also the commissioner responsible for age discrimination.

As a senior current affairs reporter with the Australian Broadcasting Corporation for 19 years, Pru was ABC Television's first female correspondent, the inaugural presenter of Radio National Breakfast and the recipient of a prestigious Walkley Award for her courageous television profile of organized crime figure George Freeman.

She has authored *A Business of Her Own* and has co-authored a biography of John Howard.

*Hon Pru Goward appears by arrangement with Saxton Speakers Bureau*





## Greg Hire

### Founder, A Stitch in Time

As the former Perth Wildcats Vice-Captain, Greg Hire undoubtedly made a huge impact on basketball, however it could be argued his greatest contribution to our State is the work he's doing off the court. A championship player with both the Wanneroo (now Joondalup) Wolves in the State Basketball League, and the Perth Wildcats in the NBL, Hire was named 2018 Western Australian of the Year (Youth) for his efforts as an advocate for youth mental health. Hire grew up around domestic violence, drugs, alcohol, depression and a lack of positive role models and is heavily involved in community and youth sporting activities and other initiatives that aim to combat mental illness and youth suicide.

Greg played for the Perth Wildcats from 2010 until 2019, accumulating 243 games, winning four NBL Championships as Vice Captain and recently has represented Australia at the World Cup in 3 on 3 Basketball, winning a Gold Medal at 2020 As a Cup. As the founder of charity A Stitch in Time, his passion and efforts are now transpiring off the court in the work he is doing in the mental health space.

## Paul Kelly

### Editor-at-Large, The Australian

Paul Kelly is currently the Editor-at-Large at *The Australian*. He was previously Editor-in-Chief and he writes on Australian politics, public policy and international affairs.

Paul has covered Australian governments from Gough Whitlam to Scott Morrison and is a regular television commentator on Sky News. He is the author of nine books including *The Hawke Ascendancy*, *The End of Certainty* and *The March of Patriots*. His most recent book, *Triumph and Demise* covered the Rudd-Gillard era.

Paul has been a Fellow at the Kennedy School of Government at Harvard University and a Fellow at the Menzies Centre, King's College, London.





### Glenn Mitchell

**Glenn is a former leading ABC sports broadcaster. During his 20 years with ABC Sport in Perth he became a familiar voice around the country with his commentaries on international and domestic cricket and AFL football.**

He also commentated at four Olympic Games (Atlanta, Sydney, Athens and Beijing), and three Commonwealth Games.

One of the ABC's senior cricket commentators, Glenn broadcast over 110 Tests and One Day Internationals, covering overseas tours against Sri Lanka, India, Pakistan, England and New Zealand.

But all through this period, Glenn was a sufferer of mental illness and in early 2011 he descended into a highly depressive state that resulted in him inexplicably resigning his dream position at the ABC and making an attempt on his own life. After overcoming his personal demons and reshaping his life, Glenn now aims to try and prevent others from encouing the torturous path he did by candidly speaking about his own journey.

*Glenn Mitchell appears by arrangement with Cheri Gardiner & Associates*

### Grace Tame

**After being raped and sexually abused by her maths teacher when she was just 15 years old, Grace Tame has spent the last 10 years turning her traumatic experience into being an advocate for survivors of child sexual abuse and a leader of positive change.**

Recognising the injustice of Tasmania's gag order that prevented survivors from self-identifying publicly, Grace offered her story to the #LetHerSpeak campaign created by Nina Funke, along with the stories of 16 other brave survivors. In 2019, she finally won the court order to speak out under her own name, making her the state's first female child sexual abuse survivor to do so.

Now, 26 and based in Hobart, Grace is dedicated to eradicating child sexual abuse in Australia, and supporting the survivors of child sexual abuse.

Her focus is around enabling survivors to tell their stories without shame, educating the public around the process and lasting effects of grooming and working with policy and decision-makers to ensure we have a federal legal system that supports the survivors, not just perpetrators.

She is also a passionate yoga teacher, visual artist, and champion long-distance runner, having won the 2020 Ross Marathon in a female course record time of 2:59:31.

Grace is the 2021 Australian of the Year.





### Liam Bartlett

**60 Minutes reporter, host of Radio LPR's morning program, award winning broadcaster and journalist**

Having spent nearly 30 years working in Australian media, Liam is one of Perth's highest profile journalists and public broadcasters.

With a Bachelor of Economics from the University of Western Australia, he has held a series of high profile positions across a three major platforms – television, radio and print. His roles have included hosting the State based 7.30 Report on ABC TV,

news anchor at STW Channel Nine in Perth, reporting for the Nine Network's Melbourne bureau of A Current Affair, columnist and feature writer for News Limited through the Sunday Times and the host of prime-time talkback shifts on Radio 6PR and 720 ABC Perth.

*Liam Bartlett appears by arrangement with Cheri Gardiner & Associates*

### Convention Breakfast – Jelena Dokic

**Jelena Dokic has had a storied and well-documented life and tennis career both on and off the tennis court. She started playing tennis when she was six years old and very quickly became the national champion in multiple age groups. However, the war erupted in former Yugoslavia and the family was forced to escape twice. Jelena and her family were refugees before settling in Australia when she was 11 years old.**

In 1998, as a 15 year old, Jelena won the US Open junior title and the French Open doubles title. She became number 1 junior in the world in 1998 and also made a Fed Cup debut the same year winning both her singles matches and becoming the youngest player ever to represent Australia in the Fed Cup.

In early 1999, still only 15 she won the Hopman Cup for Australia partnering Mark Philippoussis and also reached the 3rd round of the Australian Open at 15. Later that year at the age of 16, she caused one of the biggest upsets in tennis history beating world number 1 Martina Hingis as a qualifier. It still remains the only time a world number 1 has lost to a qualifier at Wimbledon. She went on to reach the quarter-finals of Wimbledon that year and it catapulted Jelena to prominence on the world stage.

In 2001 Jelena won her first WTA singles title in Rome. She went on to win two more titles that year and reach the top 10 in the world at the age of 18. At the age of 19 she reached world number 4.

After a string of injuries and a battle with depression, Jelena made a comeback to tennis in 2008 and had an incredible run at the 2009 Australian Open,

reaching the quarter-finals and also winning her first WTA title in nine years in Kuala Lumpur. Jelena's latter part of her career was riddled with injury and illness which forced her to retire early.

Jelena has penned the best-selling autobiography *Unbreakable*, a book which details her career and her life. In the book, she details the struggles of being a refugee, dealing with poverty, racism, bullying, and discrimination. She also talks about the physical and emotional abuse she suffered for over 20 years at the hands of her father which started when she was just six years old.

Jelena now pours her efforts into commentary and TV work for Channel 9, Fox Sports and Tennis Australia. She does work for multiple radio stations and she regularly writes columns.

*Jelena Dokic appears by arrangement with ICMi*



# THE PROGRAM

## SUNDAY, 19 September (pre-conference)

- 2:30pm – 6:00pm Delegate Service Desk open for Convention Registration
- 3:00pm – 5:00pm **Mayors and Presidents' Forum** (separate registration – by invitation only)
- 5:00pm – 6:30pm **Opening Welcome Reception**  
A welcoming space to network your way through an evening of food, beverages, music and friendly conversation. Included in Full Delegate Registration.

## Monday, 20 September

- 7:00am Delegate Service Desk open for Convention Registration
- 7:00am – 8:30am **ALGWA (WA) AGM and Breakfast (\$70)**  
Register online via Delegate Registration.  
Other enquiries to Cr Karen Wheatland, City of Melville - 0401 335 642 or [CrKaren.Wheatland@melville.wa.gov.au](mailto:CrKaren.Wheatland@melville.wa.gov.au)
- 7:30am – 8:45am **Breakfast with Heads of Agencies**  
This breakfast is for Mayors, Presidents and CEOs only and invitations will be sent directly. Sponsored by Aware Super.
- 9:00am – 12:45pm **WALGA Annual General Meeting** (includes recognition of Honours Award recipients)
- 12:45pm – 1:45pm Lunch for AGM attendees
- 12:45pm – 1:45pm **2021 Honour Awards Lunch** (by invitation only)
- 1:50pm – 3:00pm **Opening Keynote Speaker: The Honourable Julie Bishop**
- 3:00pm – 3:40pm Afternoon Tea
- 3:40pm – 5:00pm **Local Government, a Federal Perspective**  
**Hon Mark Coulton MP**, Minister for Regional Health, Regional Communications and Local Government  
**Hon Jason Clare MP**, Shadow Minister for Regional Services, Territories and Local Government; Housing and Homelessness  
Moderated by **Liam Bartlett**
- 6:30pm – 11:00pm **Gala Dinner, Optus Stadium (\$165)**  
Put aside business for the night and enjoy a stunning view, food, drinks and dancing  
Includes announcement of #shoWcAse in Pixels winners



# MINUTES OF THE ORDINARY COUNCIL MEETING

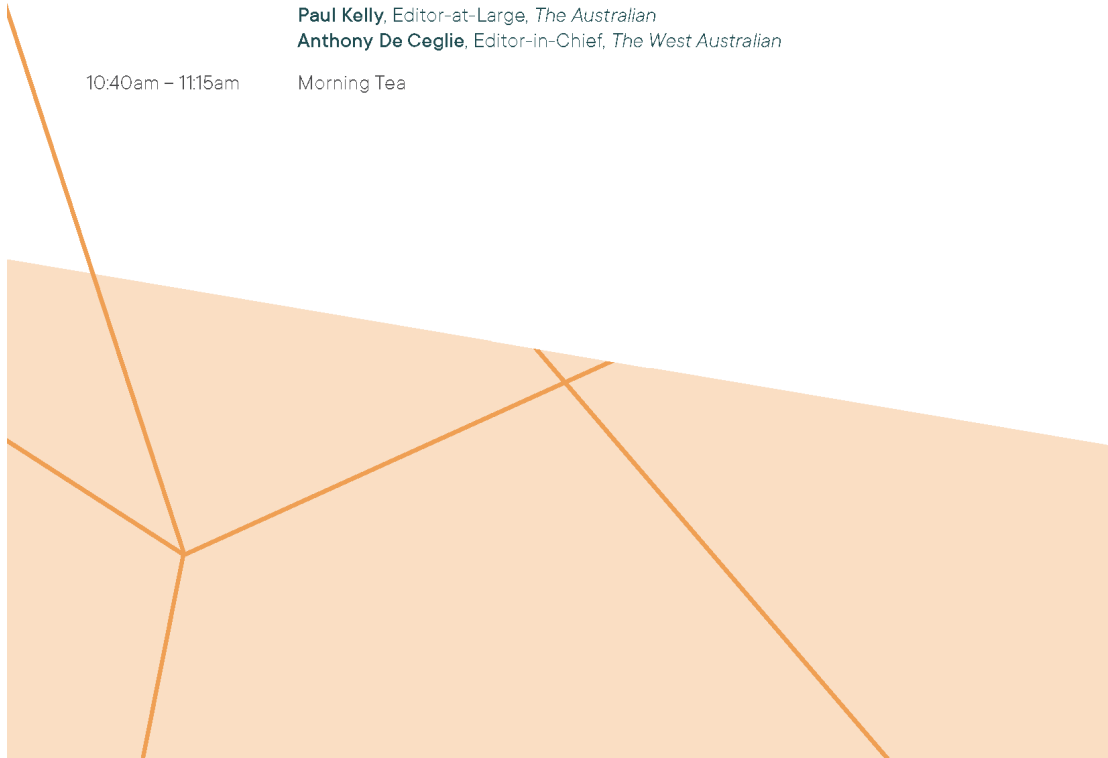
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## Tuesday, 21 September

- 7:00am Delegate Service Desk open for Registration
- 7:00am – 8:45am **PHAIWA Local Government Policy Awards and Breakfast**  
For more information or to register for this breakfast, please visit [www.phaiwa.org.au](http://www.phaiwa.org.au)
- 7:30am – 8:45am **Convention Breakfast with Jelena Dokic** (\$95)
- 8:50am **Minding Your Mental Health** - Panel Discussion  
Aboriginal and non-Aboriginal mental health is an issue that all Australians need to confront to offer genuine support and care for those affected and to help mitigate risks in workplaces and interactions. Local Government in particular, with its role as a major employer and provider of community services, needs to continuously explore how mental health issues manifest and evolve to best inform their options in responding.  
**Hon Pru Goward**, former Cabinet Minister  
**Greg Hire**, Founder, A Stitch in Time  
**Glenn Mitchell**, former leading ABC sports broadcaster
- 10:00am **State and Federal Political Insights**  
A conversation centred on the political landscape including the current State Government's performance following the recent State Government Election and an overview of Federal Government initiatives, emerging critical issues and the media response.  
**Paul Kelly**, Editor-at-Large, *The Australian*  
**Anthony De Ceglie**, Editor-in-Chief, *The West Australian*
- 10:40am – 11:15am Morning Tea



11:15am

**CONCURRENT SESSIONS**

**Recovery from Emergencies in WA**

Western Australia communities have been hit hard by emergencies in 2021. In February, a fire ignited in the Wooroloo area in the Shire of Mundaring. The blaze rapidly escalated to a level 3 fire, burning for almost a week and crossing two Local Government areas, destroying 86 homes and causing widespread damage.

In April, Tropical Cyclone Seroja made landfall between Kalbarri and Port Gregory. Winds of up to 170 kilometres an hour left a trail of destruction over 35,000 square kilometres of Western Australia. Throughout 10 Local Government areas; it destroyed homes, businesses, resorts, sheds, fences and water stations, leaving thousands of people homeless and without power and communication for extended periods.

Whilst Local Government has the legislative responsibility for recovery, the scale and significance of both of these recovery effects, has seen the State appoint a State Recovery Controller for each of these events to lead the whole of government approach to recovery efforts.

During this session, we will hear the experience of those involved and learn about how they managed the unique challenges of these extensive recovery efforts.

**Governance: Roles & Responsibilities**

The purpose and intent of the Local Government Act 1995 is to provide efficient and effective good governance to communities. Inherent in this purpose and intent is the separation of powers principle which, as Parliament considered when the Act was introduced in 1993, stated '...there will be clear specifications of the roles of key players ... to promote efficiency ...and to avoid conflicts caused by uncertainty...'.

The question of separation of powers remains a focus of Local Government advocacy and has featured in the Final Report of the Local Government Review Panel, Report of the Inquiry into the City of Perth and Select Committee into the Local Government Final Report.

This session will examine why this remains a topic of interest to the sector, scenarios that led to commentary in recent Reports and how proposals for improvements in role clarity will foster efficient and effective Local Government.

**Elected Members:**

**Champions of economic resilience and community prosperity**

As community leaders and key decision makers, Elected Members have an important role to play in supporting local economic development and prosperity. This session provides a valuable opportunity to get exclusive access to Economic Development Australia's (EDA's) new economic development education and training program and will cover important topics such as:

- principles for economic development planning
- leading recovery and building resilience for your community; and
- being an Economic Development Champion - promoting economic prosperity for your community

Economic Development Australia (EDA) is the national peak body for economic development professionals.



# MINUTES OF THE ORDINARY COUNCIL MEETING

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2021 WA Local Government Convention

## Tuesday, 21 September (continued)

12:45pm – 1:40pm

Lunch

1:40pm

### CONCURRENT SESSIONS

#### **Bushfire Volunteers**

Western Australians in rural and pastoral areas rely heavily on Bush Fire Brigade volunteers to keep them safe from the threat of fire. Local Governments are responsible for administering and training the 19,500 volunteers in 565 bushfire brigades around the State.

This session will provide the latest information on volunteer workplace health and safety obligations, training opportunities and the changing landscape in attracting and retaining bushfire volunteers.

#### **Local Government Audits**

The WA State Government amended legislation and regulations to provide for the Auditor General to be responsible for undertaking Local Government audits effective from 1 July 2018. The Office of the Auditor General (OAG) phased in over three years the responsibility for undertaking the audits previously carried out by Local Government appointed commercial contract auditors.

This session will provide information on the:

- Experience of initial three years of financial audits
- Lessons learnt from the OAG perspective
- OAG perspective on Local Government financial statutory provisions
- Expectations for future auditing
- Overview of Local Government Performance Audits and future focus

#### **Waste Avoidance and the impact of the Waste Export Bans**

In WA, the majority of material that is recycled through the kerbside recycling bin is exported for reprocessing and use in new products. That's all set to change with the introduction of export bans for plastic, paper and cardboard. As of 1 July 2021, mixed plastic, which is about 4% of what is collected through the kerbside recycling bin, will no longer be able to be exported and will be reprocessed locally. While this is a good outcome in relation to increasing transparency of where material goes, it is likely to have a financial impact on the costs of kerbside recycling.

This session will outline the impact of the export bans, the local processing options being developed and ultimately the best thing that Local Government and the community can do with waste – avoid it completely.

3:10pm- 3:45pm

Afternoon Tea

3:45pm

**Closing Speaker: Grace Tame**

4:45pm

Official Close of the 2021 Local Government Convention



**Wednesday, 22 September (post-conference)**

8:30am Delegate Service Desk open

**9:00am – 11:30am Field Trip: Bushmead Estate, Shaped by Nature (\$70)**

Bushmead Estate, 16 km east of Perth's CBD, is a new land development located in the City of Swan that has placed the pristine natural bushland at the forefront of design, with every household connected to the bush. The development which will eventually be home to around 950 new dwellings aims to minimise the environmental footprint and places high importance on the retention of trees within the development. Bushmead is also one of the few estates in Western Australia to have received 6-Leaf EnviroDevelopment Accreditation, ensuring sustainable living for residents.

The land developer, Cedar Woods, will discuss the sustainability features of the estate and the process involved around tree retention from planning to construction, and participants will view a development shaped by the natural site features and experience the parks and walking trails of this unique community.

Includes bus transfers from Crown Perth and Morning Tea.

**9:00am – 12:00pm Field Trip: Construction Futures Centre (\$70)**



Construction Training Fund (CTF) is a government statutory authority creating a skilled Western Australian construction workforce. It collects a training levy, helps pay for training, conducts research, showcases training and career opportunities and makes a contribution to building our communities. It also operates an interactive venue, the Construction Futures Centre in Belmont, designed to educate school aged children, young adults and others to consider the many job options on offer within the industry.

Join this tour to explore a range of virtual and augmented reality technologies, artefacts, videos, games and static displays that offer a unique insight into the scope of WA's building and construction industry.

Includes bus transfers from Crown Perth and Morning Tea.

**9:30am – 3:00pm WALGA Forum on Aboriginal Engagement and Reconciliation**

Hear from State Government on key Native Title Settlements in WA, and learn from Local Governments about the process of commencing Reconciliation Action Plans (RAPs) through to embedding reconciliation activities as core business. Join Traditional Owners and Aboriginal leaders for a round-table yarn on opportunities and barriers experienced by local Aboriginal communities, and the positive impact Local Government can make. The program will cover Aboriginal engagement methods, employment and economic opportunities, cultural awareness and interpretation, and traditional ecological knowledge in landcare.

Separate registration - [CLICK HERE](#) for more information



# PARTNER ACTIVITIES

Registration is required for all activities – prices include GST. Please contact WALGA for more information should your partner be interested in attending a particular conference session.

## SUNDAY, 19 September

### Fremantle Tour

8:30am – 4:00pm \$175

Departing Crown Perth at 8:30am we make our way to Fremantle where you will be taken on a private tour of Fremantle Prison. Following the tour, we will replenish ourselves with a two-course lunch at the National Hotel. From there we do a short walking tour of Fremantle before heading back to Crown Perth via train.

**Please note:** We recommend comfortable walking shoes for this tour.

**Includes:** Coach transfer, morning tea, tour of Fremantle Prison, Lunch at the National Hotel, walking tour, return train to Crown Perth and Guide

(Minimum 15 – maximum 20)

### Opening Welcome Reception

5:00pm – 6:30pm \$85

## MONDAY, 20 September

### Shaken not Stirred Cocktail Course

2:00pm – 4:00pm \$90

Get ready to have fun and learn how to make cocktails! Held at Crown Perth, your Cocktail Master will teach you insider mixologist techniques and fun facts about each cocktail. All you have to do is sip and enjoy while the demonstrations are given and the ingredients for the next cocktail are prepared.

**Includes:** 2-hour cocktail course

(Minimum 15 maximum 35)

### Convention Gala Dinner at Optus Stadium

6:30pm – 11:00pm \$165

## TUESDAY, 21 September

### Breakfast with Jelena Dokic

7:30am – 8:45am \$95

### Optus Stadium Tour and Morning Tea

8:30am – 11:30am \$70

This private tour presents an exclusive opportunity to explore Optus Stadium. It will be followed by morning tea at the gorgeous City View Café.

**Please note:** We recommend comfortable walking shoes for this tour and a reasonable level of fitness as there is a lot of walking involved.

**Includes:** Guide, Morning Tea and Private Tour of Optus Stadium.

(Minimum 12 – maximum 20)

### Matagarup Bridge Climb and Zip

12:30pm – 4:00pm \$175

Dare if you will, to climb Matagarup Bridge and Zip down. Afterwards we will have celebratory drinks and nibbles at The Camfield Tavern.

**Includes:** Matagarup Bridge Zip & Climb Adventure for 2 hours, Drinks & Nibbles and Guide

(Minimum 8 – maximum 16)

# GENERAL INFORMATION

## ONLINE CONVENTION REGISTRATIONS

Visit [www.walga.asn.au/lgc21](http://www.walga.asn.au/lgc21) to complete your registration online

Full Delegate fees cover the daily conference program, lunches, refreshments, and the Opening Reception on Sunday, 19 September. The Convention Gala Dinner on Monday evening and Convention Breakfast on Tuesday morning are optional, and a ticket fee applies.

## Convention Fees

Prices are per person and are all inclusive of GST.

Deadline for all Registrations is **Wednesday, 1 September 2021**

### Convention Registration

|                    |               |
|--------------------|---------------|
| Full Delegate      | \$1,200       |
| WALGA Life Members | Complimentary |
| Corporate          | \$1,500       |

### Optional Extras

|  |       |
|--|-------|
| ALGWA AGM and Breakfast (Monday)                 | \$70  |
| Gala Dinner at Optus Stadium (Monday)            |       |
| Delegates/Exhibitors/Partners                    | \$165 |
| Life Members and their partners                  | \$95  |
| Convention Breakfast with Jelena Dokic (Tuesday) | \$95  |

### Partners/Guests

|                            |                                |
|----------------------------|--------------------------------|
| Opening Reception (Sunday) | \$85                           |
| Lunch (Monday/Tuesday)     | \$50                           |
| Partner Tours              | Individual tour fees as listed |

Please contact WALGA for more information should your partner like to attend a particular conference session.

## Changes to your registration

You can modify your online booking at any time before the close of registrations. Once you have completed your registration, an email with your confirmation number will be emailed to you. Click on the link and enter your confirmation number to make any changes or additions to your reservation.

**Registration cancellations** must be advised **in writing** prior to the deadline date of **Wednesday, 1 September**. Thereafter full fees are payable. Alternatively, a registration may be transferred to another member of the Council.

## Special Requirements

Special dietary requirements, mobility or any other special needs should be indicated when registering – WALGA will use its best endeavours to meet these requests.

## Accommodation

Hotel information is available at [www.walga.asn.au/lgc21](http://www.walga.asn.au/lgc21). Reservations are to be made direct with hotel. Please note that city hotels have limited guest parking so please clarify these arrangements when booking.

## Crown Perth Parking

There is a range of free, paid, undercover and open car parks at Crown Perth; including over 3000 free parking bays available across the property plus 50 accessible ACROD parking bays.

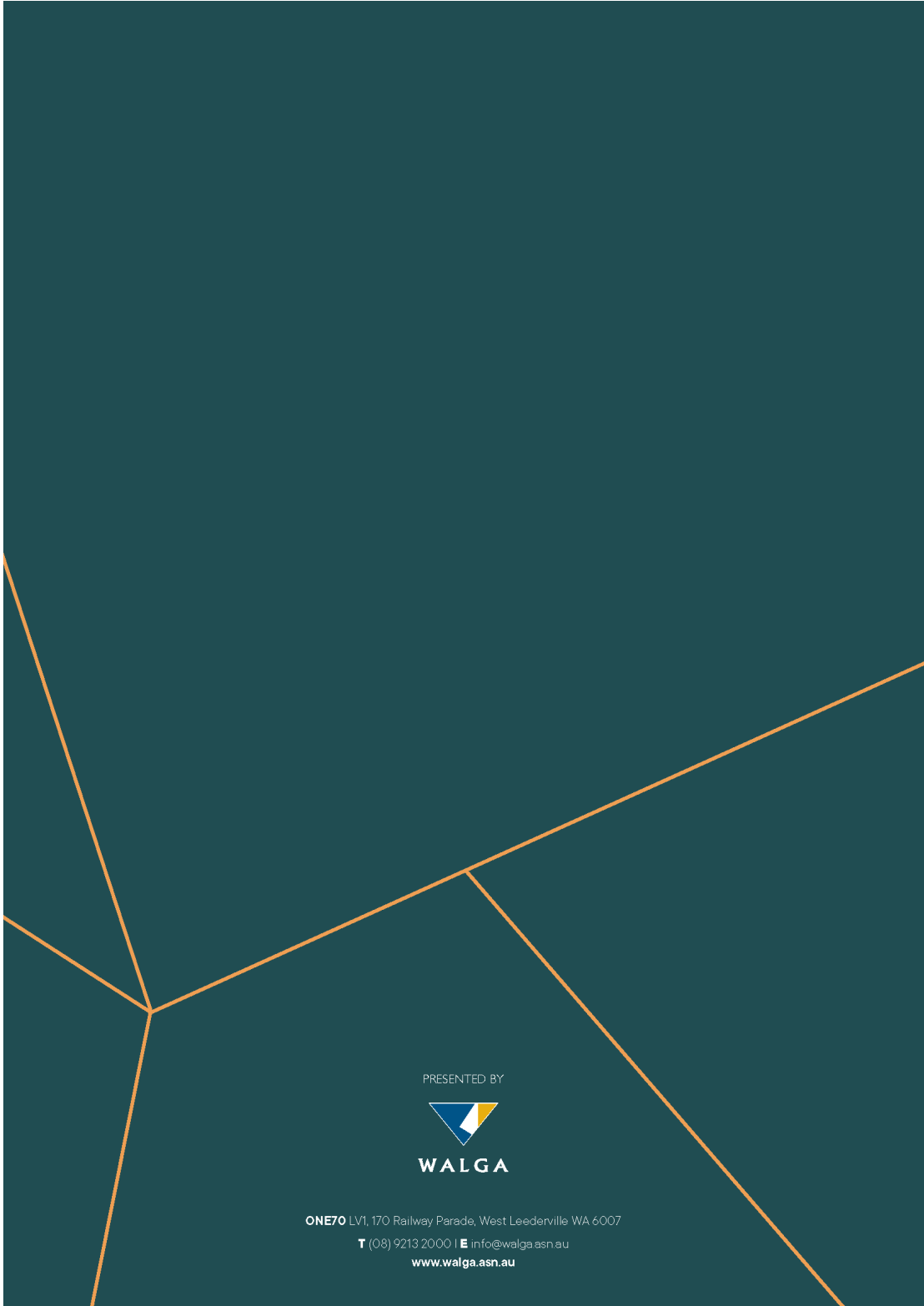
To view the Crown Perth Parking Map, please [CLICK HERE](#). Access to Crown Perth is also available via train (Armadale & Thornlie Lines), bus (Great Eastern Highway) and taxi/ride share.

Information in this brochure is correct at time of printing but may be subject to change.



## ENQUIRIES

Ulla Prill, Event Manager | T 08 9213 2043 | E [registration@walga.asn.au](mailto:registration@walga.asn.au)



30 JUNE 2021

12.3 ADOPTION OF STRATEGIC RESOURCE PLAN AND CORPORATE BUSINESS PLAN  
CM00020, CM00001 & FM00006

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Ridgley

Seconded Cr Fenny

**Council Resolution**

**That Council adopt the:**

- 1. Strategic Resource Plan 2021-2036 as presented in the attachment; and**
- 2. Corporate Business Plan 2021-2025 as presented in the attachment.**

**5/0 CARRIED BY ABSOLUTE MAJORITY**

BACKGROUND

Section 5.56 of the *Local Government Act 1995* requires Councils to plan for the future of the district. As part of this planning, Regulation 19C and 19DA of the Local Government (Administration) Regulations 1996 requires Councils to develop a Strategic Community Plan for a period of at least 10 years and a Corporate Business Plan for at least 4 years. In planning for the future, Councils are to have regard for the capacity of its current resources and the anticipated capacity of its future resources.

The Draft Corporate Business Plan 2021-2025 and the Draft Strategic Resource Plan 2021-2036 have been circulated under separate cover.

COMMENT

The Strategic Community Plan was adopted in December 2019 following the elections with a minor review being undertaken in 2020 and annually until the 2021 Council elections, after which a more detailed review should be undertaken to establish the future Strategic direction of the Council in line with the Community's expectations.

The Strategic Resource Plan marries the recognition of the need to maintain and renew the Shire's assets, which have predominantly been constructed with the assistance of external contributions, and the long-term financial capacity to maintain these assets.

Critical assets have been identified in the Plan – these being the Shire Depot, Shark Bay Recreation Centre and heavy plant and equipment.

These assets have been prioritised to help minimise the risk of sudden unexpected failure of these assets.

30 JUNE 2021

Road maintenance and renewal has been recognised as a high priority for the Shire due to strategic economic benefit that it provides, however this maintenance and renewal is highly dependent on the receipt of external grants.

A variation to the Strategic Resource plan has been the inclusion of funding for staff or essential workers accommodation. The final location, configuration and number of housing units can be determined by council with the additional possibility of grant funding.

Financially, the Shire will never achieve independent financial status without the assistance of external grants however, with the current level of operating grants, it can maintain long term financial sustainability and the Plan has been structured on this basis.

Operational revenues and expenditure need to ensure adequate provision for asset renewal and, to achieve this, the Plan uses rates increases marginally higher than CPI.

Borrowings are forecast to remain at low levels in the Plan in order to protect future borrowing capacity to allow Council to respond to unexpected expenditure requirements or the loss of planned external grants.

This also allows Council to leverage against future grant funding opportunities as they become available. The Plan also includes use of cash backed reserves to save for future asset renewal requirements.

The Strategic Resource Plan has been developed to achieve improvement in the target ratios levels set out by the Department of Local Government and Communities. The Strategic Resource Plan shows improvements in these ratios over the period.

As a result of the updated Strategic Resource Plan, the Corporate Business Plan has been updated to ensure alignment of actions and years.

#### LEGAL IMPLICATIONS

Section 5.56 of the *Local Government Act 1995* requires Councils to plan for the future of the district. Regulation 19DA and the Department of Local Government Integrated Planning and Reporting Advisory Standard govern the requirements for these documents.

#### POLICY IMPLICATIONS

***There are no policy implications with this item.***

#### FINANCIAL IMPLICATIONS

The Corporate Business Plan sets out the actions for the next 4 years in order to achieve the objectives in the Community Strategic Plan. The major projects over this time are expected to be funded by grant or reserve funds and the balance of actions will be funded from operations.

The Strategic Resource Plan shows that Council is financially sound over the next 15 years.

## MINUTES OF THE ORDINARY COUNCIL MEETING

---

30 JUNE 2021

### STRATEGIC IMPLICATIONS

Outcome 4.1 Shark Bay Council is efficient and effective in its operations, actively listens to the community and anticipates and responds to the community's needs.

4.1.2 Review, update and maintain operational plans.

### RISK MANAGEMENT

This is a low risk item for Council. Council needs to review these documents annually and, should it not adopt this recommendation, it will be operating with out of date documents which will not assist in good planning for the future.

### VOTING REQUIREMENTS

Absolute Majority Required

### SIGNATURES

Chief Executive Officer

*P Anderson*

Date of Report

18 June 2021

30 JUNE 2021

**13.0 CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE REPORTS**

**13.1 CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE –  
RECOMMENDATION TO COUNCIL FOR APPOINTMENT OF OFFICER  
GV10000 PE00007 PE00109**

Author

Executive Assistant

Disclosure of Any Interest

Disclosure of Interest: Mr Paul Anderson

Nature of Interest: Financial Interest as has a Contract of Employment

Disclosure of Interest: Ms Deborah Wilkes

Nature of Interest: Financial Interest as an applicant for the position

Mr Anderson and Ms Wilkes left the Council Chamber at 4.12 pm

Moved            Cr Fenny  
Seconded       Cr Ridgley

**Council Resolution**

**That the Chief Executive Officer's Recruitment and Selection Committee recommend to Council that applicant number 9 is the preferred applicant for the position.**

**The Chief Executive Officer's Recruitment and Selection Committee recommend to Council that the Chairperson and the Committee consultant negotiate the remuneration package and contract with the applicant and present it to the Council meeting for confirmation at a future date.**

**5/0 CARRIED BY ABSOLUTE MAJORITY**

Mr Anderson and Ms Wilkes returned to the Council Chamber at 4.14 pm.

Background

The Chief Executive Officer's Recruitment and Selection Committee held interviews and a workshop to select the final applicant for the Senior position of Chief Executive Officer for the Shire of Shark Bay.

The committee held a committee meeting on Friday 11 June 2021, copy of minutes are attached at the end of this item, and now presents its recommendation to the Ordinary Council meeting scheduled to be held on Wednesday 30 June 2021 for Council endorsement.

Legal Implications

The Local Government (Administration) amendment regulations 2021 came into effect on 3 February 2021 and regulation 18C selection and appointment process for Chief Executive Officer was deleted and replaced by Schedule 2 (clauses 3-14) of the Local Government (Administration) Amendment Regulations 2021.



30 JUNE 2021

**Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

*[Clause 11 inserted: SL 2021/14 r. 7.]*

**12. Variations to proposed terms of contract of employment**

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

Policy Implications

There are no policy implications relative to this report.

Financial Implications

Council's Budget for the 2021/2022 financial year will include the remuneration within the Salaries and Wages Budget process.

Strategic Implications

There are no strategic implications relative to this report.

Voting Requirements

Absolute Majority Required

Signatures

Executive Assistant

*R Mettam*

Date of Report

14 June 2021

# SHIRE OF SHARK BAY UNCONFIRMED MINUTES

11 June 2021

## CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE



PETIT BORE – NANGA - SHARK BAY



# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

UNCONFIRMED MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE

11 JUNE 2021



## DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Shark Bay for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with Council members or staff.

The Shire of Shark Bay disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Shark Bay during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Shark Bay.

The Shire of Shark Bay advises that no action should be taken on any application or item discussed at a Council meeting and should only rely on **WRITTEN ADVICE** of the outcome and any conditions attaching to the decision made by the Shire of Shark Bay.

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# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

UNCONFIRMED MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE

11 JUNE 2021

The unconfirmed minutes of the committee meeting of the Chief Executive Officers Recruitment and Selection Committee held in the Council Chamber at the Shark Bay Recreation Centre, Francis Street, Denham on 11 June 2021 commencing at 2.00 pm.

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# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

UNCONFIRMED MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE

11 JUNE 2021

## **RC1.0 DECLARATION OF OPENING**

The Chairperson Cr Cowell declared the Chief Executive Officer Recruitment and Selection Committee open at 2.00 pm.

## **RC2.0 ACKNOWLEDGEMENT OF COUNTRY**

I would like to acknowledge the Malgana People as the traditional custodians of the land and sea in and around the Shire of Shark Bay.

I pay my respects to their Elders past, present and emerging.

## **RC3.0 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED**

### ATTENDANCES

|                    |                     |
|--------------------|---------------------|
| Cr C Cowell        | Chairperson         |
| Cr L Bellottie     |                     |
| Cr J Burton        |                     |
| Cr E Fenny         |                     |
| Cr G Ridgley       |                     |
| Cr M Smith         |                     |
| Cr P Stubberfield  |                     |
| Mr D Hoult         | Independent Member  |
| Ms Lydia Highfield | Consultant          |
| Mrs R Mettam       | Executive Assistant |

### APOLOGIES

Nil

## **RC4.0 QUESTION TIME FOR PUBLIC**

The Chief Executive Officer Recruitment and Selection Committee does not have any delegated authority from Council. The Local Government Act 1995 Section 5.23 - Meetings generally open to public - (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:

(a) a matter affecting an employee or employees;

# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

UNCONFIRMED MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE

11 JUNE 2021

## **RC5.0 CONFIRMATION OF MINUTES**

### **RC5.1 CONFIRMATION OF THE MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE MEETING HELD ON 5 MARCH 2021**

Moved        Cr Bellottie  
Seconded    Cr Burton

#### **Committee Resolution**

**That the minutes of the Chief Executive Officer Recruitment and Selection Committee meeting held on 5 March 2021, as circulated to all Committee Members, be confirmed as a true and accurate record.**

8/0 CARRIED

### **RC5.2 CONFIRMATION OF THE MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE MEETING HELD ON 24 MAY 2021**

Moved        Cr Burton  
Seconded    Cr Smith

#### **Committee Resolution**

**That the minutes of the Chief Executive Officer Recruitment and Selection Committee meeting held on 24 May 2021, as circulated to all Committee Members, be confirmed as a true and accurate record.**

8/0 CARRIED

# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

UNCONFIRMED MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE

11 JUNE 2021

**RC6.0 CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE –  
RECOMMENDATION TO COUNCIL FOR APPOINTMENT OF OFFICER  
GV10000**

Author  
Executive Assistant

Disclosure of Any Interest  
Nil

Committee Recommendation

That the Chief Executive Officer's Recruitment and Selection Committee recommend to Council that applicant number \_\_\_\_\_ be offered the position of Chief Executive Officer for the Shire of Shark Bay.

The Chief Executive Officer's Recruitment and Selection Committee recommend to Council that the Chairperson and the Committee recruitment consultant negotiate the remuneration package and contract with the applicant and present it to the Council meeting for confirmation at a future date.

REQUIRES ABSOLUTE MAJORITY

Moved        Cr Fenny  
Seconded    Cr Stubberfield

Committee Resolution

**That the Chief Executive Officer's Recruitment and Selection Committee recommend to Council that applicant number 9 is the preferred applicant for the position.**

**The Chief Executive Officer's Recruitment and Selection Committee recommend to Council that the Chairperson and the Committee recruitment consultant negotiate the remuneration package and contract with the applicant and present it to the Council meeting for confirmation at a future date.**

**8/0 CARRIED BY ABSOLUTE MAJORITY**

Background

The Chief Executive Officer's Recruitment and Selection Committee held interviews and a workshop to select the final applicant for the Senior position of Chief Executive Officer for the Shire of Shark Bay.

The committee now needs to confirm the applicant to be presented to a Council meeting to make the appointment.

Legal Implications

The Local Government (Administration) amendment regulations 2021 came into effect on 3 February 2021 and regulation 18C selection and appointment process for Chief Executive Officer was deleted and replaced by Schedule 2

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UNCONFIRMED MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE

11 JUNE 2021

(clauses 3-14) of the Local Government (Administration) Amendment Regulations 2021.

**Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

[Clause 11 inserted: SL 2021/14 r. 7.]

**12. Variations to proposed terms of contract of employment**

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the *negotiated contract*) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

Policy Implications

There are no policy implications relative to this report.

Financial Implications

Council's Budget for the 2021/2022 financial year will include the remuneration within the Salaries and Wages Budget process.

Strategic Implications

There are no strategic implications relative to this report.

Voting Requirements

Absolute Majority Required

Signatures

Executive Assistant *R Mettam*

Date of Report 1 June 2021



# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

UNCONFIRMED MINUTES OF THE CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE

11 JUNE 2021

**RC7.0 NEXT CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE MEETING**

The next meeting of the Chief Executive Officer Recruitment Committee will be advised as required.

**RC8.0 CLOSURE OF MEETING**

The Chairperson Cr Cowell closed the Chief Executive Officer Recruitment and Selection Committee meeting at 2.03 pm.

30 JUNE 2021

**14.0 FINANCE REPORT**

**14.1 SCHEDULE OF ACCOUNTS PAID TO BE RECEIVED**  
CM00017

Author

Finance Officer / Accounts Payable

Disclosure of any Interest

Declaration of Interest:

Nature of Interest:

Moved            Cr Fenny  
Seconded       Cr Ridgley

**Council Resolution**

**That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$523,777.95 be accepted.**

**5/0 CARRIED**

Comment

The schedules of accounts for payment covering -

Municipal fund credit card direct debits for the month of May 2021 totalling \$4,102.87

Municipal fund account cheque number 26943 totalling \$146.51

Municipal fund direct debits to Council for the month of May 2021 totalling \$19,504.65

Municipal fund account electronic payment numbers MUNI 28073 to 28173 totalling \$370,558.47

Municipal fund account for May 2021 payroll totalling \$111,658.00

Municipal Fund Police Licensing for May 2021 transaction number 202111 totalling \$17,807.45 and

No Trust fund account cheque numbers were issued for May 2021 totalling \$0

The schedule of accounts submitted to each member of Council on 25 June 2021 has been checked and are fully supported by vouchers and invoices. All vouchers and invoices have been duly certified as to the receipt of goods and services and the cost of goods and services received.

LEGAL IMPLICATIONS

Section 13.3 of the Local Government (Financial Management) Regulations 1996, requires that a list of payments be presented to Council on a monthly basis.

30 JUNE 2021

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

The payments listed have been disbursed throughout the month.

STRATEGIC IMPLICATIONS

Outcome 1.2 To improve fiscal management practices and procedures and maximise operating revenue and social capital.

RISK MANAGEMENT

These payments have been paid and are subject to internal checks and appraisals and therefore are considered a low risk to council.

Voting Requirements

Simple Majority Required

Signature

|                         |                   |
|-------------------------|-------------------|
| Author                  | <i>A Pears</i>    |
| Chief Executive Officer | <i>P Anderson</i> |
| Date of Report          | 21 June 2021      |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

**SHIRE OF SHARK BAY – CREDIT CARD**

**PERIOD – MAY 2021**

**CREDIT CARD TOTAL \$4,102.87**

**CEO**

| DATE       | NAME                 | DESCRIPTION  | AMOUNT          |
|------------|----------------------|--|-----------------|
| 19/04/2021 | BUNNINGS             | INSECTICIDE AND REPLACEMENT SPRINKLERS FOR 5 SPAVEN WAY                    | \$90.68         |
| 4/05/2021  | REGIONAL AIR EXPRESS | REALLOCATE AIRFARE FOR LIAM GUNTON INTERIM AUDIT - NAME CHANGE AIRFARE FEE | \$66.73         |
|            |                      |  | <b>\$157.41</b> |

**EMFA**

| DATE       | NAME  | DESCRIPTION                                      | AMOUNT            |
|------------|---|--|-------------------|
| 16/04/2021 | SHIRE OF SHARK BAY                              | BUILDING PERMIT AND CTF LEVY #3376 MENS SHED     | \$286.45          |
| 2/04/2021  | LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES | FISHING FIESTA GAMING LICENCE (BINGO)            | \$23.00           |
| 26/04/2021 | REGIONAL AIR EXPRESS                            | INTERIM AUDIT AIRFARE – LIAM GUNTON              | \$695.90          |
| 27/04/2021 | BELONG  | 1GB MONTHLY TELEVISION CONNECTION WITH N-COM     | \$10.00           |
| 30/04/2021 | OBRIENS SMASH REPAIR                            | EXCESS FOR INSURANCE CLAIM WORKS MANAGER VEHICLE | \$300.00          |
| 12/05/2021 | JB HIFI   | REPLACEMENT PHONE FOR WORKS MANAGER              | \$1,706.99        |
|            |   |  | <b>\$3,022.34</b> |

**EMCD**

| DATE       | NAME                 | DESCRIPTION   | AMOUNT          |
|------------|----------------------|---|-----------------|
| 10/05/2021 | SHIRE OF SHARK BAY   | ACCOMMODATION A.PORTWINE – TOWN HALL AUDIO SYSTEM REPAIR      | \$180.00        |
| 11/05/2021 | REGIONAL AIR EXPRESS | RETURN FLIGHTS FOR A.PORTWINE – TOWN HALL AUDIO SYSTEM REPAIR | \$743.12        |
|            |                      |   | <b>\$923.12</b> |

**SHIRE OF SHARK BAY – MUNI CHQ**

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

**MAY 2021**  
**CHEQUE # 26943**

| CHQ # | DATE       | NAME                             | DESCRIPTION                                       | AMOUNT          |
|-------|------------|----------------------------------|---|-----------------|
| 26943 | 21/05/2021 | WATER CORPORATION - OSBORNE PARK | WATER AND SERVICE CHARGES FOR COMMUNITY STANDPIPE | -146.51         |
|       |            |                                  | <b>TOTAL</b>                                      | <b>\$146.51</b> |

**SHIRE OF SHARK BAY – MUNI DIRECT DEBITS**

**MAY 2021**

| DD #      | DATE       | NAME  | DESCRIPTION                              | AMOUNT   |
|-----------|------------|---|--|----------|
| BPAY      | 05/05/2021 | AWARE SUPER                                       | SUPERANNUATION CONTRIBUTIONS             | -178.40  |
| BPAY      | 05/05/2021 | GESB  | SUPERANNUATION CONTRIBUTIONS             | -126.81  |
| DD16042.1 | 06/05/2021 | URL NETWORKS PTY LTD                              | APRIL 2021 SHIRE VOIP PHONE CALL CHARGES | -178.23  |
| DD16044.1 | 09/05/2021 | AWARE SUPER                                       | SUPERANNUATION CONTRIBUTIONS             | -3463.85 |
| DD16044.2 | 09/05/2021 | WESTPAC SECURITIES ADMINISTRATION LTD             | SUPERANNUATION CONTRIBUTIONS             | -217.38  |
| DD16044.3 | 09/05/2021 | THE TRUSTEE FOR SUPER TRAWLER SUPERANNUATION FUND | SUPERANNUATION CONTRIBUTIONS             | -110.83  |
| DD16044.4 | 09/05/2021 | MERCER SUPER TRUST                                | SUPERANNUATION CONTRIBUTIONS             | -216.52  |
| DD16044.5 | 09/05/2021 | CBUS SUPER  | SUPERANNUATION CONTRIBUTIONS             | -223.86  |
| DD16044.6 | 09/05/2021 | SUN SUPERANNUATION                                | SUPERANNUATION CONTRIBUTIONS             | -411.86  |
| DD16044.7 | 09/05/2021 | MTAA SUPERANNUATION                               | SUPERANNUATION CONTRIBUTIONS             | -533.26  |
| DD16044.8 | 09/05/2021 | HOSTPLUS PTY LTD                                  | SUPERANNUATION CONTRIBUTIONS             | -1016.32 |
| DD16044.9 | 09/05/2021 | AUSTRALIAN SUPER                                  | SUPERANNUATION CONTRIBUTIONS             | -1977.63 |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

| <b>DD #</b> | <b>DATE</b> | <b>NAME</b>                                       | <b>DESCRIPTION</b>                                      | <b>AMOUNT</b>      |
|-------------|-------------|---|---|--------------------|
| DD16053.1   | 28/05/2021  | EXETEL PTY LTD                                    | MONTHLY INTERNET CHARGE FOR SHIRE BUILDINGS - JUNE 2021 | -375.07            |
| DD16044.10  | 09/05/2021  | COLONIAL FIRST STATE                              | SUPERANNUATION CONTRIBUTIONS                            | -622.52            |
| DD16044.11  | 09/05/2021  | NATIONAL MUTUAL RETIREMENT FUND                   | SUPERANNUATION CONTRIBUTIONS                            | -205.85            |
| DD16044.12  | 09/05/2021  | REST  | SUPERANNUATION CONTRIBUTIONS                            | -377.25            |
| DD16044.13  | 09/05/2021  | BT SUPER FOR LIFE                                 | SUPERANNUATION CONTRIBUTIONS                            | -216.52            |
| DD16044.14  | 09/05/2021  | ESSENTIAL SUPER                                   | SUPERANNUATION CONTRIBUTIONS                            | -205.85            |
| DD16064.1   | 23/05/2021  | AWARE SUPER                                       | SUPERANNUATION CONTRIBUTIONS                            | -3566.60           |
| DD16064.2   | 23/05/2021  | THE TRUSTEE FOR SUPER TRAWLER SUPERANNUATION FUND | SUPERANNUATION CONTRIBUTIONS                            | -89.28             |
| DD16064.3   | 23/05/2021  | COLONIAL FIRST STATE                              | SUPERANNUATION CONTRIBUTIONS                            | -541.46            |
| DD16064.4   | 23/05/2021  | MERCER SUPER TRUST                                | SUPERANNUATION CONTRIBUTIONS                            | -221.85            |
| DD16064.5   | 23/05/2021  | CBUS SUPER  | SUPERANNUATION CONTRIBUTIONS                            | -223.87            |
| DD16064.6   | 23/05/2021  | SUN SUPERANNUATION                                | SUPERANNUATION CONTRIBUTIONS                            | -411.88            |
| DD16064.7   | 23/05/2021  | MTAA SUPERANNUATION                               | SUPERANNUATION CONTRIBUTIONS                            | -404.59            |
| DD16064.8   | 23/05/2021  | HOSTPLUS PTY LTD                                  | SUPERANNUATION CONTRIBUTIONS                            | -1142.19           |
| DD16064.9   | 23/05/2021  | AUSTRALIAN SUPER                                  | SUPERANNUATION CONTRIBUTIONS                            | -1592.43           |
| DD16064.10  | 23/05/2021  | NATIONAL MUTUAL RETIREMENT FUND                   | SUPERANNUATION CONTRIBUTIONS                            | -205.85            |
| DD16064.11  | 23/05/2021  | REST  | SUPERANNUATION CONTRIBUTIONS                            | -414.65            |
| DD16064.12  | 23/05/2021  | BT SUPER FOR LIFE                                 | SUPERANNUATION CONTRIBUTIONS                            | -219.18            |
| DD16064.13  | 23/05/2021  | ESSENTIAL SUPER                                   | SUPERANNUATION CONTRIBUTIONS                            | -205.85            |
| DD16064.14  | 23/05/2021  | WESTPAC SECURITIES ADMINISTRATION LTD             | SUPERANNUATION CONTRIBUTIONS                            | -217.38            |
|             |             |   | <b>TOTAL</b>  | <b>\$19,504.65</b> |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

**SHIRE OF SHARK BAY – MUNI EFT  
MAY 2021  
EFT 28073-28173**

| <b>EFT #</b> | <b>DATE</b> | <b>NAME</b>  | <b>DESCRIPTION</b>   | <b>AMOUNT</b> |
|--------------|-------------|--|--|---------------|
| EFT28073     | 04/05/2021  | JAMES SNR POLAND                                     | BOOKEASY APRIL 2021  | -56.00        |
| EFT28074     | 04/05/2021  | SHARK BAY AVIATION                                   | BOOKEASY APRIL 2021  | -2534.40      |
| EFT28075     | 04/05/2021  | HOWARD COCK  | BOOKEASY APRIL 2021  | -31.96        |
| EFT28076     | 04/05/2021  | DENHAM SEASIDE CARAVAN PARK                          | BOOKEASY APRIL 2021  | -700.46       |
| EFT28077     | 04/05/2021  | HARTOG COTTAGES                                      | BOOKEASY APRIL 2021  | -40.30        |
| EFT28078     | 04/05/2021  | HAMELIN POOL CARAVAN PARK AND TOURIST CENTRE         | BOOKEASY APRIL 2021  | -791.45       |
| EFT28079     | 04/05/2021  | HERITAGE RESORT                                      | BOOKEASY APRIL 2021  | -564.96       |
| EFT28080     | 04/05/2021  | MONKEY MIA YACHT CHARTERS (ARISTOCAT)                | FAREHARBOR APRIL 2021  | -4371.60      |
| EFT28081     | 04/05/2021  | MONKEYMIA WILDSIGHTS                                 | WILDSIGHTS APRIL 2021  | -2757.84      |
| EFT28082     | 04/05/2021  | DENHAM NATURETIME - 4WD TOURS/PHOTOGRAPHY TOURS      | BOOKEASY APRIL 2021  | -145.20       |
| EFT28083     | 04/05/2021  | SHARK BAY SCENIC QUAD BIKE TOURS                     | BOOKEASY APRIL 2021  | -1758.00      |
| EFT28084     | 04/05/2021  | RAC TOURISM ASSETS P/L T/A MONKEY MIA DOLPHIN RESORT | BOOKEASY APRIL 2021  | -1052.30      |
| EFT28085     | 04/05/2021  | SHARK BAY DIVE AND MARINE SAFARIS                    | BOOKEASY APRIL 2021  | -5758.56      |
| EFT28086     | 04/05/2021  | SHARK BAY HOTEL MOTEL                                | BOOKEASY APRIL 2021  | -33.75        |
| EFT28087     | 04/05/2021  | SHARK BAY CARAVAN PARK                               | BOOKEASY APRIL 2021  | -2129.92      |
| EFT28088     | 04/05/2021  | SHARK BAY 4WD TOURS                                  | BOOKEASY APRIL 2021  | -721.60       |
| EFT28089     | 04/05/2021  | SHARK BAY COASTAL TOURS                              | BOOKEASY APRIL 2021  | -1914.00      |
| EFT28090     | 04/05/2021  | SHIRE OF SHARK BAY                                   | COMMISSION APRIL 2021 BOOKEASY AND FAREHARBOUR                                       | -3730.15      |
| EFT28091     | 04/05/2021  | SHARK BAY SEAFRONT APARTMENTS                        | BOOKEASY APRIL 2021  | -144.40       |
| EFT28092     | 04/05/2021  | WULA GURA NYINDA ECO ADVENTURES                      | BOOKEASY APRIL 2021  | -1460.80      |
| EFT28093     | 12/05/2021  | TREMOR EARTHMOVING                                   | SUPPLY AND DELIVERY OF 50 TONNE OF CARNARVON RIVERSTONE FOR TOWN STREETS MAINTENANCE | -11275.00     |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

| EFT #    | DATE       | NAME  | DESCRIPTION   | AMOUNT    |
|----------|------------|---|---|-----------|
| EFT28094 | 12/05/2021 | AUSTRALIA POST                                      | APRIL 2021 SHIRE POSTAGE  | -74.97    |
| EFT28095 | 12/05/2021 | ART ON THE MOVE                                     | ART EXHIBITION - RULES OF SUMMER APRIL TO MAY 2021 AT SBDC              | -3850.00  |
| EFT28096 | 12/05/2021 | AUSCOINSWEST  | SBDC MERCHANDISE  | -332.20   |
| EFT28097 | 12/05/2021 | CONSTRUCTION TRAINING FUND                          | BCITF LEY COLLECTION APRIL 2021 #3378, #3376, #3375, #3372              | -1439.23  |
| EFT28098 | 12/05/2021 | BOOKEASY AUSTRALIA PTY LTD                          | BOOKEASY COMMISSION FOR JANUARY 2021                                    | -1135.81  |
| EFT28099 | 12/05/2021 | BRIAN JOHN GALVIN                                   | SALARY SACRIFICE COMMUNICATIONS, ELECTRICITY AND WATER                  | -1770.52  |
| EFT28100 | 12/05/2021 | HOWARD COCK   | SBDC MERCHANDISE  | -700.00   |
| EFT28101 | 12/05/2021 | DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY | BSL LEVY COLLECTION APRIL 2021 #3378, #3376, #3373, #3375, #3374, #3372 | -1111.43  |
| EFT28102 | 12/05/2021 | DAVID POCHYBA                                       | GYM CARD DEPOSIT REFUNDS  | -40.00    |
| EFT28103 | 12/05/2021 | DENHAM IGA X-PRESS                                  | SHIRE SUPERMARKET ACCOUNT APRIL 2021                                    | -1185.22  |
| EFT28104 | 12/05/2021 | SHARK BAY SUPERMARKET                               | SHIRE SUPERMARKET ACCOUNT APRIL 2021                                    | -280.67   |
| EFT28105 | 12/05/2021 | REFUEL AUSTRALIA (formerly GERALDTON FUEL COMPANY)  | BULK FUEL AND OIL FOR DEPOT AND DIESEL FOR MANAGERS VEHICLES            | -21996.82 |
| EFT28106 | 12/05/2021 | JAMES MAGINNES                                      | GYM CARD DEPOSIT REFUND   | -20.00    |
| EFT28107 | 12/05/2021 | JASON SIGNMAKERS                                    | EDUCATIONAL SIGNS AT LITTLE LAGOON GAZEBO                               | -822.59   |
| EFT28108 | 12/05/2021 | KICK SOLUTIONS                                      | BUSINESS CARDS FOR SBDC STAFF   | -168.00   |
| EFT28109 | 12/05/2021 | LGISWA  | COUNSELLING SERVICES FOR SHIRE STAFF                                    | -1484.18  |
| EFT28110 | 12/05/2021 | MONSTERBALL AMUSEMENTS & HIRE                       | PREPAYMENT FOR JULY MARKETS ACTIVITIES                                  | -1990.00  |
| EFT28111 | 12/05/2021 | MCLEODS BARRISTERS AND SOLICITORS                   | LEGAL FEES FOR DOG ATTACK AT DENHAM JETTY - MATTER 46488                | -1101.96  |
| EFT28112 | 12/05/2021 | SHARK BAY MARINE AND HARDWARE                       | REFUND ON BSL LEVY DUE TO CYCLONE DAMAGE                                | -123.30   |
| EFT28113 | 12/05/2021 | NATURALISTE PLUMBING PTY LTD                        | EMERGENCY PLUMBING WORK FOR 65 BROCKMAN STREET                          | -300.00   |
| EFT28114 | 12/05/2021 | OAKLEY EARTHWORKS PTY LTD                           | DENHAM ROAD SCOURS REPAIRS - BOBCAT / TIPPER HIRE, CART IN GRAVEL       | -4900.50  |
| EFT28115 | 12/05/2021 | PAPER PLUS OFFICE NATIONAL                          | SHIRE STATIONERY  | -665.93   |
| EFT28116 | 12/05/2021 | RAW BAYKER  | SBDC MERCHANDISE  | -255.00   |



MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

| EFT #    | DATE       | NAME                                | DESCRIPTION  | AMOUNT    |
|----------|------------|-------------------------------------|--|-----------|
| EFT28117 | 12/05/2021 | WINC AUSTRALIA PTY LIMITED          | SERVICE TO SHIRE OFFICE, DEPOT AND SBDC PHOTOCOPIERS   | -888.80   |
| EFT28118 | 12/05/2021 | SHARK BAY COMMUNITY RESOURCE CENTRE | MANAGEMENT OF RECREATIONAL CENTRE APRIL 2021 AND INSCRIPTION POST FOR MANAGERS                                       | -8144.25  |
| EFT28119 | 12/05/2021 | SIMON NEIL GLOSSOP                  | SALARY SACRIFICE COMMUNICATION AND GAS   | -418.58   |
| EFT28120 | 12/05/2021 | SHIRE OF SHARK BAY                  | BCITF LEVY COMMISSION #3372  | -63.00    |
| EFT28121 | 12/05/2021 | TELSTRA CORPORATION LTD             | TELEPHONE SERVICE FOR SMS TO PUBLIC WITH COMMUNITY MESSAGES  | -270.14   |
| EFT28122 | 12/05/2021 | TOWN PLANNING INNOVATIONS           | GENERAL PLANNING SERVICES AND SCHEME AMENDMENT TO LOCAL PLANNING SCHEME #4 APRIL 2021                                | -5197.50  |
| EFT28123 | 12/05/2021 | WILD REPUBLIC AUSTRALASIA PTY LTD   | SBDC MERCHANDISE   | -2758.03  |
| EFT28124 | 21/05/2021 | AUSTRALIAN TAXATION OFFICE          | APRIL 2021 BAS   | -44514.00 |
| EFT28125 | 19/05/2021 | M & B SALES                         | MATERIALS FOR WEST END ABLUTION BLOCK ROOF REPLACEMENT   | -2012.95  |
| EFT28126 | 19/05/2021 | BETTA ROADS                         | POLYCOM PAVEMENT STABILISING AID - RRG USELESS LOOP ROAD   | -53460.00 |
| EFT28127 | 19/05/2021 | NAPA AUTO PARTS                     | STARTER MOTOR FOR SBDC FIRE FIGHTING PUMP  | -482.79   |
| EFT28128 | 19/05/2021 | BOOKEASY AUSTRALIA PTY LTD          | BOOKEASY COMMISSION MARCH 2021   | -402.70   |
| EFT28129 | 19/05/2021 | BOC LIMITED                         | MONTHLY CONTAINER RENTAL APRIL 2021  | -47.06    |
| EFT28130 | 19/05/2021 | KF & PD BURKETT                     | VERGE MOWING AND VERGE ENHANCEMENT SHARK BAY ROAD  | -39600.00 |
| EFT28131 | 19/05/2021 | BATTERY MART                        | BATTERIES FOR FORESHORE BBQ'S  | -154.00   |
| EFT28132 | 19/05/2021 | BOB WADDELL & ASSOCIATES            | CONTRACT RATES OFFICER FEES  | -990.00   |
| EFT28133 | 19/05/2021 | DENHAM MEATS                        | COUNTRY BUTCHER ACCOUNT - USELESS LOOP ROAD RESEAL   | -149.45   |
| EFT28134 | 19/05/2021 | GREAT NORTHERN RURAL SERVICES       | EVIRODYE MARKING PAINT FOR TOWN STREETS MAINTENANCE  | -187.87   |
| EFT28135 | 19/05/2021 | MARKET FORCE PTY LTD                | ADVERTISEMENT FOR CEO POSITION IN WEST AUSTRALIAN AND SEEK, ADVERTISEMENT FOR ADMINISTRATION OFFICER POSTION IN SEEK | -3851.12  |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

| EFT #    | DATE       | NAME                                       | DESCRIPTION   | AMOUNT    |
|----------|------------|--|---|-----------|
| EFT28136 | 19/05/2021 | MCLEODS BARRISTERS AND SOLICITORS          | LEGAL ADVICE ON LEASE RENEWAL - 16A SUNTER PLACE  | -251.90   |
| EFT28137 | 19/05/2021 | MIDWEST FIRE PROTECTION SERVICE            | 6 MONTHLY FIRE EXTINGUISHER CHECKS ON VEHICLES AND QUARTERLY SERVICE ON ALARM SYSTEM AT DISCOVERY CENTRE                              | -1701.59  |
| EFT28138 | 19/05/2021 | PURCHER INTERNATIONAL PTY LTD              | BRAKE CHAMBER FOR FREIGHTLINER (P174)   | -409.75   |
| EFT28139 | 19/05/2021 | PROFESSIONAL PC SUPPORT                    | PHOTOCOPIER EMAILING ISSUES AT SHIRE OFFICE   | -77.00    |
| EFT28140 | 19/05/2021 | R & L COURIERS                             | MONTHLY FREIGHT ACCOUNT - APRIL 2021  | -1810.49  |
| EFT28141 | 19/05/2021 | LYONS ENTERPRISES-SHARK BAY CAR HIRE       | CAR HIRE FOR VISITING MEDICAL STAFF - APRIL 2021  | -798.88   |
| EFT28142 | 19/05/2021 | RAY WHITE REAL ESTATE SHARK BAY            | RENT FOR 12 MEAD STREET 31 MAY 2021 TO 27 JUNE 2021   | -1100.00  |
| EFT28143 | 19/05/2021 | SHARK BAY BUSINESS AND TOURISM ASSOCIATION | CONTRIBUTION TOWARDS RE-SKINNING OF THE SIGNAGE ON NORTH WEST COASTAL HIGHWAY   | -5000.00  |
| EFT28144 | 19/05/2021 | SHARK BAY NEWSAGENCY                       | PRINTING PAPER FOR SHIRE OFFICE   | -399.50   |
| EFT28145 | 19/05/2021 | MOORE AUSTRALIA                            | PROGRESSIVE BILLING - CORPORATE BUSINESS PLANNING   | -4400.00  |
| EFT28146 | 19/05/2021 | STEVE'S TRANSPORTABLES                     | 50% DEPOSIT FOR COMMENCEMENT OF MORGUE BUILDING   | -16500.00 |
| EFT28147 | 19/05/2021 | TELSTRA CORPORATION LTD                    | SHIRE MOBILE PHONE CHARGES MAY 2021 INCLUDING REPLACEMENT PHONE FOR CEO   | -1420.59  |
| EFT28148 | 19/05/2021 | T-QUIP                                     | SOLENOID VALVE FOR RIDE ON MOWER (P192)   | -339.80   |
| EFT28149 | 19/05/2021 | TOTAL UNIFORMS                             | SHIRE OFFICE UNIFORMS   | -1935.50  |
| EFT28150 | 19/05/2021 | WA HOLIDAY GUIDE PTY LTD                   | FEBRUARY TO APRIL BOOKEASY COMMISSIONS  | -226.25   |
| EFT28151 | 21/05/2021 | HOWARD COCK                                | SBDC MERCHANDISE  | -205.00   |
| EFT28152 | 21/05/2021 | COHERA-TECH PTY LTD                        | ANNUAL SUBSCRIPTION FOR DOOR COUNTER AT DISCOVERY CENTRE FOR 2020 AND 2021  | -680.00   |
| EFT28153 | 21/05/2021 | CDH ELECTRICAL                             | ANNUAL ELECTRICAL MAINTENANCE PENSIONER UNITS AND 5 SPAVEN WAY – SERVICING OF AIRCONDITIONERS, ELECTRICAL AND HOT WATER SYSTEM CHECKS | -5736.50  |
| EFT28154 | 21/05/2021 | DENHAM MEATS                               | COUNTRY CREW BUTCHER ACCOUNT - USELESS LOOP   | -459.90   |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

| EFT #    | DATE       | NAME  | DESCRIPTION  | AMOUNT    |
|----------|------------|---|--|-----------|
|          |            |   | ROAD MAINTENANCE   |           |
| EFT28155 | 21/05/2021 | HORIZON POWER                               | ELECTRICITY CHARGES FOR SES AND ST JOHN AMBULANCE BUILDINGS  | -833.93   |
| EFT28156 | 21/05/2021 | TOLL IPEC PTY LTD                           | TOLL IPEC FREIGHT ACCOUNT  | -33.36    |
| EFT28157 | 21/05/2021 | SHARK BAY MARINE AND HARDWARE               | MITRE 10 MONTHLY ACCOUNT - APRIL 2021  | -799.36   |
| EFT28158 | 21/05/2021 | PROFESSIONAL PC SUPPORT                     | HP PRODESK 600 COMPUTER FOR DEPOT COUNTRY SUPERVISOR   | -1279.63  |
| EFT28159 | 21/05/2021 | SHARK BAY CLEANING SERVICE                  | MONTHLY CLEANING ACCOUNT - APRIL 2021  | -21146.53 |
| EFT28160 | 21/05/2021 | SUMMER GYPSEA                               | SBDC MERCHANDISE   | -240.00   |
| EFT28161 | 21/05/2021 | TRUCKLINE PARTS CENTRE                      | FUEL SEPARATOR FOR ROLLER (P187)   | -101.00   |
| EFT28162 | 27/05/2021 | BOB WADDELL & ASSOCIATES                    | CONTRACT RATES OFFICER FEES  | -66.00    |
| EFT28163 | 27/05/2021 | CONTROLLED IRRIGATION SUPPLIES AUSTRALIA    | RETICULATION NODE FOR FORESHORE GARDENS  | -475.75   |
| EFT28164 | 27/05/2021 | C.M & G.D BELL                              | LABOUR HIRE 13 APRIL TO 12 MAY 2021 - USELESS LOOP ROAD AND EAGLE BLUFF ROAD   | -9625.00  |
| EFT28165 | 27/05/2021 | GERALDTON MOWER & REPAIRS SPECIALISTS       | PARTS FOR MOWER REPAIRS (PP076)  | -202.00   |
| EFT28166 | 27/05/2021 | HORIZON POWER                               | SHIRE PREMISES ELECTRICTY APRIL AND MAY 2021   | -15158.72 |
| EFT28167 | 27/05/2021 | HERITAGE RESORT                             | ACCOMMODATION L.HIGHFIELD - CEO SHORTLIST COMMITTEE MEETING  | -180.00   |
| EFT28168 | 27/05/2021 | TOLL IPEC PTY LTD                           | TOLL IPEC FREIGHT ACCOUNT  | -382.26   |
| EFT28169 | 27/05/2021 | LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA | ADVERTISEMENT OF CO-ORDINATOR ROLE FOR DISCOVERY CENTRE AND ADMINISTRATION OFFICER   | -300.00   |
| EFT28170 | 27/05/2021 | PROFESSIONAL PC SUPPORT                     | JUNE MONTHLY BILLING FOR PPS AGENT AGREEMENT AND ANTIVIRUS, 2 MONTHLY SERVER MAINTENANCE, COMPUTER LICENCES, TELEPHONE MAINTENANCE AND SUPPORT FOR SECURITY ISSUES | -2089.41  |
| EFT28171 | 27/05/2021 | RAIN MEDIA IT SOLUTIONS - JOHNNY BONBONI    | PART PAYMENT FOR RECREATION CENTRE ELECTRONIC DOOR ACCESS UPGRADE  | -8516.40  |
| EFT28172 | 27/05/2021 | MOORE AUSTRALIA                             | PROGRESSIVE BILLING FOR PROVISION OF FINANCIAL MANAGEMENT AUDIT REGULATION 17 REVIEW   | -14091.68 |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

| EFT #    | DATE       | NAME                    | DESCRIPTION   | AMOUNT              |
|----------|------------|-------------------------|---|---------------------|
| EFT28173 | 27/05/2021 | TELSTRA CORPORATION LTD | TELEPHONE SERVICE FOR SMS TO PUBLIC WITH COMMUNITY MESSAGES | -271.57             |
|          |            |                         | <b>TOTAL</b>  | <b>\$370,558.47</b> |

**SHIRE OF SHARK BAY – MUNI  
ELECTRONIC PAYROLL TRANSACTIONS  
MAY 2021**

| DATE       | NAME    | DESCRIPTION                                       | AMOUNT              |
|------------|---------|---|---------------------|
| 11/05/2021 | PAYROLL | EMPLOYEE NET PAY FOR FORTNIGHT ENDING 9 MAY 2021  | \$58,087.00         |
| 25/05/2021 | PAYROLL | EMPLOYEE NET PAY FOR FORTNIGHT ENDING 23 MAY 2021 | \$53,571.00         |
|            |         | <b>TOTAL</b>                                      | <b>\$111,658.00</b> |

**SHIRE OF SHARK BAY  
MAY 2021  
POLICE LICENSING TRANSACTION # 202111**

| CHQ    | DATE       | NAME                   | DESCRIPTION               | AMOUNT             |
|--------|------------|------------------------|---------------------------|--------------------|
| 202111 | 31/05/2021 | COMMISSIONER OF POLICE | POLICE LICENSING MAY 2021 | \$17,807.45        |
|        |            |                        | <b>TOTAL</b>              | <b>\$17,807.45</b> |

30 JUNE 2021

14.2 FINANCIAL REPORTS TO 31 MAY 2021  
CM00017

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Moved            Cr Ridgley  
Seconded       Cr Cowell

**Council Resolution**

**That the monthly financial report to 31 May 2021 as attached be received.  
5/0 CARRIED**

Ms Pears left the Council Chamber at 4.29 pm.

Comment

As per the requirements of Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government Accounting (Financial Management) Regulations 1996*, the following monthly financial reports to **31 May 2021** are attached.

VARIANCE ANALYSIS

Operating Revenue was in excess of the year to date budget by \$119,547 mainly due to increases in Interest Earned (\$13,032), Rate Enquiry and Instalment Fees (\$5,028), Refuse Site Fees (\$8,297), Gym Fees (\$4,591), Development and Planning Applications (\$6,793), Shark Bay World Heritage Discovery and Visitor Centre Entrance Fees (\$18,515), Sales and Booking commissions (\$31,390) and Refund Expenditure income of (\$9,975).

Operating Expenditure is under the year to date budget by \$704,050 mainly due to reductions in Elected Members Training (\$23,100), Council Chamber Items <\$5k (\$10,610), Strategic Planning (\$9,722), Fair Valuations (\$13,020), Audit Fees (\$32,859), Fringe Benefit Tax (\$22,913), Health Consultancy (\$13,663), Public Health Plan (\$7,000), Pensioner Unit Maintenance and Utilities (\$8,009), Recycling Service Review (\$13,112), Refuse Operations (\$42,291), Town Planning Scheme Expenses (\$16,864), Child Care Centre and Town Hall Maintenance (\$17,536), Occupation Health and Safety Reviews (\$12,239), Council Assistance Program (\$18,665), Recreation Centre and Town Oval Facilities Operating Expenditure (\$53,335), Maintenance – Velsheda/Galla (\$16,738), Maintenance Shark Bay World Heritage Discovery and Visitor Centre (\$28,861), Utilities (\$37,948), Promo Materials and Website Development – Shark Bay World Heritage Discovery and Visitor Centre (\$8,201), Purchases – Shark Bay World Heritage Discovery and Visitor Centre (\$8,584), Maintenance – Drainage/Sump (\$8,939), Country Roads Maintenance (\$77,445), Department of Transport Marina Facility Agreement Expenses (\$14,142) and overall underspend in governance overhead costs.

Capital Revenue year to date actual was less than year to date budget by \$911 and is not a reportable variance.

## MINUTES OF THE ORDINARY COUNCIL MEETING

---

30 JUNE 2021

Capital Expenditure is in excess of the year to date budget by \$22,178 and is not a reportable variance.

### LEGAL IMPLICATIONS

Section 34 of the Local Government (Financial Management) Regulations 1996, requires a financial report to be submitted to Council on a monthly basis.

### POLICY IMPLICATIONS

There are no policy implications associated with this item.

### FINANCIAL IMPLICATIONS

The financial report shows the financial position of the Shire has exceeded the year to date budget as a result of strategies put in place to address the significant adverse trend in the financial position of the Shire, as the Operating Surplus Ratio has been below the Department of Local Government, Sports and Cultural Industries standard for the past three years. In addition, due to the COVID-19 pandemic further strategies were implemented in the budget to further reduce expenditure in anticipation of an adverse impact on cashflow forecast for the 2020/2021 financial year.

### STRATEGIC IMPLICATIONS

Outcome 1.2 To improve fiscal management practices and procedures and maximise operating revenue and social capital.

### RISK MANAGEMENT

The financial report reports on the current financial status and this is currently viewed as a low risk to Council.

### Voting Requirements

Simple Majority Required

### Signature

Author  
Chief Executive Officer  
Date of Report

*A Pears*  
*P Anderson*  
21 June 2021

# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

## SHIRE OF SHARK BAY

### MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 May 2021

LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2021

SUMMARY INFORMATION - GRAPHS



This information is to be read in conjunction with the accompanying Financial Statements and Notes.





# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MAY 2021

## STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

| PROGRAM NAME AND OBJECTIVES  | ACTIVITIES  |
|--|---|
| <b>GOVERNANCE</b><br>To provide a decision making process for the efficient allocation of scarce resources.  | Expenses associated with the provision of services to members of council and elections.   |
| <b>GENERAL PURPOSE FUNDING</b><br>To collect revenue to allow for the provision of services.   | Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. This also includes the costs associated with raising these revenues e.g. valuation expenses, debt collection and overheads. |
| <b>LAW, ORDER, PUBLIC SAFETY</b><br>To provide services to help ensure a safer and environmentally conscious community.                                  | Enforcement of Local Laws, fire prevention, animal control and the provision of ranger services.  |
| <b>HEALTH</b><br>To provide an operational framework for environmental and community health.   | Health inspection services, food quality control and mosquito control.  |
| <b>HOUSING</b><br>To provide and maintain housing for the elderly and staff.   | Provision and maintenance of rented housing accommodation for pensioners and employees.   |
| <b>COMMUNITY AMENITIES</b><br>To provide services required by the community.   | Sanitation, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.  |
| <b>RECREATION AND CULTURE</b><br>To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community. | Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, Shark Bay World Heritage Discovery and Visitor Centre, foreshore, public halls and the Shark Bay Recreation Centre.                 |
| <b>TRANSPORT</b><br>To provide safe, effective and efficient transport services to the community.  | Construction and maintenance of roads, footpaths, drainage, parking facilities, traffic control, depot operations, marine facilities and street cleaning.   |
| <b>ECONOMIC SERVICES</b><br>To help promote the Shire and its economic wellbeing.  | Tourism, community development, building services and private works.  |
| <b>OTHER PROPERTY AND SERVICES</b><br>To monitor and control council's overhead operating accounts.  | Plant maintenance, administration, labour overheads and stock.  |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

STATUTORY REPORTING PROGRAMS

|   | Ref Note | Adopted Budget     | YTD Budget (a)     | YTD Actual (b)     | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | Var. |
|---|----------|--------------------|--------------------|--------------------|-----------------|--------------------|------|
|   |          | \$                 | \$                 | \$                 | \$              | %                  |      |
| <b>Opening funding surplus / (deficit)</b>                      | 1(c)     | 1,601,685          | 1,601,685          | 1,601,685          | 0               | 0.00%              |      |
| <b>Revenue from operating activities</b>                        |          |                    |                    |                    |                 |                    |      |
| Governance  |          | 2,502              | 2,277              | 3,403              | 1,126           | 49.45%             |      |
| General purpose funding - general rates                         | 6        | 1,404,421          | 1,404,420          | 1,401,896          | (2,524)         | (0.18%)            |      |
| General purpose funding - other                                 |          | 988,518            | 984,591            | 1,005,244          | 20,653          | 2.10%              |      |
| Law, order and public safety                                    |          | 69,900             | 68,565             | 71,162             | 2,597           | 3.79%              |      |
| Health  |          | 1,800              | 1,639              | 1,541              | (98)            | (5.98%)            |      |
| Housing   |          | 128,580            | 117,755            | 116,129            | (1,626)         | (1.38%)            |      |
| Community amenities   |          | 335,876            | 327,636            | 343,408            | 15,772          | 4.81%              |      |
| Recreation and culture  |          | 325,630            | 298,397            | 360,040            | 61,643          | 20.66%             | ▲    |
| Transport   |          | 849,679            | 502,396            | 498,841            | (3,555)         | (0.71%)            |      |
| Economic services   |          | 870,350            | 798,845            | 810,998            | 12,153          | 1.52%              |      |
| Other property and services                                     |          | 40,000             | 36,663             | 50,069             | 13,406          | 36.57%             | ▲    |
|   |          | <b>5,017,256</b>   | <b>4,543,184</b>   | <b>4,662,731</b>   | <b>119,547</b>  |                    |      |
| <b>Expenditure from operating activities</b>                    |          |                    |                    |                    |                 |                    |      |
| Governance  |          | (266,462)          | (243,969)          | (130,087)          | 118,882         | -46.68%            | ▲    |
| General purpose funding   |          | (106,220)          | (97,350)           | (89,282)           | 8,068           | 8.29%              | ▲    |
| Law, order and public safety                                    |          | (272,004)          | (237,237)          | (273,336)          | (36,099)        | (15.22%)           | ▼    |
| Health  |          | (87,889)           | (80,520)           | (54,979)           | 25,541          | 31.72%             | ▲    |
| Housing   |          | (212,910)          | (194,953)          | (184,389)          | 10,564          | 5.42%              | ▲    |
| Community amenities   |          | (693,071)          | (634,997)          | (529,112)          | 105,885         | 16.67%             | ▲    |
| Recreation and culture  |          | (2,142,316)        | (1,963,104)        | (1,729,842)        | 233,262         | 11.88%             | ▲    |
| Transport   |          | (2,131,515)        | (1,953,578)        | (1,814,849)        | 138,729         | 7.10%              | ▲    |
| Economic services   |          | (1,030,321)        | (944,218)          | (895,859)          | 48,359          | 5.17%              | ▲    |
| Other property and services                                     |          | (39,500)           | (36,036)           | 19,823             | 55,859          | 155.01%            | ▲    |
|   |          | <b>(6,982,208)</b> | <b>(6,385,962)</b> | <b>(5,681,912)</b> | <b>704,060</b>  |                    |      |
| Non-cash amounts excluded from operating activities             | 1(a)     | 1,897,775          | 1,739,375          | 1,643,181          | (96,194)        | (5.53%)            | ▼    |
| <b>Amount attributable to operating activities</b>              |          | <b>(67,177)</b>    | <b>(103,403)</b>   | <b>624,000</b>     | <b>727,403</b>  |                    |      |
| <b>Investing Activities</b>                                     |          |                    |                    |                    |                 |                    |      |
| Proceeds from non-operating grants, subsidies and contributions | 13       | 1,536,052          | 693,000            | 694,034            | 1,034           | 0.15%              |      |
| Proceeds from disposal of assets                                | 7        | 257,182            | 58,182             | 56,237             | (1,945)         | (3.34%)            |      |
| Payments for property, plant and equipment and infrastructure   | 8        | (2,914,043)        | (836,449)          | (858,627)          | (22,178)        | (2.65%)            |      |
| <b>Amount attributable to investing activities</b>              |          | <b>(1,120,809)</b> | <b>(85,267)</b>    | <b>(108,356)</b>   | <b>(23,089)</b> |                    |      |
| <b>Financing Activities</b>                                     |          |                    |                    |                    |                 |                    |      |
| Transfer from reserves  | 10       | 1,041,523          | 0                  | 0                  | 0               | 0.00%              |      |
| Repayment of debentures   | 9        | (74,957)           | (74,957)           | (74,957)           | 0               | 0.00%              |      |
| Transfer to reserves  | 10       | (1,380,265)        | (8,745)            | (8,745)            | 0               | 0.00%              |      |
| <b>Amount attributable to financing activities</b>              |          | <b>(413,699)</b>   | <b>(83,702)</b>    | <b>(83,702)</b>    | <b>0</b>        |                    |      |
| <b>Closing funding surplus / (deficit)</b>                      | 1(c)     | <b>0</b>           | <b>1,329,313</b>   | <b>2,033,627</b>   |                 |                    |      |

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$5,000 or 5.00% whichever is the greater.

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

SHIRE OF SHARK BAY |

# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MAY 2021

### REVENUE

#### RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

#### FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

#### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

## MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

 STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 MAY 2021

## BY NATURE OR TYPE

|   | Ref<br>Note | Adopted<br>Budget  | YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) | Var. \$<br>(b)-(a) | Var. %<br>(b)-(a)/(a) | Var. |
|---|-------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
|   |             | \$                 | \$                   | \$                   | \$                 | %                     |      |
| <b>Opening funding surplus / (deficit)</b>                      | 1(c)        | 1,601,685          | 1,601,685            | <b>1,601,685</b>     | 0                  | 0.00%                 |      |
| <b>Revenue from operating activities</b>                        |             |                    |                      |                      |                    |                       |      |
| Rates   | 6           | 1,404,421          | 1,404,420            | <b>1,401,896</b>     | (2,524)            | (0.18%)               |      |
| Specified area rates  | 6           | 37,104             | 37,104               | <b>37,104</b>        | 0                  | 0.00%                 |      |
| Operating grants, subsidies and contributions                   | 12          | 1,776,701          | 1,434,619            | <b>1,439,187</b>     | 4,568              | 0.32%                 |      |
| Fees and charges  |             | 1,644,391          | 1,526,845            | <b>1,604,094</b>     | 77,249             | 5.06%                 | ▲    |
| Interest earnings   |             | 9,650              | 7,371                | <b>20,403</b>        | 13,032             | 176.80%               | ▲    |
| Other revenue   |             | 144,487            | 132,374              | <b>160,047</b>       | 27,673             | 20.91%                | ▲    |
| Profit on disposal of assets                                    | /           | 502                | 451                  | <b>0</b>             | (451)              | (100.00%)             | ▼    |
|   |             | <b>5,017,256</b>   | <b>4,543,184</b>     | <b>4,662,731</b>     | 119,547            |                       |      |
| <b>Expenditure from operating activities</b>                    |             |                    |                      |                      |                    |                       |      |
| Employee costs  |             | (2,227,427)        | (2,041,006)          | <b>(1,965,839)</b>   | 75,167             | 3.68%                 |      |
| Materials and contracts   |             | (2,299,530)        | (2,094,917)          | <b>(1,591,039)</b>   | 303,878            | 24.05%                | ▲    |
| Utility charges   |             | (194,865)          | (178,442)            | <b>(140,494)</b>     | 37,948             | 21.27%                | ▲    |
| Depreciation on non-current assets                              |             | (1,758,645)        | (1,611,830)          | <b>(1,609,418)</b>   | 2,412              | 0.15%                 |      |
| Interest expenses   |             | (31,159)           | (28,556)             | <b>(20,205)</b>      | 8,351              | 29.24%                | ▲    |
| Insurance expenses  |             | (168,073)          | (153,967)            | <b>(168,450)</b>     | (14,483)           | (9.41%)               | ▼    |
| Other expenditure   |             | (162,877)          | (149,248)            | <b>(152,704)</b>     | (3,436)            | (2.32%)               |      |
| Loss on disposal of assets                                      | 7           | (139,632)          | (127,996)            | <b>(33,763)</b>      | 94,283             | 73.62%                | ▲    |
|   |             | <b>(6,982,208)</b> | <b>(6,385,962)</b>   | <b>(5,681,912)</b>   | 704,050            |                       |      |
| <b>Non-cash amounts excluded from operating activities</b>      |             |                    |                      |                      |                    |                       |      |
|   | 1(a)        | 1,897,775          | 1,739,375            | <b>1,643,181</b>     | (96,194)           | (5.33%)               | ▼    |
| <b>Amount attributable to operating activities</b>              |             | <b>(67,177)</b>    | <b>(103,403)</b>     | <b>624,000</b>       | 727,403            |                       |      |
| <b>Investing activities</b>                                     |             |                    |                      |                      |                    |                       |      |
| Proceeds from non-operating grants, subsidies and contributions | 13          | 1,536,052          | 693,000              | <b>694,034</b>       | 1,034              | 0.15%                 |      |
| Proceeds from disposal of assets                                | 7           | 257,182            | 58,182               | <b>56,237</b>        | (1,945)            | (3.34%)               |      |
| Payments for property, plant and equipment and infrastructure   | 8           | (2,914,043)        | (836,449)            | <b>(858,627)</b>     | (22,178)           | (2.65%)               |      |
| <b>Amount attributable to investing activities</b>              |             | <b>(1,120,809)</b> | <b>(85,267)</b>      | <b>(108,356)</b>     | (23,089)           |                       |      |
| <b>Financing Activities</b>                                     |             |                    |                      |                      |                    |                       |      |
| Transfer from reserves  | 10          | 1,041,523          | 0                    | <b>0</b>             | 0                  | 0.00%                 |      |
| Repayment of debentures   | 9           | (74,957)           | (74,957)             | <b>(74,957)</b>      | 0                  | 0.00%                 |      |
| Transfer to reserves  | 10          | (1,380,265)        | (8,745)              | <b>(8,745)</b>       | 0                  | 0.00%                 |      |
| <b>Amount attributable to financing activities</b>              |             | <b>(413,699)</b>   | <b>(83,702)</b>      | <b>(83,702)</b>      | 0                  |                       |      |
| <b>Closing funding surplus / (deficit)</b>                      | 1(c)        | <b>0</b>           | <b>1,329,313</b>     | <b>2,033,627</b>     | 704,314            |                       |      |

## KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 16 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

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# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 MAY 2021

## BASIS OF PREPARATION

### BASIS OF PREPARATION

#### REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996 - Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 15 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads - paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 May 2021

### SIGNIFICANT ACCOUNTING POLICIES

#### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

#### THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

#### GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

# MINUTES OF THE ORDINARY COUNCIL MEETING

## 30 JUNE 2021

### NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2021

### NOTE 1 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

#### (a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

|  | Notes | Adopted Budget   | YTD Budget (a)   | YTD Actual (b)   |
|--|-------|------------------|------------------|------------------|
| <b>Non-cash items excluded from operating activities</b>       |       |                  |                  |                  |
|  |       | \$               | \$               | \$               |
| <b>Adjustments to operating activities</b>                     |       |                  |                  |                  |
| Less: Profit on asset disposals                                | 7     | (502)            | (451)            | 0                |
| Movement in pensioner deferred rates (non-current)             |       |                  |                  | 0                |
| Add: Loss on asset disposals                                   | 7     | 139,632          | 127,996          | 33,763           |
| Add: Depreciation on assets                                    |       | 1,758,645        | 1,611,830        | 1,609,418        |
| <b>Total non-cash items excluded from operating activities</b> |       | <b>1,897,775</b> | <b>1,739,375</b> | <b>1,643,181</b> |

#### (b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

|  |    | Last Year Closing<br>30 June 2020 | This Time Last Year<br>31 May 2020 | Year to Date<br>31 May 2021 |
|--|----|-----------------------------------|------------------------------------|-----------------------------|
| <b>Adjustments to net current assets</b>       |    |                                   |                                    |                             |
| Less: Reserves - restricted cash               | 10 | (2,922,352)                       | (1,303,973)                        | (2,931,097)                 |
| Add: Borrowings                                | 9  | 74,957                            | 50,599                             | 74,957                      |
| <b>Total adjustments to net current assets</b> |    | <b>(2,847,395)</b>                | <b>(1,253,374)</b>                 | <b>(2,856,140)</b>          |

#### (c) Net current assets used in the Statement of Financial Activity

|  |      |                    |                    |                    |
|--|------|--------------------|--------------------|--------------------|
| <b>Current assets</b>                                |      |                    |                    |                    |
| Cash and cash equivalents                            | 2    | 4,912,395          | 3,716,635          | 6,142,670          |
| Rates receivables                                    | 3    | 32,544             | 252,012            | 35,979             |
| Receivables  | 3    | 68,577             | 183,098            | 137,819            |
| Other current assets                                 | 4    | 131,544            | 156,048            | 127,279            |
| <b>Less: Current liabilities</b>                     |      |                    |                    |                    |
| Payables   | 5    | (324,150)          | (199,747)          | (839,666)          |
| Borrowings   | 9    | (74,957)           | (50,599)           | (74,957)           |
| Contract liabilities                                 | 11   | (33,488)           | 0                  | (375,972)          |
| Provisions   | 11   | (263,385)          | (208,068)          | (263,385)          |
| <b>Less: Total adjustments to net current assets</b> | 1(b) | <b>(2,847,395)</b> | <b>(1,253,374)</b> | <b>(2,856,140)</b> |
| <b>Closing funding surplus / (deficit)</b>           |      | <b>1,601,685</b>   | <b>2,596,005</b>   | <b>2,033,627</b>   |

#### CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

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# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

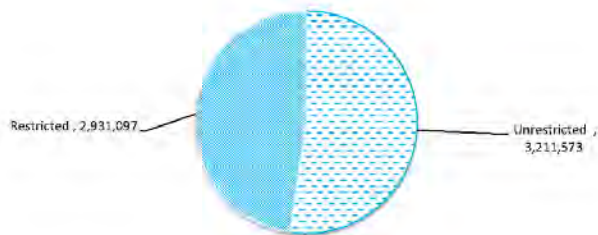
## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2021

## OPERATING ACTIVITIES NOTE 2 CASH AND FINANCIAL ASSETS

| Description                   | Classification            | Unrestricted     | Restricted       | Total Cash       | Trust    | Institution | Interest Rate | Maturity Date |
|-------------------------------|---------------------------|------------------|------------------|------------------|----------|-------------|---------------|---------------|
|                               |                           | \$               | \$               | \$               |          |             |               |               |
| <b>Cash on hand</b>           |                           |                  |                  |                  |          |             |               |               |
| Municipal Bank Account        | Cash and cash equivalents | 293,992          |                  | 293,992          | 0        | Bankwest    | 0.01%         | At Call       |
| Municipal Telenet Saver       | Cash and cash equivalents | 2,916,682        |                  | 2,916,682        | 0        | Bankwest    | 0.15%         | At Call       |
| Trust Bank Account            | Cash and cash equivalents | 0                |                  | 0                | 0        | Bankwest    | 0.00%         | At Call       |
| Reserve Bank Account          | Cash and cash equivalents | 0                | 179              | 179              | 0        | Bankwest    | 0.00%         | At Call       |
| Reserve Telenet Saver Account | Cash and cash equivalents | 0                | 2,930,918        | 2,930,918        | 0        | Bankwest    | 0.15%         | At Call       |
| Till Floats                   | Cash and cash equivalents | 900              |                  | 900              | 0        | N/A         | 0.00%         | On Hand       |
| <b>Total</b>                  |                           | <b>3,211,573</b> | <b>2,931,097</b> | <b>6,142,670</b> | <b>0</b> |             |               |               |
| <b>Comprising</b>             |                           |                  |                  |                  |          |             |               |               |
| Cash and cash equivalents     |                           | 3,211,573        | 2,931,097        | 6,142,670        | 0        |             |               |               |
|                               |                           | <b>3,211,573</b> | <b>2,931,097</b> | <b>6,142,670</b> | <b>0</b> |             |               |               |

### KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.





# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2021

## OPERATING ACTIVITIES NOTE 3 RECEIVABLES

| Rates receivable               | 30 June 2020  | 31 May 2021   |
|--------------------------------|---------------|---------------|
|                                | \$            | \$            |
| Opening arrears previous years | 31,927        | 32,544        |
| Levied this year               | 1,827,891     | 1,773,706     |
| Less - collections to date     | (1,827,274)   | (1,770,286)   |
| Equals current outstanding     | 32,544        | 35,979        |
| <b>Net rates collectable</b>   | <b>32,544</b> | <b>35,979</b> |
| % Collected                    | 98.3%         | 98%           |

| Receivables - general                        | Credit  | Current | 30 Days | 60 Days | 90+ Days | Total          |
|--|---------|---------|---------|---------|----------|----------------|
|  | \$      | \$      | \$      | \$      | \$       | \$             |
| Receivables - general                        | (2,802) | 99,552  | 4,425   | 135     | 373      | 101,683        |
| Percentage                                   | (2.8%)  | 97.9%   | 4.4%    | 0.1%    | 0.4%     |                |
| <b>Balance per trial balance</b>             |         |         |         |         |          |                |
| Sundry receivable                            |         |         |         |         |          | 101,683        |
| GST and FBT receivable                       |         |         |         |         |          | 33,692         |
| Tenancy Bond - 12 Mead Street                |         |         |         |         |          | 1,100          |
| ESL Levied                                   |         |         |         |         |          | 25             |
| State Revenue Pensioner Rebate               |         |         |         |         |          | 1,319          |
| <b>Total receivables general outstanding</b> |         |         |         |         |          | <b>137,819</b> |

Amounts shown above include GST (where applicable)

### KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS

|   | Opening<br>Balance<br>1 July 2020 | Asset<br>Increase | Asset<br>Reduction | Closing<br>Balance<br>31 May 2021 |
|---|-----------------------------------|-------------------|--------------------|-----------------------------------|
|   | \$                                | \$                | \$                 | \$                                |
| <b>Other current assets</b>                               |                                   |                   |                    |                                   |
| <b>Inventory</b>  |                                   |                   |                    |                                   |
| Fuel and materials  | 17,973                            |                   | (2,637)            | 15,336                            |
| Merchandise   | 112,017                           |                   | (74)               | 111,943                           |
| <b>Prepayments</b>  |                                   |                   |                    |                                   |
| Prepayments   | 365                               |                   | (365)              | 0                                 |
| Accrued income  | 1,189                             |                   | (1,189)            | 0                                 |
| <b>Total other current assets</b>                         | <b>131,544</b>                    | <b>0</b>          | <b>(4,265)</b>     | <b>127,279</b>                    |
| <b>Amounts shown above include GST (where applicable)</b> |                                   |                   |                    |                                   |

KEY INFORMATION

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

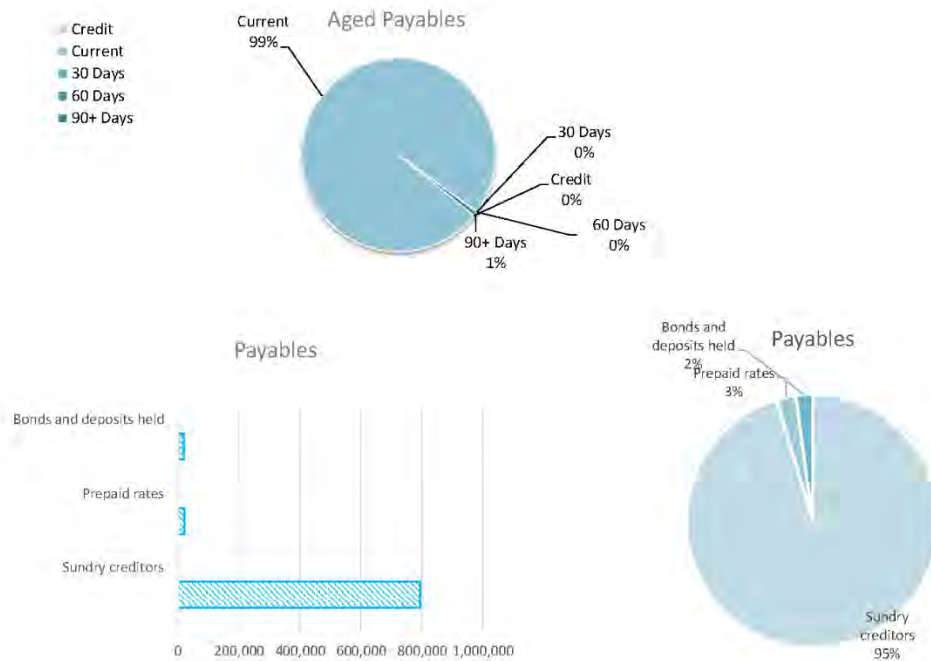
OPERATING ACTIVITIES  
NOTE 5  
Payables

| Payables - general                        | Credit | Current | 30 Days | 60 Days | 90+ Days | Total          |
|---|--------|---------|---------|---------|----------|----------------|
|   | \$     | \$      | \$      | \$      | \$       | \$             |
| Payables - general                        | 0      | 787,736 | 0       | 0       | 6,317    | 794,053        |
| Percentage                                | 0%     | 99.2%   | 0%      | 0%      | 0.8%     |                |
| <b>Balance per trial balance</b>          |        |         |         |         |          |                |
| Sundry creditors                          |        |         |         |         |          | 794,053        |
| Prepaid rates                             |        |         |         |         |          | 20,381         |
| Bonds and deposits held                   |        |         |         |         |          | 17,939         |
| Payables - Other                          |        |         |         |         |          | 7,293          |
| <b>Total payables general outstanding</b> |        |         |         |         |          | <b>839,666</b> |

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

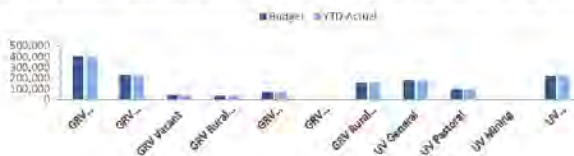
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

| General rate revenue                | Budget             |                      |                   |                  |              |            |                  | YTD Actual       |               |            |                  |
|-------------------------------------|--------------------|----------------------|-------------------|------------------|--------------|------------|------------------|------------------|---------------|------------|------------------|
|                                     | Rate in \$ (cents) | Number of Properties | Rateable Value    | Rate Revenue     | Interim Rate | Back Rate  | Total Revenue    | Rate Revenue     | Interim Rates | Back Rates | Total Revenue    |
| RATE TYPE                           |                    |                      |                   | \$               | \$           | \$         | \$               | \$               | \$            | \$         | \$               |
| <b>Gross rental value</b>           |                    |                      |                   |                  |              |            |                  |                  |               |            |                  |
| GRV Residential                     | 0.10284            | 321                  | 3,843,414         | 394,828          | 5,576        | 153        | 400,557          | 393,647          | 3,319         | 153        | 397,119          |
| GRV Commercial                      | 0.10569            | 41                   | 2,130,457         | 225,168          |              |            | 225,168          | 225,168          | 470           | 0          | 225,638          |
| GRV Vacant                          | 0.10284            | 18                   | 360,104           | 37,033           | 0            | 0          | 37,033           | 37,033           | (618)         | 0          | 36,415           |
| GRV Rural Commercial                | 0.10688            | 5                    | 315,380           | 33,709           | 0            | 0          | 33,709           | 33,709           | 0             | 0          | 33,709           |
| GRV Industrial / Residential        | 0.11380            | 46                   | 640,229           | 72,860           | 0            | 0          | 72,860           | 72,860           | 930           | 0          | 73,790           |
| GRV Industrial / Residential Vacant | 0.10284            | 2                    | 0                 | 0                | 0            | 0          | 0                | 0                | 0             | 0          | 0                |
| GRV Rural Resort                    | 0.11282            | 1                    | 1,346,800         | 151,949          | 0            | 0          | 151,949          | 151,949          | 0             | 0          | 151,949          |
| <b>Unimproved value</b>             |                    |                      |                   |                  |              |            |                  |                  |               |            |                  |
| UV General                          | 0.20709            | 7                    | 859,272           | 177,936          | 0            | 0          | 177,936          | 177,936          | 0             | 0          | 177,936          |
| UV Pastoral                         | 0.14182            | 11                   | 642,378           | 91,105           | 0            | 0          | 91,105           | 91,105           | 0             | 0          | 91,105           |
| UV Mining                           | 0.28245            | 1                    | 8,415             | 2,245            | 0            | 0          | 2,245            | 2,377            | 0             | 0          | 2,377            |
| UV Exploration                      | 0.27158            | 10                   | 806,582           | 219,052          | 0            | 0          | 219,052          | 219,051          | 0             | 0          | 219,051          |
| <b>Sub-Total</b>                    |                    | <b>463</b>           | <b>10,952,981</b> | <b>1,405,885</b> | <b>5,576</b> | <b>153</b> | <b>1,411,614</b> | <b>1,404,835</b> | <b>4,101</b>  | <b>153</b> | <b>1,409,089</b> |
| <b>Minimum payment</b>              |                    |                      |                   |                  |              |            |                  |                  |               |            |                  |
| <b>Minimum \$</b>                   |                    |                      |                   |                  |              |            |                  |                  |               |            |                  |
| <b>Gross rental value</b>           |                    |                      |                   |                  |              |            |                  |                  |               |            |                  |
| GRV Residential                     | 876                | 51                   | 360,188           | 44,676           | 0            | 0          | 44,676           | 44,676           | 0             | 0          | 44,676           |
| GRV Commercial                      | 876                | 17                   | 93,933            | 14,892           | 0            | 0          | 14,892           | 14,892           | 0             | 0          | 14,892           |
| GRV Vacant                          | 876                | 80                   | 262,806           | 70,080           | 0            | 0          | 70,080           | 70,080           | 0             | 0          | 70,080           |
| GRV Rural Commercial                | 876                | 0                    | 0                 | 0                | 0            | 0          | 0                | 0                | 0             | 0          | 0                |
| GRV Industrial / Residential        | 876                | 3                    | 19,439            | 2,628            | 0            | 0          | 2,628            | 2,628            | 0             | 0          | 2,628            |
| GRV Industrial / Residential Vacant | 546                | 0                    | 0                 | 0                | 0            | 0          | 0                | 0                | 0             | 0          | 0                |
| GRV Rural Resort                    | 876                | 0                    | 0                 | 0                | 0            | 0          | 0                | 0                | 0             | 0          | 0                |
| <b>Unimproved value</b>             |                    |                      |                   |                  |              |            |                  |                  |               |            |                  |
| UV General                          | 735                | 6                    | 3,395             | 4,410            | 0            | 0          | 4,410            | 4,410            | 0             | 0          | 4,410            |
| UV Pastoral                         | 920                | 0                    | 0                 | 0                | 0            | 0          | 0                | 0                | 0             | 0          | 0                |
| UV Mining                           | 920                | 1                    | 693               | 920              | 0            | 0          | 920              | 920              | 0             | 0          | 920              |
| UV Exploration                      | 920                | 1                    | 2,073             | 920              | 0            | 0          | 920              | 920              | 0             | 0          | 920              |
| <b>Sub-total</b>                    |                    | <b>159</b>           | <b>748,527</b>    | <b>138,526</b>   | <b>0</b>     | <b>0</b>   | <b>138,526</b>   | <b>138,526</b>   | <b>0</b>      | <b>0</b>   | <b>138,526</b>   |
| Concession                          |                    |                      |                   |                  |              |            | (145,719)        |                  |               |            | (145,719)        |
| <b>Amount from general rates</b>    |                    |                      |                   |                  |              |            | <b>1,404,421</b> |                  |               |            | <b>1,401,896</b> |
| <b>Total general rates</b>          |                    |                      |                   |                  |              |            | <b>1,404,421</b> |                  |               |            | <b>1,401,896</b> |
| <b>Specified area rates</b>         |                    |                      |                   |                  |              |            |                  |                  |               |            |                  |
| <b>Rate in \$ (cents)</b>           |                    |                      |                   |                  |              |            |                  |                  |               |            |                  |
| Monkey Mia Sore Replacement         | 0.03480            |                      | 1,066,000         | 37,104           | 0            | 0          | 37,104           | 37,104           | 0             | 0          | 37,104           |
| <b>Total specified area rates</b>   |                    |                      | <b>1,066,000</b>  | <b>37,104</b>    | <b>0</b>     | <b>0</b>   | <b>37,104</b>    | <b>37,104</b>    | <b>0</b>      | <b>0</b>   | <b>37,104</b>    |
| <b>Total</b>                        |                    |                      |                   |                  |              |            | <b>1,441,525</b> |                  |               |            | <b>1,439,000</b> |

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



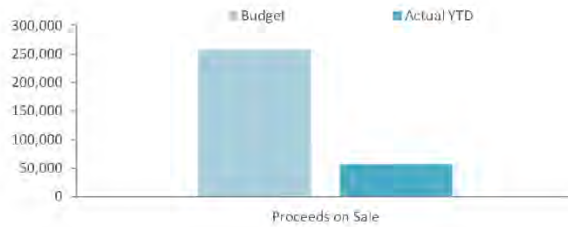
MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS

| Asset Ref. | Asset description            | Budget         |                |            |                  | YTD Actual     |               |          |                 |
|------------|------------------------------|----------------|----------------|------------|------------------|----------------|---------------|----------|-----------------|
|            |                              | Net Book Value | Proceeds       | Profit     | (Loss)           | Net Book Value | Proceeds      | Profit   | (Loss)          |
|            |                              | \$             | \$             | \$         | \$               | \$             | \$            | \$       | \$              |
|            | <b>Plant and equipment</b>   |                |                |            |                  |                |               |          |                 |
|            | <b>Governance</b>            |                |                |            |                  |                |               |          |                 |
| MV188      | CEO Vehicle                  | 54,498         | 55,000         | 502        | 0                | 0              | 0             | 0        | 0               |
|            | <b>Transport</b>             |                |                |            |                  |                |               |          |                 |
| MV193      | Dual Cab Ute - Works Manager | 39,229         | 34,000         | 0          | (5,229)          | 0              | 0             | 0        | 0               |
| MV189      | Dual Cab Ute - Town          | 34,310         | 25,000         | 0          | (9,310)          | 0              | 0             | 0        | 0               |
| MV190      | Dual Cab Ute - Country       | 34,310         | 25,000         | 0          | (9,310)          | 0              | 0             | 0        | 0               |
| MV147      | Country Loader               | 144,389        | 60,000         | 0          | (84,389)         | 0              | 0             | 0        | 0               |
| MV134      | Vibration Roller             | 89,576         | 58,182         | 0          | (31,394)         | 90,000         | 56,237        | 0        | (33,763)        |
|            |                              | <b>396,312</b> | <b>257,182</b> | <b>502</b> | <b>(139,632)</b> | <b>90,000</b>  | <b>56,237</b> | <b>0</b> | <b>(33,763)</b> |



MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS

| Capital acquisitions   | Adopted          |                | YTD Actual     | YTD Actual<br>Variance |
|--|------------------|----------------|----------------|------------------------|
|  | Budget           | YTD Budget     |                |                        |
|  | \$               | \$             | \$             | \$                     |
| Buildings  | 220,000          | 0              | 0              | 0                      |
| Buildings - specialised                                      | 692,787          | 285,000        | 276,864        | (9,136)                |
| Furniture and equipment                                      | 27,500           | 17,800         | 16,688         | (1,112)                |
| Plant and equipment  | 449,000          | 4,500          | 4,474          | (26)                   |
| Heritage Assets  | 50,000           | 1,950          | 1,949          | (1)                    |
| Infrastructure - roads other                                 | 352,035          | 189,978        | 209,078        | 19,100                 |
| Infrastructure - roads town                                  | 450,000          | 192,000        | 191,270        | (730)                  |
| Infrastructure - footpaths                                   | 260,000          | 3,000          | 2,324          | (676)                  |
| Infrastructure - public facilities                           | 412,721          | 141,221        | 155,980        | 14,759                 |
| <b>Total Capital Acquisitions</b>                            | <b>2,914,043</b> | <b>836,449</b> | <b>858,627</b> | <b>22,178</b>          |
| <b>Capital Acquisitions Funded By:</b>                       |                  |                |                |                        |
|  | \$               | \$             | \$             | \$                     |
| Capital grants and contributions                             | 1,536,052        | 693,000        | 694,034        | 1,034                  |
| Other (disposals & C/Fwd)                                    | 257,182          | 58,182         | 56,237         | (1,945)                |
| Cash backed reserves   |                  |                |                |                        |
| Reserves cash backed - Plant Replacement Reserve             | 320,000          | 0              | 0              | 0                      |
| Reserves cash backed - Infrastructure Reserve                | 564,023          | 0              | 0              | 0                      |
| Reserves cash backed - Pensioner Unit Maintenance Reserve    | 35,000           | 0              | 0              | 0                      |
| Reserves cash backed - Recreation Facilities Upgrade Reserve | 122,500          | 0              | 0              | 0                      |
| Contribution - operations                                    | 79,286           | 85,267         | 108,356        | 23,089                 |
| <b>Capital funding total</b>                                 | <b>2,914,043</b> | <b>836,449</b> | <b>858,627</b> | <b>22,178</b>          |

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS (CONTINUED)



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

|  | Account Description   | Strategic Plan Reference | Class                  | Adopted        |            |            | Variance (Under)/Over |
|--|---|--------------------------|------------------------|----------------|------------|------------|-----------------------|
|  |   |                          |                        | Budget         | YTD Budget | YTD Actual |                       |
|  | 05204736 Shire Office Asbestos Removal  | 3.1, 4.1                 | Buildings              | 75,000         | 0          | 0          | 0                     |
|  | <i>Comments: Project deferred to next year due to qualified contractors availability.</i> |                          |                        |                |            |            |                       |
|  | 05205335 CEO Vehicle Replacement  | 4.1                      | Buildings              | 70,000         | 0          | 0          | 0                     |
|  | <i>Comments: Project deferred to next year due to stock shortages.</i>                    |                          |                        |                |            |            |                       |
|  | 09128001 Capital Works 5 Spaven Way   | 4.1                      | Buildings              | 10,000         | 0          | 0          | 0                     |
|  | 09128020 Capital Works 65 Brockman St   | 4.1                      | Buildings              | 10,000         | 0          | 0          | 0                     |
|  | 09128040 Capital Works 80 Durlacher St  | 4.1                      | Buildings              | 10,000         | 0          | 0          | 0                     |
|  | 09128050 Capital Works 51 Durlacher St  | 4.1                      | Buildings              | 10,000         | 0          | 0          | 0                     |
|  | 25104785 Pensioner Units Capital  | 4.1                      | Buildings              | 25,000         | 0          | 0          | 0                     |
|  | Pensioner Shed Door/Water Pipe  |                          |                        |                |            |            |                       |
|  | 25104790 Replacement  | 4.1                      | Buildings              | 10,000         | 0          | 0          | 0                     |
|  |   |                          | <b>Buildings Total</b> | <b>220,000</b> | <b>0</b>   | <b>0</b>   | <b>0</b>              |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

*Level of completion indicator, please see table at the end of this note for further detail.*

| Account Description  | Strategic Plan Reference | Class                      | Adopted        |                |                | Variance (Under)/Over |
|--|--------------------------|----------------------------|----------------|----------------|----------------|-----------------------|
|  |                          |                            | Budget         | YTD Budget     | YTD Actual     |                       |
| 30404756 Morgue Building<br><i>Comments: Project has commenced and will be carried forward into 21-22.</i>   | 4.1                      | Buildings - Specialised    | 85,000         | 15,000         | 15,000         | 0                     |
| 35104705 Town Hall Asbestos Removal<br><i>Comments: Project deferred to next year due to availability of qualified contractors.</i>  | 3.1, 4.1                 | Buildings - Specialised    | 75,000         | 0              | 0              | 0                     |
| 35104706 Town Hall Access<br><i>Comments: Project deferred to next year due to availability of contractor and inclemental weather.</i>                                       | 4.1, 5.1, 5.2            | Buildings - Specialised    | 40,000         | 0              | 0              | 0                     |
| 35104701 Child Care Centre Site Works  | 5.1                      | Buildings - Specialised    | 40,000         | 40,000         | 22,293         | 17,707                |
| 35104732 Child Care Building<br><i>Comments: Child Care Centre now open. Minor works still to be completed.</i>  | 5.1                      | Buildings - Specialised    | 300,000        | 225,000        | 233,192        | (8,192)               |
| 35104733 Mens Shed Building  | 5.1                      | Buildings - Specialised    | 110,287        | 0              | 369            | (369)                 |
| 35104734 Mens Shed Site Works<br><i>Comments: Men Shed has commenced with completion estimated for end of June.</i>  | 5.1                      | Buildings - Specialised    | 20,000         | 6,000          | 6,010          | (10)                  |
| 36004993 SBDC Door Upgrade<br><i>Comments: Project deferred to next year due to stock and contractor availability.</i>   | 4.1, 5.1, 5.2            | Buildings - specialised    | 12,500         | 0              | 0              | 0                     |
| 45104722 Depot Office Awning<br><i>Comments: Project deferred to next year due to contractor availability.</i>   | 4.1                      | Buildings - specialised    | 10,000         | 0              | 0              | 0                     |
| <b>Buildings - Specialised Total</b>   |                          |                            | <b>692,787</b> | <b>286,000</b> | <b>276,864</b> | <b>9,136</b>          |
| 35305506 Gymnasium Equipment<br><i>Comments: Completed: Spin Life Fitness Cycle and Dual Weight Pully system installed.</i>  | 4.1, 5.1, 5.2            | Furniture and equipment    | 15,000         | 10,000         | 8,946          | 1,054                 |
| 35305507 Recreation Centre Entry System<br><i>Comments: Completed: Cloud Based Entry System installed on Gym and Recreation Centre Door. Final payment due.</i>              | 4.1, 5.1, 5.2            | Furniture and equipment    | 12,500         | 7,800          | 7,742          | 58                    |
| <b>Furniture and equipment Total</b>   |                          |                            | <b>27,500</b>  | <b>17,800</b>  | <b>16,688</b>  | <b>1,112</b>          |
| 35605182 Heritage Stables Refurbishment<br><i>Comments: Project deferred to next year due to availability of contractor and inclemental weather.</i>                         | 4.1                      | Heritage Assets            | 50,000         | 1,950          | 1,949          | 1                     |
| <b>Heritage Assets Total</b>   |                          |                            | <b>50,000</b>  | <b>1,950</b>   | <b>1,949</b>   | <b>1</b>              |
| Footpath Construction (As Per Denham<br>45145251 Footpath Plan)<br><i>Comments: Project deferred to next year due to availability of contractor and inclemental weather.</i> | 1.1, 4.1, 5.1            | Infrastructure - footpaths | 100,000        | 0              | 0              | 0                     |
| 45145257 Francis Street Lighting<br><i>Comments: Project committed - contractor awaiting supply of lights.</i>   | 1.1, 4.1, 5.1            | Infrastructure - footpaths | 80,000         | 1,000          | 586            | 414                   |
| 45145258 Stella Rowley Drive Lighting<br><i>Comments: Project committed - contractor awaiting supply of lights.</i>  | 1.1, 4.1, 5.1            | Infrastructure - footpaths | 80,000         | 2,000          | 1,738          | 262                   |
| <b>Infrastructure - footpaths Total</b>  |                          |                            | <b>260,000</b> | <b>3,000</b>   | <b>2,324</b>   | <b>676</b>            |



MINUTES OF THE ORDINARY COUNCIL MEETING

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Level of completion indicator, please see table at the end of this note for further detail.













|   |                          |                                    |        | Adopted    |            |              | Variance |
|---|--------------------------|------------------------------------|--------|------------|------------|--------------|----------|
| Account Description   | Strategic Plan Reference | Class                              | Budget | YTD Budget | YTD Actual | (Under)/Over |          |
| 30401932 Cemetery Shade   | 4.1                      | Infrastructure - public facilities | 5,000  | 0          | 0          | 0            |          |
| 30445151 Hamelin Pool Carpark   | 4.1                      | Infrastructure - public facilities | 10,000 | 0          | 0          | 0            |          |
| <i>Comments: Project deferred to next year due to availability of contactor and inclemental weather.</i>  |                          |                                    |        |            |            |              |          |
| 35205531 Rock Wall - Foreshore  | 4.1                      | Infrastructure - public facilities | 45,000 | 36,000     | 36,123     | (123)        |          |
| <i>Comments: Project Completed.</i>   |                          |                                    |        |            |            |              |          |
| 35205534 West End Toilet Roof Replacement   | 4.1                      | Infrastructure - public facilities | 15,000 | 14,000     | 14,203     | (203)        |          |
| <i>Comments: Project completed awaiting flashing to be installed</i>                                      |                          |                                    |        |            |            |              |          |
| 35205536 Playground Fence Replacement   | 4.1, 5.1, 5.2            | Infrastructure - public facilities | 15,000 | 15,000     | 20,222     | (5,222)      |          |
| <i>Comments: Project completed</i>  |                          |                                    |        |            |            |              |          |
| 35205537 Adventure Park Lighting Upgrade  | 4.1, 5.1, 5.2            | Infrastructure - public facilities | 15,000 | 0          | 0          | 0            |          |
| <i>Comments: Project deferred to next year due to availability of contractor and inclemental weather.</i> |                          |                                    |        |            |            |              |          |
| 35302283 Little Lagoon Signs and Barriers   | 3.1, 4.1                 | Infrastructure - public facilities | 25,000 | 12,500     | 9,136      | 3,364        |          |
| <i>Comments: Project Completed. Final Payment outstanding.</i>  |                          |                                    |        |            |            |              |          |
| 35302284 Little Lagoon Upgrades, Gazebo, Bollards and Signage   | 3.1, 4.1                 | Infrastructure - public facilities | 35,000 | 0          | 0          | 0            |          |
| <i>Comments: Project deferred to next year due to availability of contactor and inclemental weather.</i>  |                          |                                    |        |            |            |              |          |
| 35302285 Little Lagoon Trail Planning   | 3.1, 4.2                 | Infrastructure - public facilities | 0      | 0          | 1,360      | (1,360)      |          |
| <i>Comments: Ecoscapes Consultants have commenced work and will be completed in 21-22.</i>                |                          |                                    |        |            |            |              |          |
| 35304741 Recreation Centre Panel And Paint Upgrade  | 4.1                      | Infrastructure - public facilities | 50,000 | 0          | 0          | 0            |          |
| <i>Comments: Project deferred to next year due to availability of contactor and inclemental weather.</i>  |                          |                                    |        |            |            |              |          |
| 35305570 Playground Softfall Replacement - Town Oval  | 4.1, 5.1, 5.2            | Infrastructure - public facilities | 20,000 | 20,000     | 30,193     | (10,193)     |          |
| <i>Comments: Project Completed</i>  |                          |                                    |        |            |            |              |          |
| 35305504 Multi Purpose Courts Light Upgrade   | 4.1                      | Infrastructure - public facilities | 25,000 | 11,000     | 10,760     | 240          |          |
| <i>Comments: Light upgrade has commenced and will be completed in June.</i>                               |                          |                                    |        |            |            |              |          |
| 35305508 Skate Park Upgrade   | 4.1, 5.1, 5.2            | Infrastructure - public facilities | 55,000 | 25,000     | 24,800     | 200          |          |
| <i>Comments: Skate Park Upgrade has commenced and will be completed in 21-22.</i>                         |                          |                                    |        |            |            |              |          |
| 35305509 Multi Purpose Courts Resurface   | 4.1                      | Infrastructure - public facilities | 70,000 | 0          | 0          | 0            |          |
| <i>Comments: Project completed with final payment in June.</i>  |                          |                                    |        |            |            |              |          |
| 35305560 Charlie Sappie Park Bed Removal and Replacement  | 4.1                      | Infrastructure - public facilities | 20,000 | 0          | 0          | 0            |          |

Level of completion indicator, please see table at the end of this note for further detail.

|                     |                          |       |        | Adopted    |            |              | Variance |
|---------------------|--------------------------|-------|--------|------------|------------|--------------|----------|
| Account Description | Strategic Plan Reference | Class | Budget | YTD Budget | YTD Actual | (Under)/Over |          |

MINUTES OF THE ORDINARY COUNCIL MEETING

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|   |   |               |   |                  |                |                |                 |
|---|---|---------------|---|------------------|----------------|----------------|-----------------|
|  | 35305578 Town Oval Bore Capital   | 4.1, 5.1, 5.2 | Infrastructure - public facilities              | 0                | 0              | 2,018          | (2,018)         |
|  | 35305582 Town Bore Fence Extensions   | 4.1, 5.1, 5.2 | Infrastructure - public facilities              | 0                | 0              | 2,001          | (2,001)         |
|  | 45104720 Depot Fencing  | 4.1           | Infrastructure - public facilities              | 7,721            | 7,721          | 5,164          | 2,557           |
|   |   |               | <b>Infrastructure - public facilities Total</b> | <b>412,721</b>   | <b>141,221</b> | <b>155,980</b> | <b>(14,759)</b> |
|  | 45150036 RRG Eagle Bluff Road 19/20<br><i>Comments: Project Completed July</i>                        | 1.1           | Infrastructure - roads other                    | 8,203            | 8,203          | 8,672          | (469)           |
|  | 45150038 RRG Useless Loop Road 20-21<br><i>Comments: Project in progress with completion in June.</i> | 1.1           | Infrastructure - roads other                    | 216,057          | 54,000         | 52,600         | 1,400           |
|  | 45150039 RRG Eagle Bluff Road 20-21<br><i>Comment: Project in progress with completion in June.</i>   | 1.1           | Infrastructure - roads other                    | 127,775          | 127,775        | 147,806        | (20,031)        |
|   |   |               | <b>Infrastructure - roads other Total</b>       | <b>352,035</b>   | <b>189,978</b> | <b>209,078</b> | <b>(19,100)</b> |
|  | 45180091 R2R Brockman Street 20-21<br><i>Comment: Brockman Street works in progress.</i>              | 1.1           | Infrastructure - roads town                     | 450,000          | 192,000        | 191,270        | 730             |
|   |   |               | <b>Infrastructure - roads town Total</b>        | <b>450,000</b>   | <b>192,000</b> | <b>191,270</b> | <b>730</b>      |
|  | 45105350 Depot Tools and Major Plant  | 4.1           | Plant and equipment                             | 20,000           | 4,500          | 4,474          | 26              |
|  | 45205345 Country Ute Replacement<br><i>Comment: Vehicle will be available in June.</i>                | 4.1           | Plant and equipment                             | 46,000           | 0              | 0              | 0               |
|  | 45205507 Dual Cab Ute - Works Manager<br><i>Comment: Vehicle will be available in June.</i>           | 4.1           | Plant and equipment                             | 57,000           | 0              | 0              | 0               |
|  | 45205508 Dual Cab Ute - Town<br><i>Comment: Vehicle will be available in June.</i>                    | 4.1           | Plant and equipment                             | 46,000           | 0              | 0              | 0               |
|  | 45205517 Country Loader   | 4.1           | Plant and equipment                             | 280,000          | 0              | 0              | 0               |
|   |   |               |   | <b>2,914,043</b> | <b>836,449</b> | <b>858,627</b> | <b>(22,178)</b> |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

Repayments = borrowings

| Information on borrowings<br>Particulars | Loan No. | 1 July 2020    | New Loans |          | Principal Repayments |               | Principal Outstanding |                | Interest Repayments |               |
|--|----------|----------------|-----------|----------|----------------------|---------------|-----------------------|----------------|---------------------|---------------|
|  |          |                | Actual    | Budget   | Actual               | Budget        | Actual                | Budget         | Actual              | Budget        |
|  |          | \$             | \$        | \$       | \$                   | \$            | \$                    | \$             | \$                  |               |
| <b>Governance</b>                        |          |                |           |          |                      |               |                       |                |                     |               |
| Staff Housing                            | 56       | 9,901          | 0         | 0        | 9,901                | 9,901         | 0                     | 0              | 288                 | 289           |
| <b>Recreation and culture</b>            |          |                |           |          |                      |               |                       |                |                     |               |
| Town Oval Bore                           | 58       | 800,000        | 0         | 0        | 32,105               | 32,105        | 767,895               | 767,895        | 16,869              | 26,716        |
| <b>Economic services</b>                 |          |                |           |          |                      |               |                       |                |                     |               |
| Monkey Mia Bore                          | 57       | 102,963        | 0         | 0        | 32,951               | 32,951        | 70,012                | 70,012         | 3,048               | 4,154         |
| <b>Total</b>                             |          | <b>912,864</b> | <b>0</b>  | <b>0</b> | <b>74,957</b>        | <b>74,957</b> | <b>837,907</b>        | <b>837,907</b> | <b>20,205</b>       | <b>31,159</b> |
| Current borrowings                       |          | 74,957         |           |          |                      |               | 74,957                |                |                     |               |
| Non-current borrowings                   |          | 837,907        |           |          |                      |               | 762,950               |                |                     |               |
|  |          | 912,864        |           |          |                      |               | 837,907               |                |                     |               |

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES

Cash backed reserve

| Reserve name   | Opening          | Budget Interest | Actual Interest | Budget Transfers | Actual Transfers | Budget Transfers   | Actual Transfers | Budget Closing   | Actual YTD       |
|--|------------------|-----------------|-----------------|------------------|------------------|--------------------|------------------|------------------|------------------|
|  | Balance          | Earned          | Earned          | In (+)           | In (+)           | Out (-)            | Out (-)          | Balance          | Closing Balance  |
|  | \$               | \$              | \$              | \$               | \$               | \$                 | \$               | \$               | \$               |
| Reserves cash backed - Leave Reserve                         | 171,006          | 680             | 512             | 24,000           | 0                | 0                  | 0                | 195,686          | 171,518          |
| Reserves cash backed - Plant Replacement Reserve             | 401,851          | 300             | 1,203           | 450,000          | 0                | (320,000)          | 0                | 532,151          | 403,054          |
| Reserves cash backed - Infrastructure Reserve                | 1,847,922        | 1,500           | 5,530           | 677,765          | 0                | (504,023)          | 0                | 1,963,164        | 1,853,452        |
| Reserves cash backed - Pensioner Unit Maintenance Reserve    | 127,114          | 30              | 380             | 45,000           | 0                | (35,000)           | 0                | 137,144          | 127,494          |
| Reserves cash backed - Recreation Facilities Upgrade Reserve | 322,812          | 850             | 966             | 180,000          | 0                | (122,500)          | 0                | 381,162          | 323,778          |
| Reserves cash backed - Monkey Mia Jetty Reserve              | 22,087           | 60              | 66              | 0                | 0                | 0                  | 0                | 22,147           | 22,153           |
| Reserves cash backed - Share Fire System Reserve             | 29,560           | 80              | 88              | 0                | 0                | 0                  | 0                | 29,640           | 29,648           |
|  | <b>2,922,352</b> | <b>3,500</b>    | <b>8,745</b>    | <b>1,376,765</b> | <b>0</b>         | <b>(1,041,523)</b> | <b>0</b>         | <b>3,261,094</b> | <b>2,831,097</b> |

KEY INFORMATION

# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2021

## OPERATING ACTIVITIES NOTE 11 OTHER CURRENT LIABILITIES

|   | Note | Opening<br>Balance<br>1 July 2020 | Liability<br>Increase | Liability<br>Reduction | Closing<br>Balance<br>31 May 2021 |
|---|------|-----------------------------------|-----------------------|------------------------|-----------------------------------|
|   |      | \$                                | \$                    | \$                     | \$                                |
| <b>Other current liabilities</b>                              |      |                                   |                       |                        |                                   |
| <b>Contract liabilities</b>                                   |      |                                   |                       |                        |                                   |
| Unspent grants, contributions and reimbursements              |      |                                   |                       |                        |                                   |
| - operating   | 12   | 15,642                            | 1,576,419             | (1,549,187)            | 42,874                            |
| - non-operating   | 13   | 17,846                            | 1,009,286             | (694,034)              | 333,098                           |
| <b>Total unspent grants, contributions and reimbursements</b> |      | <b>33,488</b>                     | <b>2,585,705</b>      | <b>(2,243,221)</b>     | <b>375,972</b>                    |
| <b>Provisions</b>   |      |                                   |                       |                        |                                   |
| Annual leave  |      | 138,427                           | 0                     | 0                      | 138,427                           |
| Long service leave  |      | 124,958                           | 0                     | 0                      | 124,958                           |
| <b>Total Provisions</b>                                       |      | <b>263,385</b>                    | <b>0</b>              | <b>0</b>               | <b>263,385</b>                    |
| <b>Total other current assets</b>                             |      | <b>296,873</b>                    | <b>2,585,705</b>      | <b>(2,243,221)</b>     | <b>639,357</b>                    |

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

### KEY INFORMATION

#### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### Employee benefits

##### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

##### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

#### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF SHARK BAY | 21

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

| Provider   | Unspent operating grant, subsidies and contributions liability |                             |  |                          |                                     | Operating grants, subsidies and contributions revenue |                  |                  |                      |                  |                       |
|--|--|-----------------------------|--|--------------------------|-------------------------------------|---|------------------|------------------|----------------------|------------------|-----------------------|
|  | Liability<br>1 July 2020                                       | Increase<br>in<br>Liability | Liability<br>Reduction<br>(As revenue) | Liability<br>31 May 2021 | Current<br>Liability<br>31 May 2021 | Adopted Budget<br>Revenue                             | YTD<br>Budget    | Annual<br>Budget | Budget<br>Variations | Expected         | YTD Revenue<br>Actual |
|  | \$   | \$                          | \$                                     | €                        | \$                                  | \$  | \$               | \$               | \$                   | \$               | \$                    |
| <b>Operating grants and subsidies</b>  |  |                             |  |                          |                                     |   |                  |                  |                      |                  |                       |
| <b>General purpose funding</b>   |  |                             |  |                          |                                     |   |                  |                  |                      |                  |                       |
| WALGCC - Grants Commission - General   | 0  | 714,127                     | (714,127)                              | 0                        | 0                                   | 714,127   | 714,127          | 692,158          | 21,969               | 714,127          | 714,127               |
| WALGCC - Grants Commission - Roads   | 0  | 208,136                     | (208,136)                              | 0                        | 0                                   | 208,136   | 208,136          | 226,736          | (18,600)             | 208,136          | 208,136               |
| <b>Law, order, public safety</b>   |  |                             |  |                          |                                     |   |                  |                  |                      |                  |                       |
| FESA Grant - Bush Fire Brigade   | 2,343  | 9,108                       | (11,451)                               | 0                        | 0                                   | 8,970   | 8,970            | 8,970            | 0                    | 8,970            | 11,451                |
| FESA Grant - SES   | 11,310   | 33,930                      | (45,240)                               | 0                        | 0                                   | 45,240  | 45,240           | 45,240           | 0                    | 45,240           | 45,240                |
| FESA Grant - AWARD Funding   | 0  | 19,829                      | 0                                      | 19,829                   | 19,829                              | 0   | 0                | 0                | 0                    | 0                | 0                     |
| <b>Transport</b>   |  |                             |  |                          |                                     |   |                  |                  |                      |                  |                       |
| Main Roads Road WA Preservation Grant  | 0  | 117,315                     | (117,315)                              | 0                        | 0                                   | 117,315   | 117,315          | 117,315          | 0                    | 117,315          | 117,315               |
| Main Roads WA Useless Loop Maintenance                                       | 0  | 330,000                     | (316,955)                              | 13,045                   | 13,045                              | 657,058   | 315,000          | 330,000          | 527,058              | 657,058          | 316,955               |
| <b>Economic services</b>   |  |                             |  |                          |                                     |   |                  |                  |                      |                  |                       |
| Department of Communities - Thank A Volunteer                                | 0  | 750                         | (750)                                  | 0                        | 0                                   | 700   | 700              | 700              | 0                    | 700              | 750                   |
| Keep Australia Beautiful Council Grant for Community Litter                  | 0  | 1,500                       | (1,500)                                | 0                        | 0                                   | 1,500   | 1,500            | 0                | 1,500                | 1,500            | 1,500                 |
| Gaming and Wagering Commission - Club Capacity Building Workshop             | 0  | 3,000                       | (3,000)                                | 0                        | 0                                   | 3,000   | 3,000            | 0                | 3,000                | 3,000            | 3,000                 |
| Department of Local Government, Sports and Culture Gascoyne Sports Modelling | 1,989  | 0                           | (1,989)                                | 0                        | 0                                   | 0   | 0                | 0                | 0                    | 0                | 1,989                 |
| Horizon Power Christmas Festival   | 0  | 7,500                       | (7,500)                                | 0                        | 0                                   | 7,500   | 7,500            | 0                | 7,500                | 7,500            | 7,500                 |
| NAIDOC Week Flag Raising Ceremony  | 0  | 250                         | (250)                                  | 0                        | 0                                   | 250   | 250              | 0                | 250                  | 250              | 250                   |
| <b>TOTALS</b>  | <b>15,642</b>  | <b>1,445,445</b>            | <b>(1,428,213)</b>                     | <b>32,874</b>            | <b>32,874</b>                       | <b>1,763,796</b>                                      | <b>1,421,738</b> | <b>1,421,119</b> | <b>342,677</b>       | <b>1,763,796</b> | <b>1,428,213</b>      |
| <b>Operating contributions</b>   |  |                             |  |                          |                                     |   |                  |                  |                      |                  |                       |
| <b>Recreation and culture</b>  |  |                             |  |                          |                                     |   |                  |                  |                      |                  |                       |
| Contributions - HMAS Sydney Exhibit  | 0  | 354                         | (354)                                  | 0                        | 0                                   | 200   | 176              | 200              | 0                    | 200              | 354                   |
| <b>Transport</b>   |  |                             |  |                          |                                     |   |                  |                  |                      |                  |                       |
| DPLH - Natural Gas Pipeline Corridor Road Maintenance Contribution           | 0  | 10,120                      | (10,120)                               | 0                        | 0                                   | 12,705  | 12,705           | 12,705           | 0                    | 12,705           | 10,120                |
| <b>Economic services</b>   |  |                             |  |                          |                                     |   |                  |                  |                      |                  |                       |
| Keep Australia Beautiful Council Award Proceeds - Tidy Town Winner           | 0  | 500                         | (500)                                  | 0                        | 0                                   | 0   | 0                | 0                | 0                    | 0                | 500                   |
| RAC Caravan Park Rental (Fees April to June Unexpired)                       | 0  | 120,000                     | (120,000)                              | 10,000                   | 10,000                              | 0   | 0                | 0                | 0                    | 0                | 0                     |
| <b>TOTALS</b>  | <b>0</b>   | <b>130,974</b>              | <b>(120,974)</b>                       | <b>10,000</b>            | <b>10,000</b>                       | <b>12,905</b>   | <b>12,881</b>    | <b>12,905</b>    | <b>0</b>             | <b>12,905</b>    | <b>10,974</b>         |
| <b>TOTALS</b>  | <b>15,642</b>  | <b>1,576,419</b>            | <b>(1,549,187)</b>                     | <b>42,874</b>            | <b>42,874</b>                       | <b>1,776,701</b>                                      | <b>1,434,619</b> | <b>1,434,024</b> | <b>342,677</b>       | <b>1,776,701</b> | <b>1,439,187</b>      |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

NOTE 13  
NON-OPERATING GRANTS AND CONTRIBUTIONS

| Provider   | Unspent non operating grants, subsidies and contributions liability |                             |  |                          |                                     | Non operating grants, subsidies and contributions revenue |                |                  |                      |                  |                              |
|--|---|-----------------------------|--|--------------------------|-------------------------------------|---|----------------|------------------|----------------------|------------------|------------------------------|
|  | Liability<br>1 July 2020  | Increase<br>in<br>Liability | Liability<br>Reduction<br>(As revenue) | Liability<br>31 May 2021 | Current<br>Liability<br>31 May 2021 | Adopted Budget<br>Revenue                                 | YTD<br>Budget  | Annual<br>Budget | Budget<br>Variations | Expected         | YTD Revenue<br>Actual<br>(b) |
|  | \$  | \$                          | \$                                     | \$                       | \$                                  | \$  | \$             | \$               | \$                   | \$               | \$                           |
| <b>Non-operating grants and subsidies</b>  |   |                             |  |                          |                                     |   |                |                  |                      |                  |                              |
| <b>Recreation and culture</b>  |   |                             |  |                          |                                     |   |                |                  |                      |                  |                              |
| Department of Industry, Science, Energy and Resources - Little Lagoon Rehabilitation Project | 12,500  | 0                           | (4,568)                                | 7,932                    | 7,932                               | 12,500  | 4,500          | 12,500           | 0                    | 12,500           | 4,568                        |
| Ngala Bright Stars Child Care Centre   | 0   | 227,368                     | (227,368)                              | 0                        | 0                                   | 300,000   | 228,000        | 0                | 300,000              | 300,000          | 227,368                      |
| Little Lagoon WA State Trail Planning Program  | 0   | 15,000                      | (1,360)                                | 13,640                   | 13,640                              | 0   | 0              | 0                | 0                    | 0                | 1,360                        |
| Gaming Community Chest - Mens Shed   | 0   | 0                           | 0                                      | 0                        | 0                                   | 110,287   | 0              | 0                | 110,287              | 110,287          | 0                            |
| <b>Transport</b>   |   |                             |  |                          |                                     |   |                |                  |                      |                  |                              |
| RRG Grants - Capital Projects  | 5,346   | 179,468                     | (108,559)                              | 76,255                   | 76,255                              | 234,567   | 108,500        | 243,956          | (9,389)              | 234,567          | 108,559                      |
| Roads to Recovery - Capital Projects   | 0   | 297,245                     | (191,270)                              | 105,975                  | 105,975                             | 297,245   | 191,000        | 0                | 0                    | 0                | 191,270                      |
| Local Roads and Community Infrastructure   | 0   | 340,205                     | (160,909)                              | 179,296                  | 179,296                             | 581,453   | 161,000        | 334,062          | 247,391              | 581,453          | 160,909                      |
|  | <b>17,846</b>   | <b>1,009,286</b>            | <b>(694,034)</b>                       | <b>333,098</b>           | <b>333,098</b>                      | <b>1,536,052</b>  | <b>693,000</b> | <b>590,518</b>   | <b>648,289</b>       | <b>1,238,807</b> | <b>694,034</b>               |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

NOTE 14  
BOND LIABILITY

Funds held for the purpose of bonds or levies (previously trust) and which are reported as a liability are as follows:

| Description                  | Opening Balance | Amount         | Amount           | Closing Balance |
|------------------------------|-----------------|----------------|------------------|-----------------|
|                              | 1 July 2020     | Received       | Paid             | 31 May 2021     |
|                              | \$              | \$             | \$               | \$              |
| CITF Levy                    | 294             | 3,736          | (3,960)          | 70              |
| Library Card Bond            | 150             | 150            | (200)            | 100             |
| Bookeasy- Sales              | 199             | 515,729        | (515,424)        | 504             |
| Kerb/Footpath Deposit        | 4,800           | 3,000          | (1,000)          | 6,800           |
| Bond Key                     | 3,850           | 2,140          | (1,000)          | 4,990           |
| Hall Bond                    | 825             | 825            | (825)            | 825             |
| Police Licensing             | 4,705           | 201,879        | (204,441)        | 2,143           |
| Building Licence Levy        | 277             | 5,474          | (5,751)          | (0)             |
| Road Reserve - Hughes Street | 2,298           | 0              | 0                | 2,298           |
| Rates Unidentified Deposit   | 210             | 0              | 0                | 210             |
|                              | <b>17,607</b>   | <b>732,933</b> | <b>(732,601)</b> | <b>17,939</b>   |

KEY INFORMATION





MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

NOTE 15  
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

| GL Code                | Description                                  | Council Resolution | Classification           | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|------------------------|--|--------------------|--------------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|                        |  |                    |                          | \$                  | \$                         | \$                         | \$                             |
| <b>Budget adoption</b> |  | 24/02/2021         |                          |                     |                            |                            | 0                              |
|                        | Opening Surplus/(Deficit)                    |                    | Opening Surplus(Deficit) |                     |                            | (180,157)                  | (180,157)                      |
| 00102900               | Valuation Expenses - Rates                   |                    | Operating Expenses       |                     | 17,000                     |                            | (163,157)                      |
| 00103010               | Rates GRV Residential                        |                    | Operating Revenue        |                     | 2,251                      |                            | (160,906)                      |
| 00103012               | Rates GRV Commercial                         |                    | Operating Revenue        |                     | 2,748                      |                            | (158,158)                      |
| 00103020               | Rates UV - General                           |                    | Operating Revenue        |                     | 6,534                      |                            | (151,624)                      |
| 00103030               | Rates UV - Pastoral                          |                    | Operating Revenue        |                     | 3,549                      |                            | (148,075)                      |
| 00103031               | Rates UV Exploration                         |                    | Operating Revenue        |                     | 12,186                     |                            | (135,889)                      |
| 00103039               | Minimum Rates GRV Vacant Residential         |                    | Operating Revenue        |                     |                            | (1,752)                    | (137,641)                      |
| 00103040               | Minimum Rates GRV Residential                |                    | Operating Revenue        |                     | 876                        |                            | (136,765)                      |
| 00103080               | Interim Rates GRV - Residential              |                    | Operating Revenue        |                     | 5,576                      |                            | (131,189)                      |
| 00103110               | Back Rates GRV - Residential                 |                    | Operating Revenue        |                     | 153                        |                            | (131,036)                      |
| 00103160               | Rates Concession UV - Pastoral               |                    | Operating Revenue        |                     |                            | (2,319)                    | (133,355)                      |
| 00103161               | Rates Concession UV - Exploration            |                    | Operating Revenue        |                     |                            | (4,566)                    | (137,921)                      |
| 00203245               | Grants Commission - General                  |                    | Operating Revenue        |                     | 21,969                     |                            | (115,952)                      |
| 00203246               | Grants Commission - Roads                    |                    | Operating Revenue        |                     |                            | (18,600)                   | (134,552)                      |
| 05100732               | Council Chambers Items < \$5k                |                    | Operating Expenses       |                     |                            | (7,000)                    | (141,552)                      |
| 05101010               | Conference Expenses - Members                |                    | Operating Expenses       |                     | 9,500                      |                            | (132,052)                      |
| 05101300               | Fair Value Valuations                        |                    | Operating Expenses       |                     |                            | (14,000)                   | (146,052)                      |
| 05101404               | Reg 17 Review                                |                    | Operating Expenses       |                     |                            | (15,000)                   | (161,052)                      |
| 05102480               | Election Expenses                            |                    | Operating Expenses       |                     | 14,000                     |                            | (147,052)                      |
| 05200001               | Staff Housing Costs                          |                    | Operating Expenses       |                     | 2,160                      |                            | (144,892)                      |
| 05200611               | Central Records Upgrade                      |                    | Operating Expenses       |                     |                            | (13,500)                   | (158,392)                      |
| 05200975               | Printing & Stationery - Governance           |                    | Operating Expenses       |                     |                            | (1,185)                    | (159,577)                      |
| 05201301               | Depreciation - Plant & Equipment             |                    | Non Cash Item            | 1,670               |                            |                            | (159,577)                      |
| 05201302               | Depreciation - Furniture & Equipment         |                    | Non Cash Item            | (2,645)             |                            |                            | (159,577)                      |
| 10301303               | Depreciation - Buildings                     |                    | Non Cash Item            | 4,055               |                            |                            | (159,577)                      |
| 10302751               | Ranger Patrols                               |                    | Operating Expenses       |                     |                            | (16,700)                   | (176,277)                      |
| 10302790               | Insurance - Emergency Services Building      |                    | Operating Expenses       |                     | 2,560                      |                            | (173,717)                      |
| 10303402               | Reimbursements - SES                         |                    | Operating Revenue        |                     | 1,600                      |                            | (172,117)                      |
| 10303403               | SES Charges to be recovered                  |                    | Operating Expenses       |                     |                            | (1,600)                    | (173,717)                      |
| 10303405               | St Johns Ambulance - Charges to be recovered |                    | Operating Expenses       |                     |                            | (960)                      | (174,677)                      |
| 10303406               | Reimbursements - St Johns Ambulance          |                    | Operating Revenue        |                     | 960                        |                            | (173,717)                      |
| 09100001               | House 5 Spaven Way (CEO)                     |                    | Non Cash Item            | 755                 |                            |                            | (173,717)                      |

SHIRE OF SHARK BAY | 7

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

NOTE 15  
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

| GL Code  | Description                                   | Council Resolution | Classification     | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|----------|---|--------------------|--------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|          |   |                    |                    | \$                  | \$                         | \$                         | \$                             |
| 09100020 | House 65 Brockman Street                      |                    | Non Cash Item      | 800                 |                            |                            | (173,717)                      |
| 09100040 | House 80 Durlacher St                         |                    | Non Cash Item      | 310                 |                            |                            | (173,717)                      |
| 09100050 | House 51 Durlacher St                         |                    | Non Cash Item      | 1,405               |                            |                            | (173,717)                      |
| 09100060 | House 16A Sunter Place                        |                    | Non Cash Item      | 1,410               |                            |                            | (173,717)                      |
| 09100070 | House 16B Sunter Place                        |                    | Non Cash Item      | 1,410               |                            |                            | (173,717)                      |
| 09100080 | House 12 Mead Street                          |                    | Operating Expenses |                     |                            | (11,200)                   | (184,917)                      |
| 09100100 | Staff Housing Costs Allocated to Services     |                    | Operating Expenses |                     | 3,310                      |                            | (181,607)                      |
| 09110550 | Rental Income 12 Mead Street                  |                    | Operating Revenue  |                     | 1,800                      |                            | (179,807)                      |
| 25101303 | Depreciation - Buildings                      |                    | Non Cash Item      | 12,955              |                            |                            | (179,807)                      |
| 30101304 | Depreciation - Public Facility                |                    | Non Cash Item      | 5                   |                            |                            | (179,807)                      |
| 30201304 | Depreciation - Public Facility                |                    | Non Cash Item      | 1,000               |                            |                            | (179,807)                      |
| 30203720 | Refuse Site Fees                              |                    | Operating Revenue  |                     | 27,000                     |                            | (152,807)                      |
| 30401303 | Depreciation - Buildings                      |                    | Non Cash Item      | 4,585               |                            |                            | (152,807)                      |
| 30401304 | Depreciation - Public Facility                |                    | Non Cash Item      | (35)                |                            |                            | (152,807)                      |
| 35101302 | Depreciation - Furniture & Equipment          |                    | Non Cash Item      | (505)               |                            |                            | (152,807)                      |
| 35101303 | Depreciation - Buildings                      |                    | Non Cash Item      | 72,795              |                            |                            | (152,807)                      |
| 35101310 | Depreciation - Heritage Assets                |                    | Non Cash Item      | 3,305               |                            |                            | (152,807)                      |
| 35103907 | Grant - Mens Shed Gaming Community Trust      |                    | Capital Revenue    |                     | 110,287                    |                            | (42,520)                       |
| 35100732 | Child Care Buildings - Refunds Expenditure    |                    | Operating Revenue  |                     | 300,000                    |                            | 257,480                        |
| 35201303 | Depreciation - Buildings                      |                    | Non Cash Item      | (12,290)            |                            |                            | 257,480                        |
| 35201304 | Depreciation - Public Facility                |                    | Non Cash Item      | 15,680              |                            |                            | 257,480                        |
| 35301301 | Depreciation - Plant & Equip.                 |                    | Non Cash Item      | (645)               |                            |                            | 257,480                        |
| 35301302 | Depreciation - Furn & Equip                   |                    | Non Cash Item      | 1,245               |                            |                            | 257,480                        |
| 35301304 | Depreciation - Public Facility                |                    | Non Cash Item      | (18,235)            |                            |                            | 257,480                        |
| 35303000 | Shark Bay Recreation Centre Operating         |                    | Operating Expenses |                     | 10,000                     |                            | 267,480                        |
| 35601304 | Depreciation - Public facilities              |                    | Non Cash Item      | (20)                |                            |                            | 267,480                        |
| 35601310 | Depreciation - Heritage Assets                |                    | Non Cash Item      | 27,290              |                            |                            | 267,480                        |
| 36000683 | Staff Housing Costs                           |                    | Operating Expenses |                     |                            | (9,400)                    | 258,080                        |
| 36001301 | Depreciation - Plant & Equipment              |                    | Non Cash Item      | 10                  |                            |                            | 258,080                        |
| 36001302 | Depreciation - Furniture and Equipment (SBDC) |                    | Non Cash Item      | 1,690               |                            |                            | 258,080                        |
| 36001303 | Depreciation - Buildings                      |                    | Non Cash Item      | 45,825              |                            |                            | 258,080                        |
| 36002699 | Purchase - Merchandise                        |                    | Operating Expenses |                     |                            | (15,000)                   | 243,080                        |
| 36003722 | Entrance Fees - SBDC                          |                    | Operating Revenue  |                     | 14,000                     |                            | 257,080                        |
| 36003770 | Sale - Merchandise                            |                    | Operating Revenue  |                     | 34,000                     |                            | 291,080                        |

SHIRE OF SHARK BAY | 18

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

NOTE 15  
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

| GL Code  | Description   | Council Resolution | Classification     | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|----------|---|--------------------|--------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|          |   |                    |                    | \$                  | \$                         | \$                         | \$                             |
| 36003772 | Sale - Dept of Parks & Wildlife Park Passes               |                    | Operating Revenue  |                     |                            | (4,500)                    | 286,580                        |
| 36003791 | Visitor Centre Booking Commission                         |                    | Operating Revenue  |                     | 30,000                     |                            | 316,580                        |
| 45101301 | Depreciation - Plant & Equip.                             |                    | Non Cash Item      | 5                   |                            |                            | 316,580                        |
| 45101303 | Depreciation - Land & Building                            |                    | Non Cash Item      | (3,050)             |                            |                            | 316,580                        |
| 45101305 | Depreciation - Roads (Non Town)                           |                    | Non Cash Item      | (11,295)            |                            |                            | 316,580                        |
| 45101306 | Depreciation - Town Streets                               |                    | Non Cash Item      | (4,455)             |                            |                            | 316,580                        |
| 45101307 | Depreciation - Footpaths                                  |                    | Non Cash Item      | (3,650)             |                            |                            | 316,580                        |
| 45101308 | Depreciation - Drain & Culvert                            |                    | Non Cash Item      | (1,760)             |                            |                            | 316,580                        |
| 45101309 | Depreciation - Streetscapes                               |                    | Non Cash Item      | 415                 |                            |                            | 316,580                        |
| 45103280 | Useless Loop Road - Mtce                                  |                    | Operating Expenses |                     | 327,058                    |                            | 643,638                        |
| 45103365 | RRG Grants - Capital Projects                             |                    | Capital Revenue    |                     |                            | (9,389)                    | 634,249                        |
| 45103366 | Local Road and Community Infrastructure Program Grant     |                    | Capital Revenue    |                     | 247,391                    |                            | 881,640                        |
| 45121946 | Useless Loop Road Maintenance                             |                    | Operating Expenses |                     |                            | (327,058)                  | 554,582                        |
| 45401304 | Depreciation - Pub. Facilities                            |                    | Non Cash Item      | (55)                |                            |                            | 554,582                        |
| 50100770 | Staff Housing   |                    | Operating Expenses |                     | 1,110                      |                            | 555,692                        |
| 50102750 | Community Events and Festivals                            |                    | Operating Expenses |                     |                            | (10,750)                   | 544,942                        |
| 50102753 | Keep Australia Beautiful - Community Litter Grant Expense |                    | Operating Expenses |                     |                            | (1,500)                    | 543,442                        |
| 50103674 | Grant - Keep Australia Beautiful for Community Litter     |                    | Operating Revenue  |                     | 1,500                      |                            | 544,942                        |
| 50103675 | Grant - Horizon Power Christmas Festival                  |                    | Operating Revenue  |                     | 7,500                      |                            | 552,442                        |
| 50103676 | Sponsorship - NAIDOC Week Flag Raising Ceremony           |                    | Operating Revenue  |                     | 250                        |                            | 552,692                        |
| 50103677 | Grant - Club Capacity Building Workshop                   |                    | Operating Revenue  |                     | 3,000                      |                            | 555,692                        |
| 50102663 | Men Shed Site Works                                       |                    | Capital Expenses   |                     | 20,000                     |                            | 575,692                        |
| 50203850 | Camping fees  |                    | Operating Revenue  |                     |                            | (797)                      | 574,895                        |
| 50203903 | Caravan Park Leases                                       |                    | Operating Revenue  |                     | 60,000                     |                            | 634,895                        |
| 50401303 | Depreciation -Buildings                                   |                    | Non Cash Item      | 6,520               |                            |                            | 634,895                        |
| 50501900 | Private Works - Other                                     |                    | Operating Revenue  |                     | 1,410                      |                            | 636,305                        |
| 55101562 | Staff Housing Costs                                       |                    | Operating Expenses |                     | 1,410                      |                            | 637,715                        |
| 55101580 | Less Public Works Overheads Allocated Works/Services      |                    | Operating Expenses |                     |                            | (1,410)                    | 636,305                        |
| 55201585 | Less Plant Operating Costs Allocated Works/Services       |                    | Operating Expenses |                     | 18,780                     |                            | 655,085                        |
| 55201623 | Plant Operating Costs - Deprec                            |                    | Non Cash Item      | (18,780)            |                            |                            | 655,085                        |
| 30404756 | Morgue Building   |                    | Capital Expenses   |                     |                            | (45,000)                   | 610,085                        |
| 35104732 | Child Care Building                                       |                    | Capital Expenses   |                     |                            | (300,000)                  | 310,085                        |
| 35104733 | Mens Shed Building  |                    | Capital Expenses   |                     |                            | (110,287)                  | 199,798                        |
| 35104734 | Mens Shed Site Works                                      |                    | Capital Expenses   |                     |                            | (20,000)                   | 179,798                        |

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MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

NOTE 15  
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

| GL Code  | Description  | Council Resolution | Classification    | Non Cash Adjustment | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|----------|--|--------------------|-------------------|---------------------|----------------------------|----------------------------|--------------------------------|
|          |  |                    |                   | \$                  | \$                         | \$                         | \$                             |
| 35205537 | Adventure Park Lighting Upgrade                      |                    | Capital Expenses  |                     |                            | (15,000)                   | 164,798                        |
| 35302284 | Little Lagoon Upgrades, Gazebo, Bollards and Signage |                    | Capital Expenses  |                     |                            | (35,000)                   | 129,798                        |
| 35305506 | Gymnasium Equipment                                  |                    | Capital Expenses  |                     |                            | (15,000)                   | 114,798                        |
| 35305507 | Recreation Centre Entry System                       |                    | Capital Expenses  |                     |                            | (12,500)                   | 102,298                        |
| 35305508 | Skate Park Upgrade                                   |                    | Capital Expenses  |                     |                            | (55,000)                   | 47,298                         |
| 35305509 | Multi Purpose Courts Resurface                       |                    | Capital Expenses  |                     |                            | (70,000)                   | (22,702)                       |
| 36004993 | SBDC Door Upgrade                                    |                    | Capital Expenses  |                     |                            | (12,500)                   | (35,202)                       |
| 45150038 | Rrg Useless Loop Road 20-21                          |                    | Capital Expenses  |                     | 13,901                     |                            | (21,301)                       |
|          | Transfer to Reserves                                 |                    | Reserve Transfers |                     | 8,692                      |                            | (12,609)                       |
|          | Transfer from Reserves                               |                    | Reserve Transfers |                     | 12,609                     |                            | 0                              |
|          |  |                    |                   | <b>127,720</b>      | <b>1,358,630</b>           | <b>(1,358,630)</b>         |                                |

# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2021

## NOTE 16 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2020-21 year is \$5,000 or 5.00% whichever is the greater.

| Reporting Program   | Var. \$  | Var. %   | Timing/ Permanent | Explanation of Variance   |
|---|----------|----------|-------------------|---|
|   | \$       | %        |                   |   |
| <b>Revenue from operating activities</b>                        |          |          |                   |   |
| Governance  | 1,126    | 49.45%   | Timing            | No Reportable Variance  |
| General purpose funding - rates                                 | (2,524)  | (0.18%)  | Timing            | No Reportable Variance  |
| General purpose funding - other                                 | 20,653   | 2.10%    | Timing            | No Reportable Variance  |
| Law, order and public safety                                    | 2,997    | 3.79%    | Timing            | No Reportable Variance  |
| Health  | (98)     | (5.98%)  | Timing            | No Reportable Variance  |
| Housing   | (1,626)  | (1.38%)  | Timing            | No Reportable Variance  |
| Community amenities   | 15,772   | 4.81%    | Timing            | No Reportable Variance  |
| Recreation and culture  | 61,643   | 20.66%   | ▲ Permanent       | Increases in SBDC Sales and Commission and SBRC Gym Fees compared to YTD Budget   |
| Transport   | (3,555)  | (0.71%)  | Timing            | No Reportable Variance  |
| Economic services   | 12,153   | 1.52%    | Timing            | No Reportable Variance  |
| Other property and services                                     | 13,406   | 36.57%   | ▲ Permanent       | Diesel Fuel Rebate and Refunds Income greater than YTD Budget   |
| <b>Expenditure from operating activities</b>                    |          |          |                   |   |
| Governance  | 113,882  | 46.68%   | ▲ Timing          | Overall expenditure less than YTD Budget  |
| General purpose funding   | 8,068    | 8.29%    | ▲ Timing          | Governance Overheads less than YTD Budget   |
| Law, order and public safety                                    | (36,099) | (15.22%) | ▼ Timing          | Cyclone Seroja Expenditure \$40,360 incurred and not included in budget.  |
| Health  | 25,541   | 31.72%   | ▲ Timing          | Health Consultancy less than YTD Budget   |
| Housing   | 10,564   | 5.42%    | ▲ Timing          | No Reportable Variance  |
| Community amenities   | 105,885  | 16.67%   | ▲ Timing          | Refuse Expenditure and Town Planning Scheme expenditure less than YTD Budget  |
| Recreation and culture  | 233,262  | 11.88%   | ▲ Timing          | Recreation Centre Building and Grounds, Velshedra/Galla Maintenance and SBDC Operating Expenditure less than YTD Budget         |
| Transport   | 138,729  | 7.10%    | ▲ Timing          | Maintenance - Country Roads, Useless Loop Maintenance and DOT Marina Facility Agreement Actual Expenditure less than YTD Budget |
| Economic services   | 48,359   | 5.12%    | ▲ Timing          | No Reportable Variance  |
| Other property and services                                     | 55,859   | 155.01%  | ▲ Timing          | Over Recovery of Plant overheads compared to YTD Budget   |
| <b>Investing activities</b>                                     |          |          |                   |   |
| Proceeds from non operating grants, subsidies and contributions | 1,034    | 0.15%    | Timing            | No Reportable Variance  |
| Proceeds from disposal of assets                                | (1,945)  | (3.34%)  | Timing            | No Reportable Variance  |
| Payments for property, plant and equipment and infrastructure   | (22,178) | (2.65%)  | Timing            | No Reportable Variance  |
| <b>Financing activities</b>                                     |          |          |                   |   |
| Proceeds from new debentures                                    | 0        | 0.00%    | Timing            | No Reportable Variance  |
| Transfer from reserves  | 0        | 0.00%    | Timing            | No Reportable Variance  |
| Repayment of debentures   | 0        | 0.00%    | Timing            | No Reportable Variance  |
| Transfer to reserves  | 0        | 0.00%    | Timing            | No Reportable Variance  |

SHIRE OF SHARK BAY | 11

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

14.3 ROSE DE FREYCINET GALLERY REQUEST FOR FURTHER REDUCTION OF HIRE FEES –  
DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS  
FM00020

AUTHOR

EXECUTIVE MANAGER COMMUNITY DEVELOPMENT

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Cr Fenny

Nature of Interest: Financial Interest as Sponsor for the event

Declaration of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as employee of the Department of Biodiversity,  
Conservation and Attractions

Cr Fenny left the Council Chamber at 4.30 pm

Officer Recommendation

1. That Council consider changing item 11.3 from the Ordinary Council meeting on the 31 March 2021 – Approval for the Department of Biodiversity, Conservation and Attractions to hire the Rose de Freycinet Gallery for the Dirk Hartog Island Biodiversity Fiesta Exhibition 2021, September 1 – October 5 inclusive (35 days) for \$9,000 plus cleaning bond  
REQUIRES 1/3 OF THE NUMBER OF OFFICERS (WHETHER VACANT OR NOT)

AND THEN

2. That Council change item 11.3 from the Ordinary Council meeting on the 31 March 2021 – Approval for the Department of Biodiversity, Conservation and Attractions to hire the Rose de Freycinet Gallery for the Dirk Hartog Island Biodiversity Fiesta Exhibition 2021, September 1 – October 5 inclusive (35 days) for \$9,000 plus cleaning bond.  
REQUIRES ABSOLUTE MAJORITY

AND THEN

3. That Council approve a hire charge for the Department of Biodiversity, Conservation and Attractions to hire the Rose de Freycinet Gallery for the Dirk Hartog Island Biodiversity Fiesta Exhibition 2021, September 1 – October 5 inclusive (35 days) of \$(Council to decide the amount) plus cleaning bond.  
REQUIRES ABSOLUTE MAJORITY

Moved Cr Ridgley  
Seconded Cr Cowell

Council Resolution

**That Council consider changing item 11.3 from the Ordinary Council meeting on the 31 March 2021 – Approval for the Department of Biodiversity, Conservation and Attractions to hire the Rose de Freycinet Gallery for the Dirk Hartog Island Biodiversity Fiesta Exhibition 2021, September 1 – October 5 inclusive (35 days) for \$9,000 plus cleaning bond**

**3/1 CARRIED**

**REQUIRES 1/3 OF THE NUMBER OF OFFICERS (WHETHER VACANT OR NOT)**

30 JUNE 2021

Moved Cr Ridgely  
Seconded Cr Cowell

Councillor Recommendation

That Council change item 11.3 from the Ordinary Council meeting on the 31 March 2021 – Approval for the Department of Biodiversity, Conservation and Attractions to hire the Rose de Freycinet Gallery for the Dirk Hartog Island Biodiversity Fiesta Exhibition 2021, September 1 – October 5 inclusive (35 days) for \$9,000 plus cleaning bond.

**Requires Absolute Majority (4 Councillors to vote for the item)**

**The vote was cast and resulted in a tied vote**

**2/2 TIED**

**The President exercised a casting vote and the item was recorded as 3/2**

**The item was declared lost due to the requirement of Absolute Majority.**

**COUNCILLOR MOTION**

**Reason:** Council felt that instead of approving a further reduction for a Government Department event it would be more appropriate to allocate an amount of the underspent allocation for grants to a local community group to be used for the event.

Moved Cr Stubberfield  
Seconded Cr Bellottie

Council Resolution

**That Council donate \$2,000 to the Shark Bay Arts Council from the 2020/2021 budget to support the Shark Bay Arts Council to be used toward the Dirk Hartog Island Biodiversity Fiesta.**

**4/0 CARRIED**

Cr Fenny returned to the Council Chamber at 4.51 pm.

BACKGROUND

A request from the Department of Biodiversity, Conservation and Attractions, for a fee waiver for the use of the Rose de Freycinet Gallery for the Biodiversity Fiesta was first brought before Council at the Ordinary Council Meeting 25 March 2020. At that time, the first impacts of the COVID-19 pandemic were beginning to be felt, and Council declined the request, noting that the applicant was encouraged to reapply at a later date.

In early 2021, there was correspondence between the Shark Bay World Heritage Discovery and Visitors Centre and the Department about rescheduling the Biodiversity Festival to September 2021 and an item came before Council at the Ordinary Meeting on 31 March seeking a reduction in hire fees for the Rose de Freycinet Gallery from 1 September until 6 October 2021. At that meeting Council resolved to reduce the hire fees by roughly 10% and to charge a fee of \$9,000 plus a cleaning bond

30 JUNE 2021

**Council Resolution**

***That Council charge the cleaning deposit fee of \$335.00 to the Department of Biodiversity, Conservation and Attractions for use of the Rose de Freycinet Gallery for the Dirk Hartog Biodiversity Fiesta Exhibition 2021.***

**AND**

***Council charge the Department of Biodiversity, Conservation and Attractions a fee of \$9,000 for the use of the Rose de Freycinet Gallery for the Dirk Hartog Island Biodiversity Fiesta Exhibition 2021, September 1 – October 5 inclusive (35 days).***

**5/1 CARRIED**

The hire fee presented to Council at the Ordinary Meeting of Council on 31 March was calculated using the Private/Corporate hire fee of \$285.00 per day.

Expressing their thanks for the approved fee reduction, representatives from the Department of Biodiversity, Conservation and Attractions have since met with the Shire administration and have explained the high degree of community focus and community involvement for the Festival and have requested a further reduction of \$2,000 in the hire fee. This further reduction would reduce the total hire fee to \$7,000 which is more closely aligned to the amount charged with the hire fee for Community groups (\$148 per day for 35 days = \$5,180).

**COMMENT**

The attached letter of request from the Dr Karl Brennan, the Project Manager of the Dirk Hartog National Park Restoration Project, explains that the even with the approved fee reduction the amount now being charged (\$9,000 plus cleaning bond) is still beyond the funding available for this event.

In the letter Dr Brennan explains the funding for this Festival is from a not-for-profit fund (the Gorgon Barrow Island Net Conservation Benefits Fund) which has been established to assist with critical conservation work. While the overall project funds are substantial, Dr Brennan explains that these are largely committed to high-cost activities such as translocation of threatened species back to the Island, leaving limited funding for the proposed Biodiversity Festival.

The hire of the Rose de Freycinet Gallery is to allow artwork that will be produced by the local students and local community (working with an artist engaged by the project), which, it is suggested, will be both a positive community experience and a tourism attraction for Denham. Dr Brennan's letter also lists a large number of local sponsors for the Festival including:

- Shark Bay Arts Council
- Shark Bay School
- Shark Bay Aviation
- Dirk Hartog Island Ecolodge
- Ocean Park Aquarium



30 JUNE 2021

The Shark Bay Arts Council have written a letter of support (attached) outlining how they will be working with the engaged artist and supporting the festival with donated time and resources.

LEGAL IMPLICATIONS –

Section 6.12 Local government Act 1995

Section 5.25 (1) (e) Local government Act 1995

The Local Government (Administration) Regulations 1995

As this item represents a change to the original resolution (to charge \$9,000 plus cleaning bond), Section 5.25 (1) (e) of the Local government Act 1995 and the Local The Local Government (Administration) Regulations 1995 apply – the Act allows for Council to change a decision and the Regulations provide the process by which this can occur.

The Regulations state

*(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported –*

*(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or*

*(b) in any other case, by at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee,*

*inclusive of the mover.*

*(1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least  $\frac{1}{3}$  of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*

*(2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.*

*(3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.*

In summary this means

- a decision to consider the revoking or changing of a Council resolution must be supported by  $\frac{1}{3}$  of the number of officers (whether vacant or not), inclusive of the mover.
- Once discussed, the motion to actually revoke or change the original resolution must be adopted by an Absolute Majority.
- The voting for the new resolution is then dependent on the item, which is an Absolute Majority for a Fee reduction.

POLICY IMPLICATIONS

There are no policy implications associated with this report.

## MINUTES OF THE ORDINARY COUNCIL MEETING

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30 JUNE 2021

### FINANCIAL IMPLICATIONS

The 2020/21 Schedule of Fees and Charges lists a daily fee of \$285 for corporate or private hire of the Rose de Freycinet Gallery. When this item first came to Council in March 2020, the hire fee had been calculated using a daily rate of \$148.00 (the not-for-profit/local) rate, rather than the corporate/private rate.

A reduction in the amount charged would mean a reduction in income for Council.

### STRATEGIC IMPLICATIONS

Social Objective: A safe, welcoming and inclusive community

Economic Objective: A progressive, resilient and diverse economy

### RISK MANAGEMENT

This is a low risk item to Council.

### VOTING REQUIREMENTS

Absolute Majority Required

### SIGNATURES

Executive Manager Community Development *D Wilkes*

Chief Executive Officer *P Anderson*

Date of Report 16 June 2021

# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021



Department of Biodiversity,  
Conservation and Attractions



Biodiversity and  
Conservation  
Science

*We're working for  
Western Australia.*

RECEIVED

14 MAY 2021

SHIRE OF SHARK BAY

Your ref: FM0020- / O-CR-19365  
Enquiries: Karl Brennan  
Phone: 08 9405 5176  
Email: [karl.brennan@dbca.wa.gov.au](mailto:karl.brennan@dbca.wa.gov.au)

Mr Paul Anderson  
Chief Executive Officer  
Shire of Shark Bay  
DENHAM WA 6537

*Paul*

Dear Mr Anderson

## REQUEST FOR FEE REDUCTION FOR THE ROSE DE FREYCINET GALLERY FOR BIODIVERSITY FESTIVAL

Thank you for your letter dated 13 April 2021 to Wendy Payne advising of the Council's decision to support the Biodiversity Festival by-way of a fee reduction for the hire of the Rose de Freycinet Gallery along with permission to use the Shire's logo and the phrase "proudly supported by the Shire of Shark Bay". The Department of Biodiversity, Conservation and Attractions welcomes the opportunity to work together on an event that will have a direct benefit both to the Shark Bay community as well as the *Return to 1616* Dirk Hartog Island National Park Ecological Restoration Project.

The Biodiversity Festival is very heavily focused on the Shark Bay community, provides an avenue for residents and school children to be involved in the *Return to 1616* project's conservation outcomes. The exhibition at the Rose de Freycinet Gallery provides a venue for local community artwork to be displayed and would be a new and worthwhile addition to events at the Shark Bay Discovery Centre gallery for both the community and tourism visitors. Along with the Shire of Shark Bay, other festival partners thus far include the Shark Bay Arts Council, Shark Bay School, Shark Bay Aviation, Dirk Hartog Island Ecolodge, Ocean Park Aquarium. Moreover, famed science presenter Robyn Williams has expressed an interest in promoting the festival on ABC radio national via the Science Show. This will further bolster national attention on Shark Bay and its tourism potential.

I note in your letter that the Council's has offered to reduce the fee of \$10,320 for hire of the gallery for the month of September down to \$9,320. This is very generous and greatly appreciated. However, it is still outside the funding capacity of our project and well above the initial quote we received and budgeted for of \$5,776. As you are aware, the *Return to 1616* Dirk Hartog Island National Park Ecological Restoration Project is funded largely through the Gorgon Barrow Island Net Conservation Benefits Fund (NCB) which is a not-for-profit fund set up to assist critical conservation work. While the overall project funds from the NCB fund are substantial, so are the costs of translocating threatened species back onto Dirk Hartog Island. In fact, the project is dependent upon in-kind support from the Department of Biodiversity Conservation and Attractions (DBCA), local universities and volunteers. For example, for the 2019-2020 financial year, volunteers generously donated \$61,992 worth of labour.

**Biodiversity and Conservation Science**  
Department of Biodiversity, Conservation and Attractions  
Locked Bag 104, Bentley Delivery Centre WA 6983  
Website: [dbca.wa.gov.au/science](http://dbca.wa.gov.au/science)

MINUTES OF THE ORDINARY COUNCIL MEETING

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30 JUNE 2021

Given that the Biodiversity Festival represents a significant benefit to the Shark Bay community and school. I would appreciate if you could consider whether an additional \$2,000 could be waived. Alternately, could you please advise the cost of hiring the venue for 3 rather than 4 weeks.

Yours sincerely



Dr Karl Brennan  
Project Manager  
Dirk Hartog Island National Park Ecological Restoration Project

14 May 2021

30 JUNE 2021

Shark Bay Arts Council

PO Box 16  
Denham, Shark Bay WA 6537  
E: sharkbayarts@gmail.com



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**22nd May 2021**

**Dear Shark Bay CEO and Shire Councillors,**

***The Shark Bay Arts Council members are committed to supporting this years Dirk Hartog Biodiversity Exhibition and associated workshops. We will be partnering with the Biodiversity and Conservation Science team to assist our community to creatively express their understanding and appreciation of conservation values.***

***This project will give the Shark Bay community the opportunity to participate in workshops under the guidance of a well known West Australian artist Angela Rossen. Angela is a marine and landscape artist specialising in biodiversity education through art. The Shark Bay Arts Council will be offering our well equipped working space and gathering hub in addition to assisting the Artist in Residence to make the project a reality. A photography competition and exhibition aimed at showcasing our world heritage region will be part of the project and entry into the competition is exclusive only to the residents of the Shire of Shark Bay.***

***We strongly believe that this project will provide community engagement through inclusion and will nurture our sense of unity. We will learn artistic and creative skills and gain a deeper understanding of the Dirk Hartog National Park Ecological Restoration Project.***

***The Rose Freycinet Gallery is the ideal venue to showcase the completed works which will include a three piece mural, drawings done by the wider community and photography competition entries.***

***Several members of Arts Council have completed the Art on the Move gallery handling course and we are familiar with the hanging system and equipment of the Rose Freycinet Gallery. We are willing to volunteer our time to assist with the hanging and removal of the exhibition.***

***We would greatly appreciate your consideration to reduce the fees for the use of the gallery space for the exhibition of the projects completed works.***

***Kindest regards,***

***Karen Gidley***

***Secretary,***

***Shark Bay Arts Council Inc***

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

14.4 RESTRUCTURE OF GYM FEES  
FM52122

AUTHOR  
EXECUTIVE MANAGER COMMUNITY DEVELOPMENT

DISCLOSURE OF ANY INTEREST  
Nil

Moved Cr Ridgely  
Seconded Cr Cowell

**Council Resolution**

**That Council adopt the proposed gym fee structure and instruct administration to advertise the new Fees as per the *Local Government Act 1995*.**

**5/0 CARRIED BY ABSOLUTE MAJORITY**

BACKGROUND

At the Ordinary Meeting of Council on 28 April 2021 Council adopted its Discretionary Fees and Charges for the 2021/2022 financial year. Included in those Fees and charges were the following Fees for gym membership:

| <b>Particulars</b>  | <b>Charges<br/>2021/2022</b> | <b>Frequency</b>   |
|---|------------------------------|--|
| Adult   | <b>170.00</b>                | Per Year /Pro-Rated each Qrt ie<br>Reduction of 25% each Quarter |
| Pensioner / Concession Card Holder                            | <b>108.00</b>                | Per Year /Pro-Rated each Qrt ie<br>Reduction of 25% each Quarter |
| Student (12 to 17) Must be accompanied with Adults            | <b>52.00</b>                 | Per Year /Pro-Rated each Qrt ie<br>Reduction of 25% each Quarter |
| Pensioner/Concession Card Holder Couple                       | <b>182.00</b>                | Per Year /Pro-Rated each Qrt ie<br>Reduction of 25% each Quarter |
| Couple or Family - 2 Adults and 2 Children 12-17 Years of age | <b>312.00</b>                | Per Year /Pro-Rated each Qrt ie<br>Reduction of 25% each Quarter |
| Casual  | <b>52.00</b>                 | Monthly Fee Only   |
| Casual (concession card holder)                               | <b>20.00</b>                 | Monthly Fee Only   |
| Card Deposit  | <b>20.00</b>                 | Per Card Trust   |

COMMENT

Since the adoption of these charges, a new door entry system has been installed at the gym, and the technology allows a greater flexibility with membership programming. As such, Council is now asked to consider adopting a new, more flexible range of charges that will enable community members and visitors to more accurately tailor their membership to their needs.

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

The suggested new Fee Structure will offer a range of 1, 3 ,6 or 12 month memberships across all categories as detailed below. In addition, it is proposed to increase the “card deposit” fee as the tags now being used are more expensive than the original card, however as members can now request access via an app on their phones which does not require a tag, the bond would only be charged where a tag was required/requested.

|  |               |                              |
|--|---------------|------------------------------|
| 1 month Adult  | <b>30.00</b>  |                              |
| 1 month Pensioner/concession card holder                               | <b>25.00</b>  |                              |
| 1 month student (12 – 17 years. Must be accompanied by adults          | <b>20.00</b>  |                              |
| 1 month pensioner/concession holder - couple                           | <b>30.00</b>  |                              |
| 1 month couple or family - 2 Adults and 2 Children 12-17 Years of age  | <b>40.00</b>  |                              |
| 3 month Adult  | <b>58.00</b>  |                              |
| 3 month Pensioner/concession card holder                               | <b>42.00</b>  |                              |
| 3 month student (12 – 17 years. Must be accompanied by adults          | <b>28.00</b>  |                              |
| 3 month pensioner/concession holder - couple                           | <b>60.00</b>  |                              |
| 3 month couple or family - 2 Adults and 2 Children 12-17 Years of age  | <b>87.00</b>  |                              |
| 6 month Adult  | <b>95.00</b>  |                              |
| 6 month Pensioner/concession card holder                               | <b>64.00</b>  |                              |
| 6 month student (12 – 17 years. Must be accompanied by adults          | <b>36.00</b>  |                              |
| 6 month pensioner/concession holder - couple                           | <b>100.00</b> |                              |
| 6 month couple or family - 2 Adults and 2 Children 12-17 Years of age  | <b>155.00</b> |                              |
| 12 month Adult   | <b>170.00</b> |                              |
| 12 month Pensioner/concession card holder                              | <b>108.00</b> |                              |
| 12 month student (12 – 17 years. Must be accompanied by adults         | <b>52.00</b>  |                              |
| 12 month pensioner/concession holder - couple                          | <b>182.00</b> |                              |
| 12 month couple or family - 2 Adults and 2 Children 12-17 Years of age | <b>312.00</b> |                              |
| Card Deposit   | <b>30.00</b>  | Per Card Trust, if required. |

30 JUNE 2021

LEGAL IMPLICATIONS –

Section 6.16 of the *Local Government Act 1995* enables a Local Government to impose and recover a fee or charge for any goods or service it provides or proposes to provide.

POLICY IMPLICATIONS

There are no policy implications associated with this report.

FINANCIAL IMPLICATIONS

The new fee structure is unlikely to have a negative financial impact on the Shire and may increase revenue if more people take out a gym membership.

STRATEGIC IMPLICATIONS

Outcome 5.2 Encourage inclusion, involvement and wellbeing.

Outcome 6: A strategically focussed, unified Council, functioning efficiently.

Outcome 7: A transparent, resilient organisation demonstrating leadership and governance.

RISK MANAGEMENT

This is a low risk item to Council.

Council needs to set fees and charges in order to reduce the reliance on grant income and rates. Should Council not impose any fees and charges then there will be a need to increase rates to cover the shortfall. The community expect to pay fees and charges for the use of facilities and services.

VOTING REQUIREMENTS

Absolute Majority Required

SIGNATURES

Executive Manager Community Development

*D Wilkes*

Chief Executive Officer

*P Anderson*

Date of Report

16 June 2021



30 JUNE 2021

14.5 COMMUNITY ASSISTANCE GRANTS – SIGNIFICANT EVENT SPONSORSHIP FUNDING FOR HMAS SYDNEY EVENT  
GS00001

AUTHOR

Community Development Officer

DISCLOSURE OF ANY INTEREST

Nil

Officer Recommendation

That Council acknowledge the HMAS Sydney Association (Victoria) does not meet the Selection Criteria of the Community Assistance grants as they do not operate in Shark Bay

AND

1. Approves the HMAS Sydney Association (Victoria) application for a Community Assistance Grant – Significant Event Sponsorship Funding for the value of \$3,000.00 cash and \$6,610 in-kind support to contribute to the HMAS Sydney Memorial Weekend (The Final Chapter).

OR

2. Approves the HMAS Sydney Association (Victoria) application for a Community Assistance Grant – Significant Event Sponsorship Funding for the value of \$\_\_\_\_\_ and \$6,610 in-kind support to contribute to the HMAS Sydney Memorial Weekend (The Final Chapter).

OR

3. Does not approve the HMAS Sydney Association (Victoria) application for a Community Assistance Grant – Significant Event Sponsorship Funding for the HMAS Sydney Memorial Weekend (The Final Chapter).

Moved Cr Fenny  
Seconded Cr Stubberfield

Council Resolution

**That Council acknowledge the HMAS Sydney Association (Victoria) does not meet the Selection Criteria of the Community Assistance grants as they do not operate in Shark Bay**

**AND**

**Approves the HMAS Sydney Association (Victoria) application for a Community Assistance Grant – Significant Event Sponsorship Funding for the value of \$3,000.00 cash and \$6,610 in-kind support to contribute to the HMAS Sydney Memorial Weekend (The Final Chapter).**

**5/0 CARRIED**

BACKGROUND

The Significant Event Sponsorship Funding supports current major events and future innovative events, that attract additional funds into town and recognises the positive economic value that these events bring to the Shark Bay community. Applications for the Significant Event Sponsorship Funding is open for the duration of the financial year and funding is allocated at Council's discretion.

30 JUNE 2021

HMAS Sydney Association (Victoria) are proposing to host HMAS Sydney Memorial Weekend (The Final Chapter) in Denham from 19 – 21 November 2021. The Shark Bay region has a strong connection with Australia's greatest naval tragedy with the sinking of the HMAS Sydney II.

The event is expected to attract 1500 - 2000 unique visitors to Shark Bay.

The proposed three-day event will consist of the following activities:

- Friday 19 November 2021: Host the live stream from Geraldton's Memorial Service at the either the Denham Town Hall or Shark Bay Bowling and Recreation Club (venue still being finalised)
- Saturday 20 November 2021: Memorial Concert at the Denham Town Oval
- Sunday 21 November 2021: Memorial March from Pioneer Park to the Discovery Centre and memorial service at sea

The organisation has secured funding from Saluting Their Service and are awaiting an application outcome from Tourism WA, in addition to applying for the Shire's Significant Event Sponsorship Funding. The organisers have also been invited to submit a funding application to Minister Papalia and have created a Marketing and Sponsorship Plan to seek corporate/community sponsorship.

#### COMMENT

The attached funding application (attachment # 1) and associated documents are presented for Council's consideration. This application is still in draft – the event is still 6 months away so while the overarching plans are in place, finer details, such as best locations and exactly what equipment will be needed, are still being worked through.

Under separate attachment is further information:

1. HMAS Sydney Memorial Weekend Event Application Shark Bay 17 – 21 November 2021
2. Program and Communication Plan HMAS Sydney Memorial Weekend 2021: and
3. Financial Forecast 2021

The event aligns with the Shire's Strategic Community Plan economic and social components. The expected visitors into Denham will have a positive impact on the town's business operators and socially the local community will have the opportunity to join the commemoration event. However, it important to note that while the event itself meets the Selection Criteria (below), the group organising it does not operate with the Shire of Shark Bay.

#### **SELECTION CRITERIA**

- *Applicants must be a not-for-profit organisation, hold a current Association Constitution and operate within the Shire of Shark Bay*
- *Applicants must demonstrate how the local community will benefit from the grant. This includes spending the grant funds with Shark Bay businesses*
- *Reoccurring or ongoing projects that have been previously funded will be given a lower priority*
- *Applicants must demonstrate how they have tried to source other relevant funding*

30 JUNE 2021

- *Organisations that can demonstrate their own fundraising attempts will be favourably considered*
- *Incomplete applications or applications received after the closing date will not be considered*
- *The Council reserves the right to accept or reject any submissions.*

Should Council choose to support this initiative, there is sufficient funding remaining in the 2020/2021 Community Assistance Grants budget. The applicant is also seeking a portion of in-kind support with venue and equipment hire.

#### APPLICATION

Group: **HMAS Sydney Association, Victoria**

Amount requested: **\$3,000.00**

Project: **HMAS Sydney Memorial Weekend (The Final Chapter)**

Funding category: **Funding for a specific event or program**

Strategic Community Plan (category): **Economic & Social**

The Significant Event Sponsorship Funding will contribute to the following items:

- Funding for a specific event or program. Exact items Council will fund have not yet been finalised.

In addition, the applicant is seeking in-kind support for

- Hire of venues (Town Oval and Recreation Centre meeting Room)
- Hire of tables, chairs, lecture and fencing panels
- Hire for Marque (may not be needed depending on final venue for concert)
- Hire of Community bus to transport older attendees to events

#### **Officer Recommendation:**

It is recommended that Council support the HMAS Sydney Memorial Weekend (The Final Chapter), with the amount of financial assistance to be determined by Council.

The Festival organisers will also be required to prepare appropriate event risk management plans aligning with the Western Australia State Government COVID-19 health regulations at the time of the event.

In addition, the event organisers will be asked to include the Shire's logo and 'Proudly supported by the Shire of Shark Bay' on all promotional material.

#### LEGAL IMPLICATIONS

There are no legal implications associated with this report.

#### POLICY IMPLICATIONS

These recommendations comply with current Policies made by Council 2.2 Financial Assistance/Donations, which states:

*Significant Event Sponsorship Funding is available all year round with funding allocated at Council's discretion. The funding assists community groups and organisations to host large scale events and festivals that attract additional funds into Shark Bay.*

## MINUTES OF THE ORDINARY COUNCIL MEETING

---

30 JUNE 2021

### FINANCIAL IMPLICATIONS

There is currently \$11,339.17 remaining in the Community Assistance Grants funding budget for this financial year. If HMAS Sydney Association is successful in receiving \$3,000 funding requested, \$8,339.17 will remain.

### STRATEGIC IMPLICATIONS

Social Objective: A safe, welcoming and inclusive community

Economic Objective: A progressive, resilient and diverse economy

### RISK MANAGEMENT

The HMAS Sydney Association, Victoria will be required to prepare appropriate event risk management plans aligning with the Western Australia State Government COVID-19 health regulations at the time of the event.

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Executive Manager Community Development      *D Wilkes*

Chief Executive Officer      *P Anderson*

Date of Report      15 June 2021

30 JUNE 2021

ATTACHMENT # 1



**Shire of Shark Bay  
Community Assistance Grants**

**APPLICATION FORM**

Please complete and return the signed application form to the Shire of Shark Bay with the advertised timeframe. **Late submissions will not be considered**

Applications to be addressed to: Chief Executive Officer  
Shire of Shark Bay  
PO Box 126  
Denham WA 6537

Applications can be delivered: Shire of Shark Bay  
65 Knight Terrace  
Denham WA 6537

Email: cdo@sharkbay.wa.gov.au

For further information, please contact the Community Development Officer on 9948 1218

Please ensure you have read the Shire of Shark Bay Community Assistance Grants – Guidelines before completing the application form to confirm your organisation's eligibility.

**FUNDING ROUND**

Please indicate which funding round you are applying for:

- Round 1 - Community Projects Year: \_\_\_\_\_
- Round 2 - Equipment and minor projects Year: \_\_\_\_\_
- Significant Event Sponsorship Funding Year: 2021 \_\_\_\_\_

**ORGANISATION DETAILS**

Organisation Name HMAS Sydney Association, Victoria \_\_\_\_\_

Postal Address 10 Penzance Way, Geraldton, 6530 \_\_\_\_\_

Contact Person Joanne Panter \_\_\_\_\_

Position/Title Event Manager - On behalf of HMAS Sydney Association, Victoria \_\_\_\_\_

Telephone 0423 399 886 \_\_\_\_\_

E-mail jo@checkedevents.com.au \_\_\_\_\_

# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

What category best describes your organisation?

- Sporting Club  
 Community Group  
 Not-for-profit organisation  
 Other: \_\_\_\_\_

Which of the following best describes your organisation's status?

- |   | YES                                 | NO                       |
|---|-------------------------------------|--------------------------|
| • Incorporated                            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • GST Registered                          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Have a current Association Constitution | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Australian Business Number (ABN): 70 776 272 608

*Please note the Shire of Shark Bay requires applicants to have an ABN. Applicants who do not have one may be subjected to withholding tax of 48.5%. If you are unsure, please contact the Shire to discuss how to best proceed.*

#### Bank details

Account Name: Will supply asap

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

#### FUNDING DETAILS

Project title: HMAS Sydney Memorial Weekend (The Final Chapter)

Project description: *(max 50 words)*

A memorial weekend to commemorate the greatest Australian Naval tragedy to date, the sinking of the HMAS Sydney II. All Sydney Sailors, RAAF No: 9 Squadron Descendants and relatives are invited to be part of The Final Chapter.

Date(s) the project will take place: 19-21 November 2021

Location(s) where the project will take place: Shark Bay Recreation Centre Meeting Room, Denham Oval & Bowling Club

Total project funds requested *(including GST if applicable)* \$ 3000

# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

Has your organisation previously received funding from the Shire of Shark Bay?

- Yes  
 No

If Yes, Previous funding amount received: \$ \_\_\_\_\_

Round / Year funding was received: \_\_\_\_\_

Funded project: \_\_\_\_\_

Has your organisation acquitted all previous Shire of Shark Bay funding?

- Yes  
 No

If No, please outline why?

\_\_\_\_\_

**Please Note:** Your organisation is not eligible to receive new funding from the Shire of Shark Bay, until previous Shire of Shark Bay funding has been acquitted.

## PROJECT DETAILS

What is the funding to be used for?

- Leveraging a grant from a State or Federal agency
- Purchasing goods and services (i.e. equipment and/or engaging a professional for the purpose of instruction)  
*If your funding application involves purchasing equipment, can the equipment be used by other community groups in the future?*
- Yes  
 No
- Infrastructure (i.e. significant construction or improvement of facilities). Please include Planning Approvals from the Shire
- Funding for a specific event or program
- Prize money.

Does the project meet the objectives of the Shire of Shark Bay Strategic Community Plan 2020-2030? Copy of the Plan can be found on the Shire's website.

- Economic      A progressive, resilient and diverse economy
- Environment      Help protect our unique natural and built environment
- Social      A safe, welcoming and inclusive community

# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

Outline the project goals and how they will benefit Shark Bay community (minimum of one objective)

**Economic:** (max 150 words)

We are hoping to attract over 1000 unique tourists to and with careful programming this could be a 4 night stay in Shark Bay. This will have a direct flow into all tourism and hospitality businesses in Shark Bay. Where possible, the event will use local sub-contractor or recommendations for all event requirements. It will also be an opportunity to profile many local businesses. This event will create opportunities directly and indirectly through the supply of goods either to the event or people. An indirect impact will be creating a positive experience for event visitors and in turn this will increase the likelihood of repeat visits and positive recommendations on and offline.

**Environment:** (max 150 words)

**Social:** (max 150 words)

This Memorial event will be the last time that living ex Sydney Sailors, present Sydney (v) Sailors, descendants and relatives would have a chance to travel to be together at a milestone service, as the next one being the Centenary, is in 2041. A relative has named this as "The Final Chapter" for her and her family. This anniversary allows us to engage and inform the community through an inspiring and meaningful program, including iconic Australian musicians such as John Schumann and Normie Rowe. The program and weekend is inclusive to all and will bring civic pride to the community.

Please list other organisations involved in this project (if applicable)

| Name of Organisation | Project Involvement         |
|----------------------|-----------------------------|
| Geoff Irwin          | Concert Management          |
| Adrian Burns         | Sydney Crew and Navy Liason |
| Susan Chiera         | Communications Manager      |
| Joanne Smith         | Web Designer                |

**Project Referees:**

Please provide two referees (that is not associated with your organisation) that are in support of your application, alternatively you can attach letters of support.

| Name | Phone | Email | Organisation and position held |
|------|-------|-------|--------------------------------|
|      |       |       | see letters of support.        |
|      |       |       |                                |



MINUTES OF THE ORDINARY COUNCIL MEETING

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**SIGNIFICANT EVENT - ONLY**

If your project is a **Significant Event** will it attract additional visitors to town? If so, how many additional visitors are you planning for?

- 50-100
- 100-200
- 200-300
- Over 500

Will you be charging an entry fee to attend the event?

- Yes
- No

If Yes, how much? \_\_\_\_\_

**PROJECT BUDGET**

Please provide a budget description of how the Shire of Shark Bay funds, your organisation contribution and other funding source (*if applicable*). Please attach quotes with details of each expenditure item being spent.

| Expenditure Item Description (i.e. materials, equipment, advertising, catering, prizes) | Shire of Shark Bay Grant (\$) | *In-Kind (\$) | Other Funding Amount (\$) | Other Funding Organisation Name (your organisation or external) |
|---|-------------------------------|---------------|---------------------------|---|
| 30 x fencing panels   |                               | \$45          |                           |   |
| Delivery/ Erection of fence   |                               | \$300         |                           |   |
| Community Bus (300km)   |                               | \$540         |                           |   |
| Meeting Room  |                               | 786           |                           |   |
| Marquee x 2 days & delivery   |                               | \$1560        |                           |   |
| Denham Oval (3 days)  |                               | \$1605        |                           |   |
| Trestle Tables x 10   |                               | \$52          |                           |   |
| Chairs x100   |                               | \$112         |                           |   |
| Portable Stage/Lectern  |                               | \$81.40       |                           |   |
| <b>Total</b>  | <b>\$</b>                     | <b>\$</b>     | <b>\$</b>                 |   |

**\*In-Kind value:** Number of volunteers x hours worked directly on project x \$25 per hour

Will any of your expenditure items be spent locally with Shark Bay businesses?

- Yes
- No

MINUTES OF THE ORDINARY COUNCIL MEETING

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**PART 6 – ADDITIONAL INFORMATION**

Please attach a copy of the following:

- Organisation's most recent (Audited) Financial Statement
- Quotations for expenditure items

**PART 7 – DECLARATION**

*I hereby certify that I am the authorised person to sign on behalf of the organisation and that the information is correct. I have read, understand and agree to abide by the conditions set out in the Shire of Shark Bay Community Assistance Grants guidelines.*

|                          |               |
|--------------------------|---------------|
| NAME                     | Joanne Panter |
| SIGNATURE                | _____         |
| POSITION IN ORGANISATION | Event Manager |
| DATE                     | 08.06.2021    |

30 JUNE 2021

**15.0 TOWN PLANNING REPORT**

**15.1 PROPOSED SCHEME AMENDMENT – LOT 90 MONKEY MIA ROAD, DENHAM P1461 LP00002**

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of *Local Government Act 1995*

Moved            Cr Fenny  
Seconded       Cr Ridgley

**Council Resolution**

**That Council:**

- A. In pursuance of Section 75 of the *Planning and Development Act 2005*, adopt Amendment No 1 to the Shire of Shark Bay Local Planning Scheme No 4 (for the purpose of advertising) by:**
- 1. Amending ‘Schedule B – Special Use Zones’ as applicable to Lot 90 Monkey Mia Road, Denham (listed as SU10) which currently states:**

MINUTES OF THE ORDINARY COUNCIL MEETING

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| No.  | Description of                 | Special Use  | Conditions  |
|------|--------------------------------|--|---|
| SU10 | Lot 90 Monkey Mia Road, Denham | As 'P' use: <ul style="list-style-type: none"> <li>• Single house</li> </ul> As 'D' use: <ul style="list-style-type: none"> <li>• Agriculture-intensive</li> <li>• Tree farm</li> <li>• Workforce accommodation</li> </ul> | 1) Development of the site shall be generally in accordance with an approved Local Development Plan, which has been prepared in accordance with Part 6, Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and approved by the local government.<br>2) The local government may require lodgement of a transport impact assessment for any new development, prepared in accordance with the Western Australian Planning Commission's |
| No.  | Description of Land            | Special Use  | Conditions  |
|      |                                |  | 3) Notwithstanding condition (1), the local government may consider development prior to the approval of a Local Development Plan as provided for under Clause 56(2), Part 6, Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .   |

MINUTES OF THE ORDINARY COUNCIL MEETING

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To state as follows:

| No.  | Description of Land            | Special Use  | Conditions  |
|------|--------------------------------|--|---|
| SU10 | Lot 90 Monkey Mia Road, Denham | <p>As 'D' Uses:</p> <ul style="list-style-type: none"> <li>• Ancillary Dwelling</li> <li>• Commercial Vehicle Parking</li> <li>• Single House</li> <li>• Second Hand Dwelling</li> <li>• Home Business</li> <li>• Home Office</li> <li>• Home Store</li> <li>• Outbuilding(s)</li> </ul> <p>As 'A' uses:</p> <ul style="list-style-type: none"> <li>• Bulky Goods Showroom</li> <li>• Carpark</li> <li>• Convenience Store</li> <li>• Fast food outlet/ lunch bar</li> <li>• Fuel Depot</li> <li>• Industry – Light</li> <li>• Industry – Primary Production</li> <li>• Marine Filling Station</li> <li>• Motor Vehicle, boat or caravan sales</li> <li>• Motor Vehicle Repair (including marine craft)</li> <li>• Motor Vehicle Wash (including marine craft)</li> <li>• Office</li> <li>• Restaurant/cafe</li> <li>• Roadhouse</li> <li>• Service Station</li> <li>• Shop</li> <li>• Transport Depot</li> <li>• Trade Display</li> <li>• Trade Supplies</li> <li>• Warehouse / Storage</li> <li>• Wind Farm</li> </ul> | <p><u>Zone Purpose:</u></p> <p>The purpose of this zone is to provide for the sale, servicing, rebuilding, storage, washing and fuelling of cars, boats and marine craft.</p> <p>The zone will also cater for a wide range of other compatible commercial, storage, light industrial and retail fuel sale uses to maximise future development opportunities.</p> <p><u>Zone Objectives:</u></p> <ul style="list-style-type: none"> <li>• To provide quality landscaping along the Monkey Mia Road frontage.</li> <li>• To cater for workforce accommodation and maximise employment opportunities within Denham townsite.</li> </ul> <p><u>Conditions:</u></p> <p>1) Development of the site shall be generally in accordance with an approved Local Development Plan, which has been prepared in accordance with Part 6, Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and</p> |

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|  |  |   |   |
|--|--|---|---|
|  |  | <ul style="list-style-type: none"> <li>• Workforce Accommodation</li> <li>• Any other uses associated with the purpose and objectives of the zone (D), at the discretion of the local government.</li> <li>• Any on site infrastructure required to service development.</li> </ul> | <p>approved by the local government.</p> <p>2) The Local Development Plan is to address the following:</p> <p>a) The purpose and objectives of this Special Use Zone;</p> <p>b) A layout that caters for a mixture of land uses with separation on site that minimises any potential for conflict between proposed uses;</p> <p>c) A Management Plan that addresses access, servicing, maintenance, waste disposal, waste water disposal, effluent disposal, service areas, potential emissions, contaminants and rubbish management;</p> <p>d) Suitable areas on site for carparking, loading, truck parking, access and traffic movements;</p> <p>e) Accommodation of suitable perimeter or strategic fire breaks within the lot boundaries;</p> <p>f) A transport impact assessment prepared in accordance with the Western Australian Planning Commission's <i>Transport Impact Assessment Guidelines (August 2016)</i>;</p> <p>g) The local government may require a Bushfire Attack Level Assessment and / or a</p> |
|--|--|---|---|

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|  |  |  |  |
|--|--|--|--|
|  |  |  | <p><b>Bushfire Management Plan as part of an application for development approval in accordance with State Planning Policy 3.7 Planning in Bushfire Prone Areas.</b></p> <p><b>h) A Bushfire Management Plan, prepared by an accredited bushfire consultant, shall be lodged with any application for development approval of a high-risk land use in accordance with State Planning Policy 3.7 Planning in Bushfire Prone Areas.</b></p> <p><b>i) Provision of quality landscaping along Monkey Mia road.</b></p> <p><b>3) The layout of carparking areas shall be designed with high regard for traffic circulation between developments on the same lot, and shall be integrated to allow for good on site traffic management and flow.</b></p> <p><b>4) The local government may require lodgement of a detailed landscaping plan as a condition of any development.</b></p> <p><b>5) Any external storage required as part of a proposed land use shall be adequately screened from</b></p> |
|--|--|--|--|

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|  |  |  |  |
|--|--|--|--|
|  |  |  | <p>Monkey Mia Road to the satisfaction of the local government. External storage does not include any trade display or motor vehicle, boat and caravan sales approved by the local government.</p> <p>6) The local government has discretion to consider advertisement(s) and shall have regard for the matters in Clause 32.17.3 of this Scheme.</p> <p>Notwithstanding condition (1), the local government may consider development prior to the approval of a Local Development Plan as provided for under Clause 56(2), Part 6, Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> |
|--|--|--|--|

2. **Resolve that Amendment No 1 is ‘standard’ under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:**
- (i) **The Amendment is consistent with a local planning strategy for the scheme area that has been endorsed by the Commission; and**
  - (ii) **The amendment has minimal impact on land in the scheme area**



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that is not the subject of the amendment.

3. Authorise the Shire President and Chief Executive Officer to sign 3 hardcopies of the Amendment No 1 documents.
4. Authorise the Shires Planning Consultant, Liz Bushby of Town Planning Innovations Pty Ltd to:
  - (i) Refer the amendment to the Environmental Protection Authority on behalf of the Shire to seek confirmation that no environmental assessment is required.
  - (ii) Refer the amendment to the Western Australian Planning Commission for information.
5. Note that the amendment will be advertised for 42 days for public comment, following confirmation from the Environmental Protection Authority that no environmental assessment is required.
6. Note that a report on the amendment will be referred to a future Council meeting for further consideration after the completion of advertising .

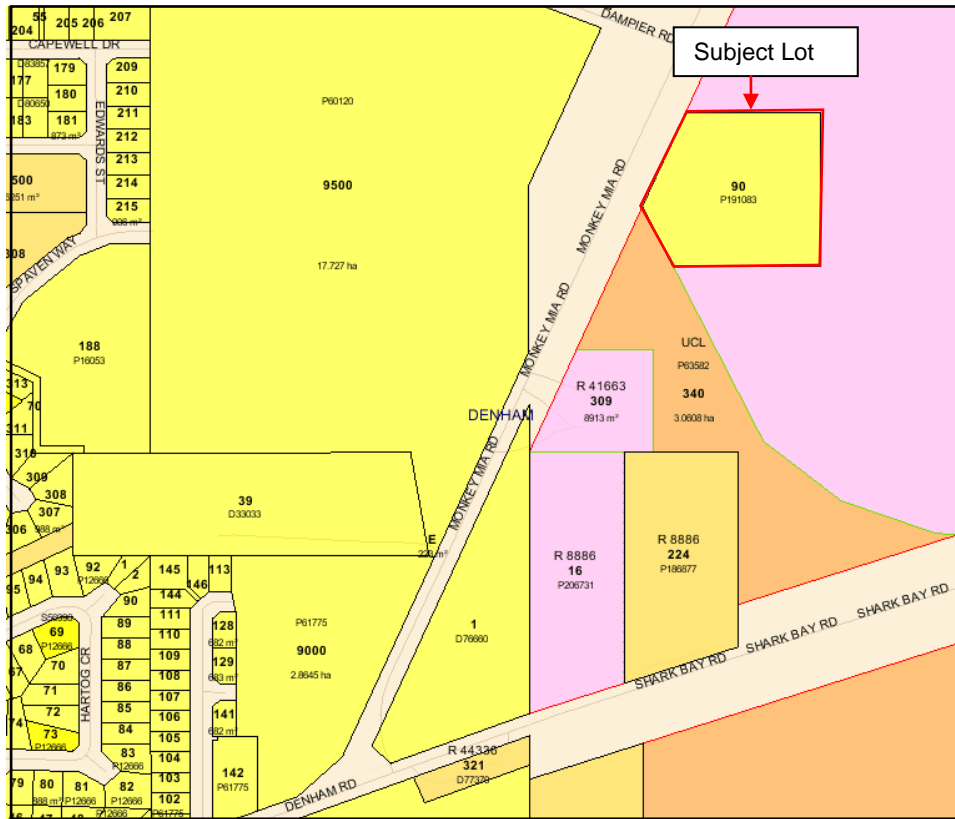
**5/0 CARRIED**

#### BACKGROUND

Lot 90 is located near the intersection of Monkey Road and Dampier Road in Denham – location plan below. It has an approximate area of 2.09 hectares.

Lot 90 is zoned 'Special Use -10' under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme') which allows for a small range of uses including a single house, agriculture-intensive, tree farm and workforce accommodation.

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Source: Landgate. The colours on this plan have no relevance to this report.

Conditions applicable to the Special Use zone require that development be in accordance with an approved Local Development Plan. There is no existing approved Local Development Plan for Lot 90.

Council has discretion to approve development on Lot 90 in the absence of a Local Development Plan.

COMMENT

The Shire has been encouraging the owner of Lot 90 to pursue a scheme amendment to increase flexibility for development opportunities on the land. There are currently a number of land uses operating on the site which require Shire approval.

• **Description of Proposed Amendment**

The existing Special Purpose zone applicable to Lot 90 only allows for a small number and limited range of land uses. A Scheme Amendment is proposed to increase the number of discretionary uses and particularly to focus on commercial uses such as a potential service station, roadhouse, and services for marine crafts (boat servicing and storage).

A Scheme Amendment has been lodged by Hille, Thompson & Delfos (HDT) surveyors and planners – Attachment 1.

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Town Planning Innovations suggested a number of modifications to the applicant to:

- (a) Ensure that servicing and storage of marine craft was included as the available land use definitions (from the Planning Regulations) focus on motor vehicles (which doesn't include boats);
- (b) Increase the number of uses that Council has discretion to consider to maximise future development opportunities;
- (c) Allow for a mixture of light industry and commercial land uses;
- (d) Include provision for advertisements/ signage;
- (e) Delete reference to home occupation as the use is exempted from the need for any planning approval under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The applicant and owner has agreed to the modifications suggested at an officer level. The original proposal is included as Attachment 2 with modifications shown in red text and new suggested text shown in blue.

It should be noted that Council has the ability to recommend any further modifications to the amendment if desired.

- ***Justification for the Proposed Amendment***

The applicants Scheme Amendment Report includes the following justification :

- (i) The proposal accords with the objectives and recommendations of contained within the State and Local Planning Framework for the amendment area;
- (ii) An expansion of service commercial land uses in the amendment area is appropriate given the strategic location;
- (iii) The proposed uses are considered to be compatible with the surrounding area, however any uses that may require some form of buffer are to be included as 'A' uses within the 'Special Use' zone;
- (iv) The proposal will not adversely impact on the role and function of the Town Centre, instead it will allow for uses that require more space to be accommodated for outside of the Town Centre;
- (v) It shall allow for the immediate development, and future redevelopment, thus contributing to the areas effective service commercial operational capabilities;
- (vi) It facilitates the maximum potential utilisation of the land for service commercial and residential (single house and associated uses) purposes;
- (vii) Maximises the development potential of the land with more suitable land uses permissible within the Monkey Mia Road area; and

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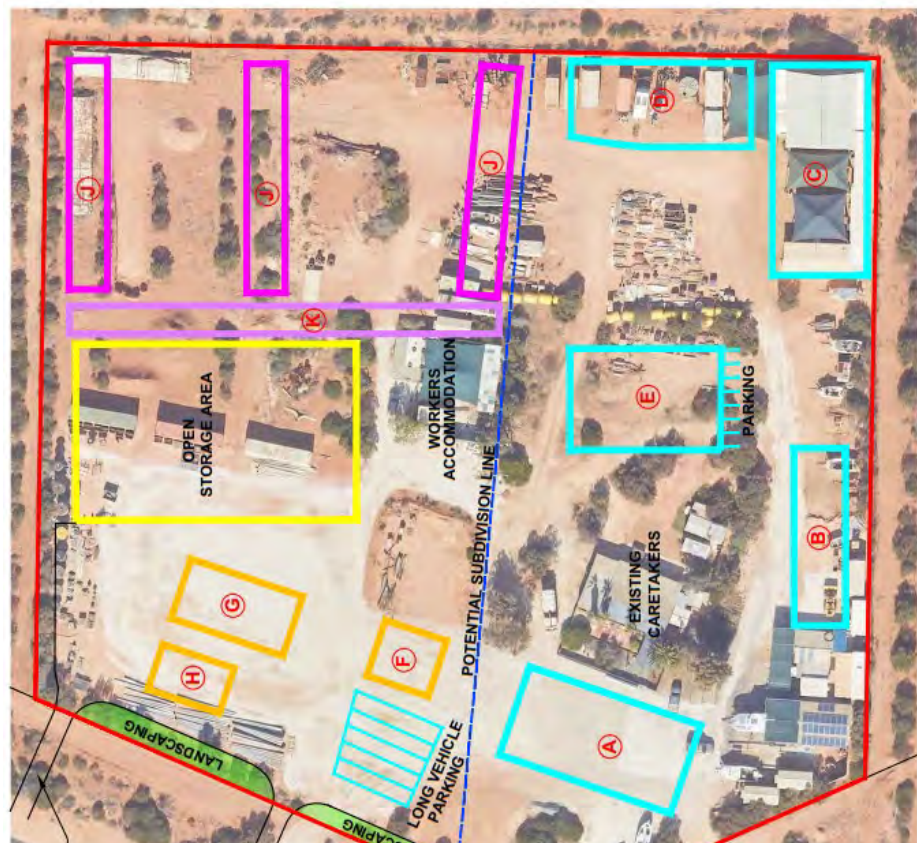
- (viii) The proposed amendment acknowledges the existing land uses and allows for the amendment area to be developed in accordance with Local Planning Scheme No. 4.

- **Draft Local Development Plan**

Under the existing and proposed scheme provisions Council can require a Local Development Plan to guide future development on Lot 90. The applicant has included a draft Local Development Plan in the Draft Scheme Amendment report (below).

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | E | F | G | H | J | K |
|---|---|---|---|---|---|---|---|---|---|

EXPLANATION  
THE TITLE  
NOT MARKED  
BEEN DET  
AND NOT  
AERIAL PH



- **Shire of Shark Bay Local Planning Strategy**

The Draft Scheme Amendment report makes reference to the Shires Local Planning Strategy which provides some strategic context for this amendment. The Shire's Strategy was approved by the Western Australian Planning Commission on the 2 September 2013 (WAPC Reference : DP/12/00260/2).

The Strategy identifies Lot 90 as 'Area 13' and states as follows:

*"The site is largely undeveloped and there may be future latitude to provide greater flexibility over landuse permissibility considering exposure to Monkey Mia Road, however it largely depends on landowners aspirations and service availability."*

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*The subject land has excellent road exposure and in the longer term may cater for some form of service commercial zone, or special use zone with adequate landuse controls to ensure commercial uses do not compete with the Town Centre zone.*

*It is not recommended that the land be re-zoned as part of a scheme review or that a scheme amendment be initiated until such time as a detailed land capability report and engineering services report is provided to the Shires satisfaction. Area 11 already caters for some commercial uses in the short to medium term, therefore Area 13 may be a longer term strategic prospect.*

*The Shire is prepared to support a future Scheme Amendment to facilitate either 'service commercial' uses or 'tourist uses' on the site where the uses will not adversely impact on the role and function of the Town Centre, and the combination of land uses are compatible."*

The Strategy always recognised a need for a scheme amendment relative to Lot 90.

- **State Planning Policy 3.7: Planning in Bushfire Prone Areas**

The Western Australian Planning Policy 3.7: Planning in Bushfire Prone Areas guides the implementation of effective risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.

In accordance with State Planning Policy 3.7 any Scheme Amendment is required to be accompanied by an assessment of bushfire hazard risk.

The Scheme Amendment report includes:

- a. A Bushfire Hazard Level Assessment by RUC Fire;
- b. Specific conditions proposed to be listed in Schedule B of the Scheme that outlines that a Bushfire Management Plan shall be lodged for any proposed high risk land use and / or the local government may require lodgement of a Bushfire Attack level Assessment / Bushfire Management Plan for any development proposal.

This report demonstrates that the bushfire hazard level is not prohibitive of any proposed development, when appropriate development design takes into consideration these risks, given the size of the developable area and ability to implement appropriate bushfire management strategies.

The Western Australian Planning Commission has discretion to require a more detailed Bushfire Management Plan to support the Scheme Amendment. Town Planning Innovations is of the view that a Bushfire Management Plan would be more appropriate at the Local Development Plan or planning application stage.

- **Type of Amendment**

There are three types of amendments under the Planning Regulations, being a Basic Amendment, a Standard Amendment or a Complex Amendment.

Council has to formally resolve which type of amendment applies. Town Planning Innovations recommends that it be construed as a Standard Amendment for the following reasons:

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- (i) The Amendment is consistent with a local planning strategy for the scheme area that has been endorsed by the Commission; and
- (ii) The amendment has minimal impact on land in the scheme area that is not the subject of the amendment.

LEGAL IMPLICATIONS

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

The *Planning and Development (Local Planning Schemes) Regulations 2015* were gazetted on 25 August 2015, and became effective on 19 October 2015.

The Regulations outline the process for any Scheme Amendment which is summarised below:

1. Amendment considered by Council for adoption (with or without modifications). Council can refuse to initiate a Scheme Amendment.
2. Any Amendment adopted by Council has to be referred to the Environmental Protection Authority. The Environmental Protection Authority has to determine whether any environmental assessment is required. If the Environmental Protection Authority advises that no environmental assessment is required, then the amendment can be advertised.
3. Advertising of amendment for a minimum of 42 days. Advertising should include letters to nearby landowners, a newspaper advertisement, letters to relevant government authorities and service authorities, and may include an advertising sign erected on site (if feasible).
4. Any public submissions must be summarised in a table and each submission has to be considered.  
After advertising a second report will be referred to Council to consider the public submissions, whether the amendment needs to be modified to address any issues raised in submissions, and whether to adopt the amendment for final approval (with or without modifications).
5. Once reconsidered by Council the amendment is lodged with the Western Australian Planning Commission for referral to the Minister for Planning who makes the final decision on the amendment. The Minister can refuse the amendment, or approve the amendment (with or without modifications).
6. If the amendment is approved by the Minister, the decision has to be published in the Government Gazette.

*Shire of Shark Bay Local Planning Scheme No 4* – outlined in the body of this report.

POLICY IMPLICATIONS

There are no known policy implications associated with this matter.

FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Town Planning Innovations for advice.

STRATEGIC IMPLICATIONS

Details of the Shires Local Planning Strategy is included in the body of this report.

MINUTES OF THE ORDINARY COUNCIL MEETING

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The proposed Scheme Amendment addresses the Council strategic objectives as follows:

Economic objective

A progressive, resilient and diverse economy

Outcome 2

Support local business and encourage further investment in the district

Strategy 2.3

Advocate to support new industries and local business

RISK MANAGEMENT

This is a low risk item to Council.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

*L Bushby*

Chief Executive Officer

*P Anderson*

Date of Report

22 June 2021

30 JUNE 2021

**ATTACHMENT # 1**

**SHIRE OF SHARK BAY**

Amendment to Local Planning Scheme No. 4

Lot 90 and Portion of Lot 340 Monkey Mia Road, Denham

June 2021



# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

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| Version | Date      | Author          | Reviewed     | Description                          |
|---------|-----------|-----------------|--------------|--------------------------------------|
| 1       | Sept 2019 | Hayley Williams | -            | Preliminary Scheme Report for review |
| 2       | May 2021  | Kathryn Jackson | -            | FINAL Draft for review               |
| 3       | June 2021 | Kathryn Jackson | Brad Collard | Final for submission                 |

## Revision History

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# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

## PLANNING AND DEVELOPMENT ACT 2005

### RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

#### SHIRE OF SHARK BAY

#### LOCAL PLANNING SCHEME NO. 4

#### AMENDMENT No. 1

RESOLVED that the Council, in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Amending Schedule B of the Scheme to include the following additional special uses and conditions relating to the 'Special Use (SU10)' zone:

| No. | Description of Land            | Special Use   | Conditions  |
|-----|--------------------------------|---|---|
| 10  | Lot 90 Monkey Mia Road, Denham | <p>As 'D' Uses:</p> <ul style="list-style-type: none"><li>• Ancillary Dwelling</li><li>• Single House</li><li>• Second Hand Dwelling</li><li>• Home Business</li><li>• Home Occupation</li><li>• Home Office</li></ul> <p>As 'A' uses:</p> <ul style="list-style-type: none"><li>• Bulky Goods Showroom</li><li>• Carpark</li><li>• Fuel Depot</li><li>• Industry – Primary Production</li><li>• Marine Filling Station</li><li>• Motor Vehicle, boat or caravan sales</li><li>• Motor Vehicle Repair</li><li>• Motor Vehicle Wash</li><li>• Roadhouse</li><li>• Transport Depot</li><li>• Trade Display</li><li>• Trade Supply</li><li>• Warehouse / Storage</li><li>• Workforce Accommodation</li></ul> | <p><u>Objectives:</u></p> <ul style="list-style-type: none"><li>• To ensure that any development is compatible with the Commercial and surrounding zoning.</li><li>• To provide for a wide range of compatible landuses and encourage opportunities for mixed use development.</li><li>• To encourage development of an attractive place to work and conduct business.</li><li>• To promote a good quality development outcome with quality landscaping and hardstand parking.</li><li>• To ensure that all development presents a visually attractive appearance to Monkey Mia Road and Shark Bay Road as a main gateway into the Denham Townsite.</li></ul> |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

|  |  |  |   |
|--|--|--|---|
|  |  |  | <p>Conditions:</p> <ol style="list-style-type: none"> <li>1) Development of the site shall be generally in accordance with an approved Local Development Plan, which has been prepared in accordance with Part 6, Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and approved by the local government.</li> <li>2) The Local Development Plan is to address the following:             <ol style="list-style-type: none"> <li>a) The objectives of this Special Use Zone;</li> <li>b) A layout that mitigates any potential for conflict between proposed uses;</li> <li>c) A Management Plan that addresses access, servicing, maintenance, waste disposal, effluent disposal, service areas and rubbish management;</li> <li>d) Suitable areas on site for carparking, loading, truck parking, access and traffic movements;</li> <li>e) A transport impact assessment prepared in accordance with the WAPC's <i>Transport Impact Assessment Guidelines (August 2016)</i>;</li> <li>f) Emission management (where required by the local government);</li> <li>g) Bushfire management in accordance with any relevant state planning policy;</li> <li>h) Any relevant land use buffers;</li> <li>i) Provision of quality landscaping.</li> </ol> </li> <li>3) The layout of carparking areas shall be designed with high regard for traffic circulation between developments on the same lot, and shall be integrated to allow for good on site traffic management and flow.</li> </ol> |
|--|--|--|---|

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

|  |  |  |  |
|--|--|--|--|
|  |  |  | <p>4) Council may require lodgement of a landscaping plan as a condition of any development.</p> <p>5) Any external storage required as part of a proposed land use shall be confined to the side or rear of a building and must be adequately screened from public view to the satisfaction of Council. External storage does not include any trade display or motor vehicle, boat and caravan sales approved by the local government.</p> <p>Notwithstanding condition (1), the local government may consider development prior to the approval of a Local Development Plan as provided for under Clause 56(2), Part 6, Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> |
|--|--|--|--|

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The Amendment is consistent with a local planning strategy for the scheme area that has been endorsed by the Commission; and
2. The amendment has minimal impact on land in the scheme area that is not the subject of the amendment.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

PLANNING AND DEVELOPMENT ACT 2005

SHIRE OF SHARK BAY

LOCAL PLANNING SCHEME NO. 4

AMENDMENT No. 1

The Shire of Shark Bay, under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above Local Planning Scheme by:

1. Amending Schedule B of the Scheme to include the following additional special uses and conditions relating to the 'Special Use (SU10)' zone:

| No. | Description of Land            | Special Use  | Conditions  |
|-----|--------------------------------|--|---|
| 10  | Lot 90 Monkey Mia Road, Denham | <p>As 'D' Uses:</p> <ul style="list-style-type: none"> <li>• Ancillary Dwelling</li> <li>• Single House</li> <li>• Second Hand Dwelling</li> <li>• Home Business</li> <li>• Home Occupation</li> <li>• Home Office</li> </ul> <p>As 'A' uses:</p> <ul style="list-style-type: none"> <li>• Bulky Goods Showroom</li> <li>• Carpark</li> <li>• Fuel Depot</li> <li>• Industry – Primary Production</li> <li>• Marine Filling Station</li> <li>• Motor Vehicle, boat or caravan sales</li> <li>• Motor Vehicle Repair</li> <li>• Motor Vehicle Wash</li> <li>• Transport Depot</li> <li>• Trade Display</li> <li>• Trade Supply</li> <li>• Warehouse / Storage</li> <li>• Workforce Accommodation</li> </ul> | <p><u>Objectives:</u></p> <ul style="list-style-type: none"> <li>• To ensure that any development is compatible with the Commercial and surrounding zoning.</li> <li>• To provide for a wide range of compatible landuses and encourage opportunities for mixed use development.</li> <li>• To encourage development of an attractive place to work and conduct business.</li> <li>• To promote a good quality development outcome with quality landscaping and hardstand parking.</li> <li>• To ensure that all development presents a visually attractive appearance to Monkey Mia Road and Shark Bay Road as a main gateway into the Denham Townsite.</li> </ul> |

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

|  |  |  |   |
|--|--|--|---|
|  |  |  | <p>Conditions:</p> <ol style="list-style-type: none"> <li>1) Development of the site shall be generally in accordance with an approved Local Development Plan, which has been prepared in accordance with Part 6, Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and approved by the local government.</li> <li>2) The Local Development Plan is to address the following:             <ol style="list-style-type: none"> <li>a) The objectives of this Special Use Zone;</li> <li>b) A layout that mitigates any potential for conflict between proposed uses;</li> <li>c) A Management Plan that addresses access, servicing, maintenance, waste disposal, effluent disposal, service areas and rubbish management;</li> <li>d) Suitable areas on site for carparking, loading, truck parking, access and traffic movements;</li> <li>e) A transport impact assessment prepared in accordance with the WAPC's <i>Transport Impact Assessment Guidelines (August 2016)</i>;</li> <li>f) Emission management (where required by the local government);</li> <li>g) Bushfire management in accordance with any relevant state planning policy;</li> <li>h) Any relevant land use buffers;</li> <li>i) Provision of quality landscaping.</li> </ol> </li> <li>3) The layout of carparking areas shall be designed with high regard for traffic circulation between developments on the same lot, and shall be</li> </ol> |
|--|--|--|---|

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|  |  |  |   |
|--|--|--|---|
|  |  |  | <p>integrated to allow for good on site traffic management and flow.</p> <p>4) Council may require lodgement of a landscaping plan as a condition of any development.</p> <p>5) Any external storage required as part of a proposed land use shall be confined to the side or rear of a building and must be adequately screened from public view to the satisfaction of Council. External storage does not include any trade display or motor vehicle, boat and caravan sales approved by the local government.</p> <p>Notwithstanding condition (1), the local government may consider development prior to the approval of a Local Development Plan as provided for under Clause 56(2), Part 6, Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> |
|--|--|--|---|

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

---

**ADOPTION**

Adopted by resolution of the Council of the Shire of Shark Bay at the ordinary meeting  
of the Council held on the

\_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
SHIRE PRESIDENT

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER



MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

**FINAL APPROVAL**

Adopted for Final Approval by Resolution of the Shire of Shark Bay at the ordinary meeting of the Council held on the

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ and the Common Seal of the Shire of Shark Bay was hereunto affixed by the authority of a resolution of the Council in the presence of:



\_\_\_\_\_  
SHIRE PRESIDENT

\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER

Recommended/Submitted for Final Approval

\_\_\_\_\_  
DELEGATED UNDER S.16  
OF THE PD ACT 2005

\_\_\_\_\_  
Date

Final Approval Granted

\_\_\_\_\_  
MINISTER FOR PLANNING




\_\_\_\_\_  
Date



## SCHEME AMENDMENT REPORT

SHIRE OF SHARK BAY  
LOCAL PLANNING SCHEME NO.4



-  Scheme Amendment No.1
-  Lot 90 Monkey Mia Road, Denham
-  May 2021 Version 2

# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

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## SCHEME AMENDMENT REPORT

|                              |  |
|------------------------------|--|
| <b>LOCAL GOVERNMENT:</b>     | SHIRE OF SHARK BAY                                   |
| <b>TYPE OF SCHEME:</b>       | DISTRICT ZONING SCHEME                               |
| <b>TOWN PLANNING SCHEME:</b> | LOCAL PLANNING SCHEME NO.4                           |
| <b>AMENDMENT NO:</b>         | 1  |
| <b>TYPE:</b>                 | STANDARD   |
| <b>PROPOSAL:</b>             | AMENDMENT TO THE PROVISIONS OF 'SPECIAL USE AREA 10' |

---

### 1 INTRODUCTION

This report has been prepared in support of a proposal to amend the Shire of Shark Bay's Local Planning Scheme No.4 ('LPS No.4') to include additional use provisions for "Special Use Area 10" on Lot 90 Monkey Mia Road, Denham.

This Scheme Amendment primarily seeks to expand upon the land uses that can be considered for development upon the site alongside appropriate development and land use controls. This is intended to provide clarity to the land uses that may be considered in line with the local government's strategic intention for the lot.

This report sets out the strategic planning context and demonstrates the suitability and capability of the subject site for the proposed land uses, that will form part of the amended provisions for 'Special Use Area 10'.

**Appendix A** – Existing Zoning Plan

## **2 SITE DETAILS**

### **2.1 Location**

The amendment area is located in the municipality of the Shire of Shark Bay within the Gascoyne region of Western Australia.

The amendment area is located in close proximity to the Denham Town Centre, approximately 600m to the north-east on Monkey Mia Road, Denham.

Refer to **Figure 1** – Location Plan

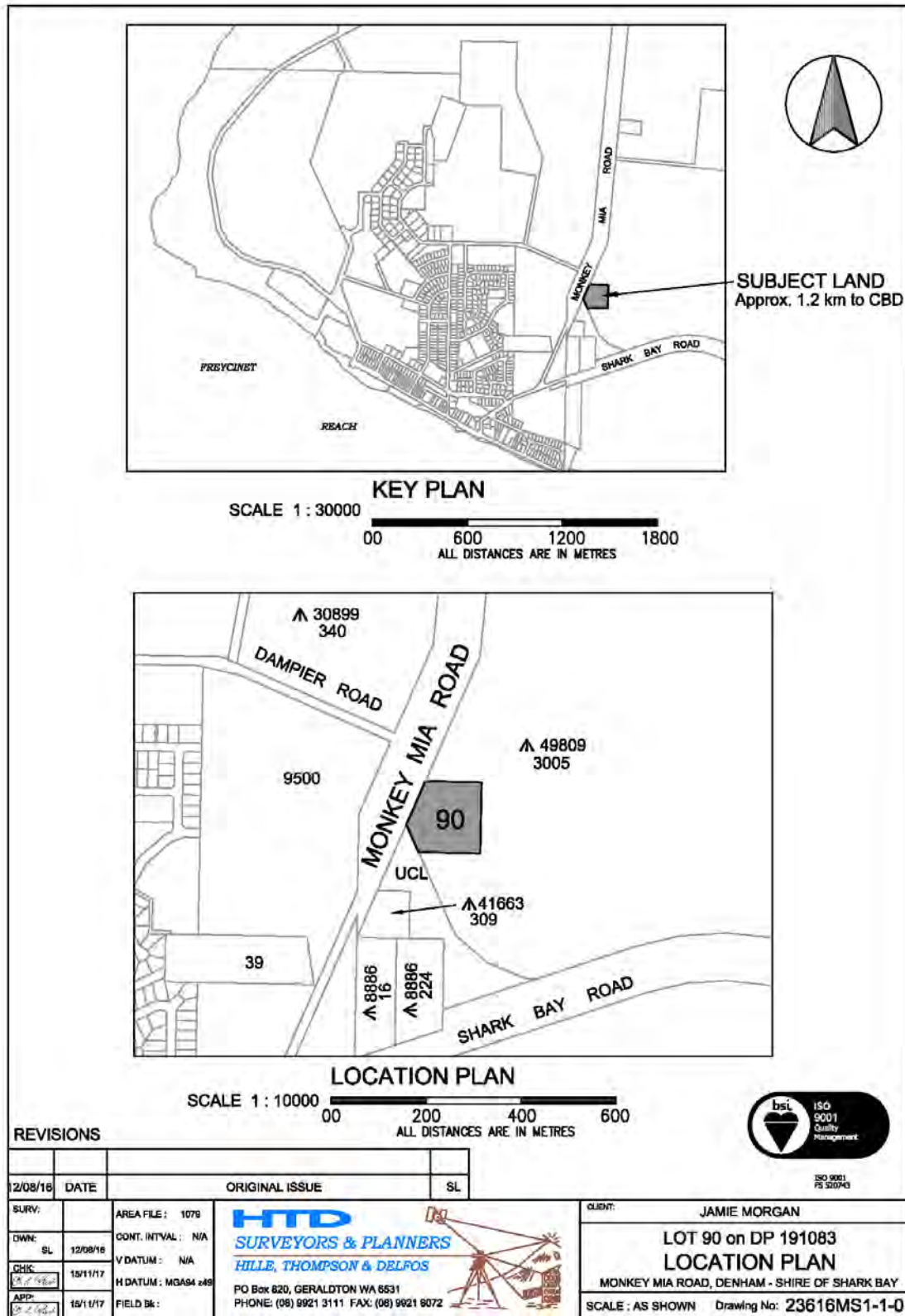
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**Figure 1: Location Plan**

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## 2.2 Ownership & Description

Lot 90 is wholly contained within Certificate of Title (refer **Appendix B**) Volume 2124, Folio 43 on Deposited Plan 191083. Lot 90 is 2.0984 hectares.

Land ownership details are provided in Table 1.

**Table 1:** Land Ownership Details

|                          |          |
|--------------------------|----------|
| <b>Lot Number</b>        | 90       |
| <b>Deposited Plan</b>    | 191083   |
| <b>Volume</b>            | 2124     |
| <b>Folio</b>             | 43       |
| <b>Landowner details</b> | J Morgan |
| <b>Land Area</b>         | 2.25ha   |

## 2.3 Existing Land Uses

The amendment area is currently zoned 'Special Use Area 10' (SU10) and contains the following land uses that are in operation upon the site:

- Single house;
- Pearl farming;
- Incidental outbuildings, sea containers and storage areas;
- Vehicle maintenance and repairs incidental to the pearl farming activities; and
- Office incidental to the pearl farming activity.

Refer to **Figure 2** for site plan of existing improvements.



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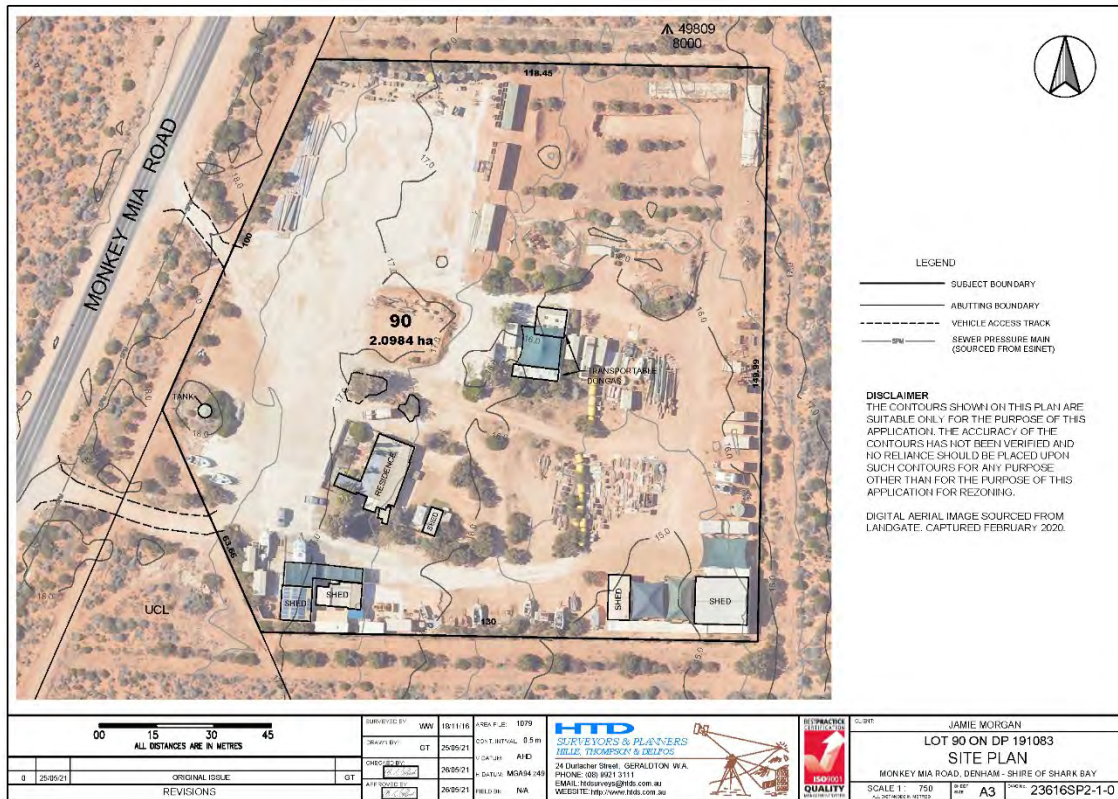
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**Figure 2: Site Plan Lot 90 Monkey Mia Road, Denham**

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**2.4 Surrounding Land Uses**

The amendment area is positioned just to the east of the Denham Townsite, located 600m north of the Monkey Mia and Shark Bay Road intersection. At present the amendment area is adjacent to an urban development area of the Denham Townsite and bordered by surrounding rural and recreational land further to the north and east.

Details of the surrounding land uses are provided in Table 2.

**Table 2:** Surrounding Land Uses

| LOT/RESERVE | LOCATION  | ZONING LPS4          | USE   |
|-------------|---|----------------------|---|
| Lot 340     | Small triangular portion of land adjoining Lot 90                 | Rural                | Currently no land use but has been used for informal access to Lot 90.          |
| R49809      | Adjoining to north, east and south                                | Rural                | Remnant vegetation, no land use in operation                                    |
| R30899      | 100m to the north, opposite Lot 90 on Monkey Mia Road             | Parks and Recreation | Recreation reserve covered in remnant vegetation                                |
| R41663      | 150m to the south-west  | Public Purposes      | Telecommunications tower and equipment buildings                                |
| R8886       | 315m to the south-west  | Public Purposes      | Local cemetery  |
| Lot 9500    | 100m to the west opposite Lot 90 on Monkey Mia Road               | Urban Development    | Residential development permitted in accordance with an approved structure plan |
| Lot 1       | 300m to the south west on corner of Monkey Mia and Shark Bay Road | Special Use 3        | Vacant land with range of discretionary commercial and industrial uses          |

An aerial photo of the amendment area and surrounding land is included in **Figure 3**.

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**Figure 3: Aerial View of Lot and Surrounds**

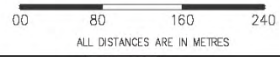
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REVISIONS

| REV | 25/05/21 | ORIGINAL ISSUE | GT |
|-----|----------|----------------|----|
|     |          |                |    |



|              |             |          |                   |
|--------------|-------------|----------|-------------------|
| PLANNING BY: | BC          | 25/05/21 | AREA FILE: 1079   |
| DRAWN BY:    | GT          | 25/05/21 | CONT. INTVAL: N/A |
| CHECKED BY:  | [Signature] | 26/05/21 | V DATUM: AHD      |
| APPROVED BY: | [Signature] | 26/05/21 | H DATUM: MGA84249 |
|              |             |          | FIELD Bk: N/A     |

**HTD**  
**SURVEYORS & PLANNERS**  
 HILLE, THOMPSON & DELPOS

24 Duracher Street, GERALDTON W.A.  
 PHONE: (08) 9221 3111  
 EMAIL: httsurveyors@htds.com.au  
 WEBSITE: http://www.htds.com.au



CLIENT: **JAMIE MORGAN**

**LOT 90 ON DP191083**

**SURROUNDING LAND USE PLAN**

MONKEY MIA ROAD, DENHAM - SHIRE OF SHARK BAY

SCALE 1: 4000  
 ALL DISTANCES IN METRES

SHEET NO: **A3**      DRAWING NO: **23616LO1-1-0**

### **2.5 Infrastructure and Servicing**

A Servicing Report has been prepared by Structerre Consulting Engineers to assess the serviceability of the site as required by the Shire of Shark Bay. The Servicing Report is appended to this report (refer **Appendix C**).

The provision of service infrastructure will be addressed further during the development application process. Further consultation with the Shire of Shark Bay and service agencies will be undertaken at this time.

A summary of the results of the Servicing Report is as follows:

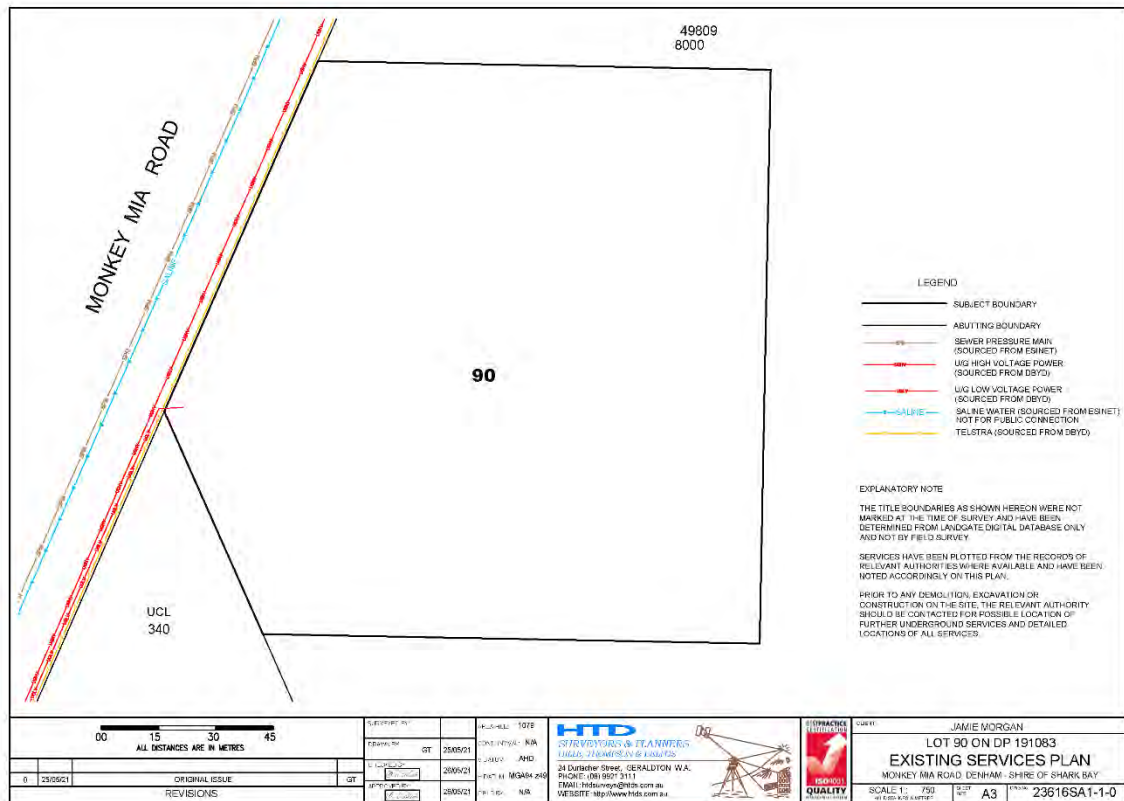
- The terrain does not allow for the extension of the existing gravity sewer, therefore sewer servicing of Lot 90 can only be done via a private pump station with a discharge point being located approximately 800m away to the existing access chamber. This would be subject to the approval of Water Corporation;
- A suitable water main, for a possible extension, is located in Shark Bay Road; the connection point is approximately 600m away from Lot 90;
- Lot 90 is currently being serviced by a 32mm water service pipe located close to the truncation of Lot 1. The suitability of this water service for the future development on the lot is subject to a hydraulic consultant's design and approval by the Water Corporation;
- There is no drainage infrastructure along Monkey Mia Road and all impervious runoff will need to be contained onsite;
- A Telstra communication service is connected to Lot 90 and a phone line is located along Monkey Mia Road, multiple Telstra pits have been provided along Monkey Mia Road; and
- Servicing of the site with power was recognised as a constraint in the attached Servicing Report. Since the report was completed the electricity supply to the site has been upgraded to an underground 3 phase supply with ample capacity to service the site currently and any future development of the site.

Existing Services Plan included at **Figure 4**.

**Figure 4: Existing Services Plan**

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### 3 PROPOSAL CONTEXT

The Scheme Amendment primarily seeks to expand upon the land uses that can be considered for development upon the site, alongside appropriate development and land use controls.

The key land uses proposed for the subject site are of a service commercial nature. The owner proposes to develop the site as a marine facility, including maintenance, servicing and fuel storage associated with the storage of boats. It is also proposed to include the use class of 'Motor vehicle, boat or caravan sales' to enable an extension of the marine facility to provide sales, where necessary. Overall, the range of uses provide an opportunity for a service commercial operation within close proximity to the Denham townsite.

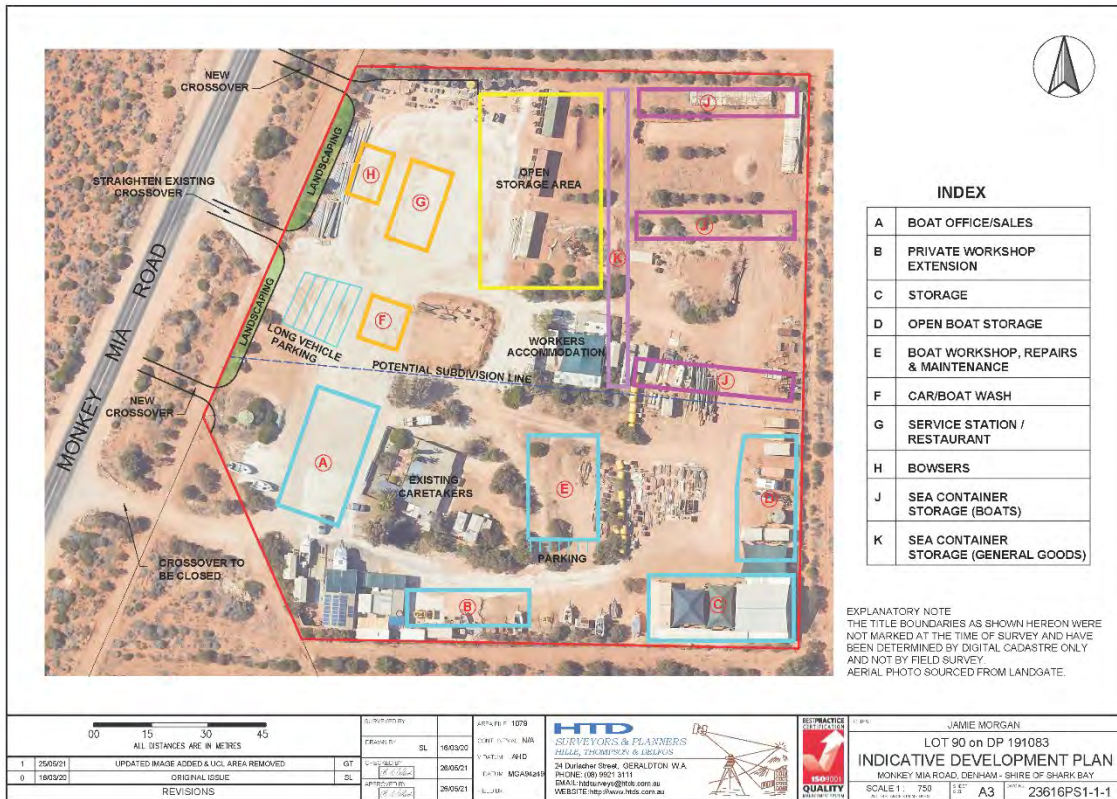
The proposal to include a range of uses relating to the storage, maintenance and servicing of boats, amongst other incidental and supportive commercial/service uses, is considered to have planning merit due to the highly accessible location, along Monkey Mia Road between the townsites of Monkey Mia and Denham. This location provides an advantageous position, as boats will be able to easily access the site. There is ample space available for entry and exit crossovers on the site without being intrusive to the existing residence. This proposal assists in meeting the amenity needs of residents and tourists of Shark Bay and Denham.

An indicative Local Development Plan has been included as **Figure 5**.

**Figure 5: Proposed Local Development Plan**

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| C | STORAGE                               |
| D | OPEN BOAT STORAGE                     |
| E | BOAT WORKSHOP, REPAIRS & MAINTENANCE  |
| F | CAR/BOAT WASH                         |
| G | SERVICE STATION / RESTAURANT          |
| H | BOWSERS                               |
| J | SEA CONTAINER STORAGE (BOATS)         |
| K | SEA CONTAINER STORAGE (GENERAL GOODS) |

EXPLANATORY NOTE  
THE TITLE BOUNDARIES AS SHOWN HEREON WERE NOT MARKED AT THE TIME OF SURVEY AND HAVE BEEN DETERMINED BY DIGITAL CADASTRE ONLY AND NOT BY FIELD SURVEY  
AERIAL PHOTO SOURCED FROM LANDSAT.

|                                    |  |   |  |  |
|------------------------------------|--|---|--|--|
| <p>ALL DISTANCES ARE IN METRES</p> |  | <p>DATE: 10/09/20</p> <p>PROJECT: MONKEY MIA</p> <p>CLIENT: MORGAN</p> <p>PREPARED BY: SL</p> <p>DATE: 26/05/21</p> <p>DATE: 26/05/21</p> | <p><b>HTD</b></p> <p><b>SURVEYORS &amp; PLANNERS</b></p> <p>REGULATED BY THE SURVEYORS ACT 1985</p> <p>24 Dundas Street, Geraldton WA</p> <p>PHONE: (08) 9921 3111</p> <p>EMAIL: info@htd.com.au</p> <p>WEBSITE: http://www.htd.com.au</p> | <p>DESIGNED BY: JAMIE MORGAN</p> <p>LOT 90 on DP 191083</p> <p><b>INDICATIVE DEVELOPMENT PLAN</b></p> <p>MONKEY MIA ROAD, DENHAM - SHIRE OF SHARK BAY</p> <p>SCALE: 1:750</p> <p>DATE: 26/05/21</p> <p>PROJECT: 23616PS1-1-1</p> |
|------------------------------------|--|---|--|--|

### **3.1 Risk Management**

Any proposed land uses will be required to be lodged as a planning approval, at which time an assessment of risk based on the merits of the given application and proposed land use can be undertaken. Supporting documentation provided by suitably qualified consultants will be required to demonstrate any potential areas of risk, emissions, impact, level of compliance with legislation etc.

The land uses proposed as part of this amendment are in keeping with current onsite activities or are considered incidental or complimentary to each other.

For example, for the development of a fuel depot, a bushfire management plan, emergency and evacuation plan and risk management plan is required at the application stage.

Risk management for a fuel depot proposal will be covered through the Dangerous Goods Licencing process through the Department of Mines. Regarding risk of the proposal, the following justifications are relevant:

- The fuel depot will be an unmanned site, there will be no persons to evacuate;
- The entire lot will be cleared of vegetation therefore it is unlikely there will be any risk to the fuel equipment;
- It is only possible to obtain a Dangerous Goods Licence if it is known in advance that fuel will be stored onsite. It is not known at this stage whether the landowner will seek an arrangement with a fuel supplier to provide equipment and hold the licence. In this instance the fuel supplier will be in possession of their own licence. The type and size of tanks and the piping system are required before an application for a licence can be made. The landowner cannot make any further plans for these details on the site until the site has been rezoned;
- There is no uncertainty with the Dangerous Goods Licencing process. A Dangerous Goods Licence will always be issued if a facility is compliant. If the facility design complies with Western Australian Regulation and the Australian Standards, a license is issued. A DMP Accredited Consultant, that is engaged in this proposal, will assess the design of the facility for compliance and assess the application for compliance and if it is deemed to be compliant the design and application will be endorsed by the Accredited Consultant and a licence will be issued without scrutiny by the Department. An Accredited Consultant will not endorse a Dangerous Goods Licence application if the site is not correctly zoned for the purpose.

### **3.2 Bushfire Hazard Level Assessment**

A Bushfire Hazard Level Assessment has been prepared for the proposal as required under State Planning Policy 3.7 Planning in Bushfire Prone Areas. The Bushfire Hazard Level Assessment is appended to this report (refer **Appendix D**).

A summary of the results of the Bushfire Hazard Level Assessment is as follows:

- Pre-development, the assessment area contains areas of moderate bushfire hazard levels as shown in Figure 2A;
- It is envisaged that the bushfire hazard level across the site will decrease to a low hazard level as future development occurs and the vegetation is either managed or removed. However, it should be noted that where areas of low hazard level vegetation are located within 100 metres of any moderate level vegetation, they are to adopt a moderate hazard level;
- Areas of moderate bushfire hazard level located external to the site boundaries are to be considered during future subdivision/ development to ensure the BAL ratings from this vegetation are not prohibitive of development;
- A Bushfire Management Plan will be required to support any application for future subdivision or development of the land pursuant to *State Planning Policy 3.7* (SPP3.7);
- In summary, the bushfire hazard level is not prohibitive of any proposed development, when appropriate development design takes into consideration these risks, given the size of the developable area and ability to implement appropriate bushfire management strategies.

### **3.3 Geotechnical Investigation Report**

A Geotechnical Investigation Report has been prepared by Structerre Consulting Engineers for the proposal as required by the Shire of Shark Bay. The Geotechnical Investigation is appended to this report (refer **Appendix E**).

A summary of the results of the Geotechnical Investigation Report is as follows:

- The subsurface soil profile encountered comprised medium dense natural silty sand to the investigated depth of 2.3m. The natural layers were overlain at parts by very loose to loose natural silty sand layers, sand with silt, and sand platforms;
- The water table was not encountered during and after the site investigation;
- The site can be classified as an equivalent Class "A" in accordance with AS 2870-2011 provided the recommended earthworks are undertaken;
- It is considered that the site is suitable for on-site drainage;
- Recommended earthworks for effluent disposal area include stripping of unsuitable materials and fill placement within disposal area;
- Recommended earthworks for building envelope include stripping of unsuitable materials, excavating and stockpiling of loose materials, proof compaction of the base, placement of engineered fill and compaction to final levels;
- Allowable bearing capacity for pad footings range from 130kPa to 330kPa and from 100kPa to 255kPa for strip footings. The estimation of settlement of the footings is limited to 20mm.

## **4 STATE PLANNING FRAMEWORK**

### **4.1 State Planning Strategy 2050 (2014)**

The State Planning Strategy is a land use planning strategy for Western Australia's development up to 2050. The Strategy is not fixed but provides a vision to assist strategic decision-making and a set of principles by which coordinated, sustainable development will be implemented.

The State Planning Strategy's vision for the future planning of Western Australia is:

*"By 2050, Western Australia will have a diverse range of interconnected and vibrant local communities and regional centres. The people in these communities will be healthy, resilient, active, prosperous, respectful of cultural difference and participate in the public domain. Standards of living will continue to be amongst the highest in the world. Improved connections and smarter technologies will enhance the State's ability to attract global and domestic investment capital where and when it is most needed. A 'can do' attitude will prevail, inspiring new ways of thinking and working, which will deliver optimal outcomes for the economy and communities of Western Australia (2014)."*

The strategy has been designed to, among other things, plan for a growing population in urban settlements which are more responsive to community needs.

This Scheme Amendment aims to provide locals and visitors to the Denham/Monkey Mia area services that are not otherwise available or adequate within the Townsite areas. The land uses that this Scheme Amendment proposes generally require a larger land holding size or are of a form that can benefit from a more screened and isolated position, such as that which can be achieved upon Lot 90. It is considered that the land uses proposed by this Scheme Amendment enables range of development opportunities to address the unique demands of the tourism and fishing industries and local community.

### **4.2 Gascoyne Regional Planning and Infrastructure Framework (2015)**

This framework was adopted in order to provide an overall regional context for land-use planning for the region and identifies priorities for further planning and infrastructure projects in order to facilitate growth and development. This Scheme Amendment is considered to only be locally significant in relation to its development potential with no specific references to Lot 90 or any specific initiatives that will impact upon the site.

As a general statement about Denham Section 3.8 of the Strategy states:

*"Denham is the administrative centre and primary settlement in the Shire of Shark Bay. Its local economy is principally focused on tourism and fishing. Surrounded by the Shark Bay World Heritage Area, it is located in close proximity to various conservation reserves that support tourism activity, including the regionally significant Tourist Centre of Monkey Mia."*

The proposal to widen the range of possible uses for 'Special Use Area 10' is considered to support the primacy of the Denham Townsite as the administrative centre and primary settlement of Shark Bay, whilst also supporting the local economy which is principally focussed on tourism and fishing.

#### **4.3 Draft Gascoyne Coast Sub-Regional Strategy (draft 2017)**

Produced to provide further planning direction for the region, this Strategy seeks to inform the development and review of strategic documentation. Of relevance to Lot 90 the following strategic directions are listed in relation to tourism within the region:

- Encourage the expansion and diversification of the tourism sector.
- Supporting the development of strategic and sustainable tourism and recreation infrastructure and services to cater for an anticipated increase in demand.
- More intensive, higher-impact tourism development should be concentrated in the existing regional and sub-regional centres of Carnarvon, Exmouth and Denham; and to a lesser degree in the tourism centres of Coral Bay and Monkey Mia.

The Strategy identifies the subject site as an investigation area, however it does not provide any specific direction for the property but to state that the Shire of Shark Bay Local Planning Strategy "*identifies the site for potential service commercial or tourist uses in the longer term*".

The Scheme Amendment is an opportunity to further the development potential of the lot in a way that compliments those tourism activities that already occur within the region and an opportunity for new businesses and services that cannot necessarily be catered for within the Denham Townsite given land area and development constraints (i.e. built form, access, compatibility with surrounding land uses).

#### **4.4 Shark Bay Regional Strategy (1997)**

The first Regional Plan for Shark Bay was released in 1988. In 1991, Shark Bay was subsequently included on the World Heritage List which recognised it as one of the most remarkable places on earth. A review of the 1988 Shark Bay Region Plan was undertaken by the Western Australian Planning Commission and adopted in 1997.

The primary purpose of the strategy is to:

"Provide a link between State and local planning for land and water use and development which is based on a balance of economic, social and environmental considerations."

There are no specific recommendations or initiatives that would directly impact upon the amendment area.

**4.5 State Planning Policy No. 3: Urban Growth and Settlement (2006)**

This policy sets out the principles and considerations which apply to planning for urban growth and settlement in Western Australia. It is a broad policy that is to be implemented by more detailed policies.

The aim of the policy is to facilitate sustainable growth of urban areas by setting out requirements for sustainable settlements and communities. The objectives of this policy are:

- To promote a sustainable and well planned pattern of settlement across the State, with sufficient and suitable land to provide for a wide variety of housing, employment, recreation facilities and open space;
- To build on existing communities with established local and regional economies, concentrate investment in the improvement of services and infrastructure and enhance the quality of life in those communities;
- To manage the growth and development of urban areas in response to the social and economic needs of the community and in recognition of relevant climatic, environmental, heritage and community values and constraints;
- To promote the development of a sustainable and liveable neighbourhood which reduces energy, water and travel demand while ensuring safe and convenient access to employment and services by all modes, provides choice and affordability of housing and creates an identifiable sense of place for each community;
- To coordinate new development with the efficient, economic and timely provision of infrastructure and services.

The Scheme Amendment is considered to address the abovementioned policy objectives as it proposes to incorporate new development with existing infrastructure, as well as provide assistance to support the growth and development of the surrounding urban area. The proposal also provides safe and convenient access to new services that can't otherwise be provided for within the town centre due to existing land uses, built form and small land parcel size constraints.

One of the key requirements listed for sustainable communities is to ensure that there is:

*“sufficient and suitable serviced land in the right locations for housing, employment, commercial, recreational and other purposes, coordinated with the efficient and economic provision of transport, essential infrastructure and human services”*

It is considered that the location of amendment area is suitable for its rezoning and associated land uses as it is situated on the main tourism route and is easily accessible



from the townsite by locals and tourists alike.

The size and site characteristics of the amendment area are considered to provide an appropriate context for siting land uses that are larger in scale and may require screening or control measures for potential emissions.

Given its relatively remote position, surrounded by vacant land to the north, east and south, the site provides a unique opportunity to allow land uses that are service commercial and light industrial in nature as there is a low impact on any adjoining private land and with appropriate development controls applied at development application stage, will not impact upon the surrounding reserve land and environment.

**4.6 State Planning Policy 3.7: Planning in Bushfire Prone Areas (2015)**

The Bushfire Policy Framework for Western Australia requires compliance with State Planning Policy 3.7: Planning in Bushfire Prone Areas (SPP 3.7), a Policy which seeks to guide the implementation of effective risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.

In accordance with Section 6.2 of SPP 3.7 this Scheme Amendment is required to be accompanied by an assessment of bushfire risk. SPP 3.7 is strongly informed by the *Guidelines for Planning in Bushfire Prone Areas* (the 'Guidelines') and AS3959: Construction of buildings in bushfire-prone areas (AS3959) which provides the basis for assessment and implementation for the formulation of Bushfire Management Plans.

A Bushfire Hazard Level Assessment has been included as **Appendix D** to this report.

This report demonstrates that the bushfire hazard level is not prohibitive of any proposed development, when appropriate development design takes into consideration these risks, given the size of the developable area and ability to implement appropriate bushfire management strategies.

**4.7 Separation Distances between Industrial & Sensitive Land Uses No. 3 (2005)**

This document provides advice on the use of generic separation distances (buffers) between industrial and sensitive land uses to avoid conflicts between incompatible land uses. As a guide the following land uses along with their potential impacts and recommended setbacks have been included:

**Table 3:** Potential Impacts and Separation Distances

| Land Use             | Potential Impacts / Separation Distances  |
|----------------------|---|
| Bulky Goods Showroom | -   |
| Carpark              | -   |
| Fuel Depot           | Odour & Risk<br>200-1000m* buffer recommended by the EPA if storage exceeds 2000 tonnes |

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|   |  |
|---|--|
| <b>Marine Filling Station</b>               | Odour & Risk<br>200-1000m buffer recommended by the EPA if storage exceeds 2000 tonnes |
| <b>Motor Vehicle, boat or caravan sales</b> | -  |
| <b>Motor Vehicle Repair</b>                 | Noise, Dust & Odour<br>200m buffer recommended by the EPA                              |
| <b>Motor Vehicle Wash</b>                   | 50m buffer recommended by the EPA  |
| <b>Transport Depot</b>                      | 200m buffer recommended by the EPA   |
| <b>Trade Display</b>                        | -  |
| <b>Trade Supplies</b>                       | -  |
| <b>Warehouse / Storage</b>                  | -  |

The size of the amendment area and its location enable suitable buffers to be established for the land uses proposed to be included as 'A' uses within SU10.

## 5 LOCAL PLANNING FRAMEWORK

### 5.1 Shire of Shark Bay Local Planning Strategy (2013)

Lot 90 is identified as 'Area 13' within the Strategy and states the following in relation to the potential for future development and rezoning:

*"The subject land has excellent road exposure and in the longer term may cater for some form of service commercial zone, or special use zone with adequate landuse controls to ensure commercial uses do not compete with the Town Centre zone..."*

*The Shire is prepared to support a future Scheme Amendment to facilitate either 'service commercial' uses or 'tourist uses' on the site where the uses will not adversely impact on the role and function of the Town Centre, and the combination of landuses are compatible."*

Planning implications that are listed for this area relevant to this Scheme Amendment include:

*"- The Shire has identified a need to earmark land for future service commercial uses, and cater for new development not suited to the Industrial zone or Town Centre zone.  
- The Shire sees benefits in planning for a Composite Enterprise zone to allow for colocation of a dwelling and small business on the same lot."*

The expansion of the land uses within 'Special Use Area 10' to include a limited range of commercial and service use classes, is not considered to adversely impact on the role and function of the Town Centre. Instead, the inclusion of land uses such as, warehouse/storage, trade supplies, boat vehicle repairs and wash are considered to provide additional opportunities to support the growth of the townsite and tourism industry.

**5.2 Denham Townsite Plan (2014)**

The role of the Denham Townsite Plan is to provide a framework for implementing the vision and strategies of the Shire of Denham Local Planning Strategy and Local Planning Scheme No. 4 within the Denham Townsite.

Lot 90 is identified as ‘potential strategic development or redevelopment’.

**5.3 Shire of Shark Bay Local Planning Scheme No.4 (2018)**

Lot 90 is zoned ‘Special Use’ (SU10) under the Shire of Shark Bay Local Planning Scheme No. 4 (LPS No. 4). The Scheme includes a set of objectives for Special Use zones:

- To facilitate special categories of land uses which do not sit comfortably within any other zone.
- To enable the Council to impose specific conditions associated with the special use.
- To provide the appropriate development control to a land use or combination of land uses that are consistent with the character and amenity of the locality but by their nature require specific consideration.

Schedule B – Special Use Zones of the Scheme identifies Lot 90 as ‘SU 10’ and lists the following special uses:

| Use classification | Land use   |
|--------------------|--|
| ‘P’ permitted      | Single house   |
| ‘D’ discretionary  | Agriculture – intensive<br>Tree farm*<br>Workforce accommodation |

*\*It is noted that the use ‘Tree Farm’ is being removed entirely from the list of Special Uses as part of the amendment.*

The following conditions are also included in the Schedule for ‘Special Use Zone 10’:

1. Development of the site shall be generally in accordance with an approved Local Development Plan, which has been prepared in accordance with Part 6, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and approved by the local government.
2. The local government may require lodgement of a transport impact assessment for any new development, prepared in accordance with the WAPC’s *Transport Impact Assessment Guidelines* (August 2016).
3. Notwithstanding condition (1), the local government may consider development prior to the approval of a Local Development Plan as provided for under Clause 56(2), Part 6, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Clause 21 of LPS No. 4 sets out the operating provisions for the Special Use zones:

- (1) Schedule B – Special Uses sets out:

## MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

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- (a) special use zones for specified land that are in addition to the zones in the zoning table; and
  - (b) the classes of special use that are permissible in that zone; and
  - (c) the conditions that apply in respect of the special uses.
- (2) A person must not use any land, or any structure or buildings on land, in a special use zone except for a class of use that is permissible in that zone and subject to the conditions that apply to that use.
- (3) The local government may exempt certain development in the Special use zone in accordance with Schedule A.

The existing special uses have enabled the use of the site for establishment of a pearl farm however, the limitations of special uses to single house, agriculture intensive, tree farm and workforce accommodation do not allow for the expansion of supporting commercial and service industries in line with the strategic recommendations for the site. The amendment proposes to expand the special uses to include a broader range of commercial and service uses that would not sit comfortably within any other zone. The inclusion of objectives and conditions for SU10 will also provide appropriate development control for a combination of land uses that is considered to be consistent with the character and amenity of the locality. The amendment is considered to accord with the objectives of the Special Use zone.

## 6 JUSTIFICATION FOR AMENDMENT

In conclusion, the proposed amendment seeks to expand the range of land uses, with appropriate conditions. The amendment is considered to, facilitate opportunities to develop the amendment area with suitable commercial and service industry related development and reflects key strategic recommendations at both the State and Local level.

As demonstrated within this report, the proposed amendment is considered to be justified and appropriate for the following reasons:

- The proposal accords with the objectives and recommendations of contained within the State and Local Planning Framework for the amendment area;
- An expansion of service commercial land uses in the amendment area is appropriate given the strategic location;
- The proposed uses are considered to be compatible with the surrounding area, however any uses that may require some form of buffer are to be included as 'A' uses within the 'Special Use' zone;
- The proposal will not adversely impact on the role and function of the Town Centre, instead it will allow for uses that require more space to be accommodated for outside of the Town Centre;
- It shall allow for the immediate development, and future redevelopment, thus contributing to the areas effective service commercial operational capabilities;
- It facilitates the maximum potential utilisation of the land for service commercial and residential (single house and associated uses) purposes;
- Maximises the development potential of the land with more suitable land uses permissible within the Monkey Mia Road area; and
- The proposed amendment acknowledges the existing land uses and allows for the amendment area to be developed in accordance with LPS No. 4.

## 7 REFERENCES

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WAPC (2017) Draft Gascoyne Coast Sub-Regional Strategy. Retrieved from:

[https://www.planning.wa.gov.au/dop\\_pub\\_pdf/Draft\\_Gascoyne\\_Coast\\_Sub-Regional\\_Strategy\\_-\\_Part\\_A\\_Strategic\\_planning.pdf](https://www.planning.wa.gov.au/dop_pub_pdf/Draft_Gascoyne_Coast_Sub-Regional_Strategy_-_Part_A_Strategic_planning.pdf)

WAPC (2017), *Guidelines for Planning in Bushfire Prone Areas*. Retrieved from:

[https://www.planning.wa.gov.au/dop\\_pub\\_pdf/Bushfire\\_Guidelines\\_Version\\_1.3\\_Dec2017.pdf](https://www.planning.wa.gov.au/dop_pub_pdf/Bushfire_Guidelines_Version_1.3_Dec2017.pdf)

## LEGISLATION

Planning & Development Act 2005

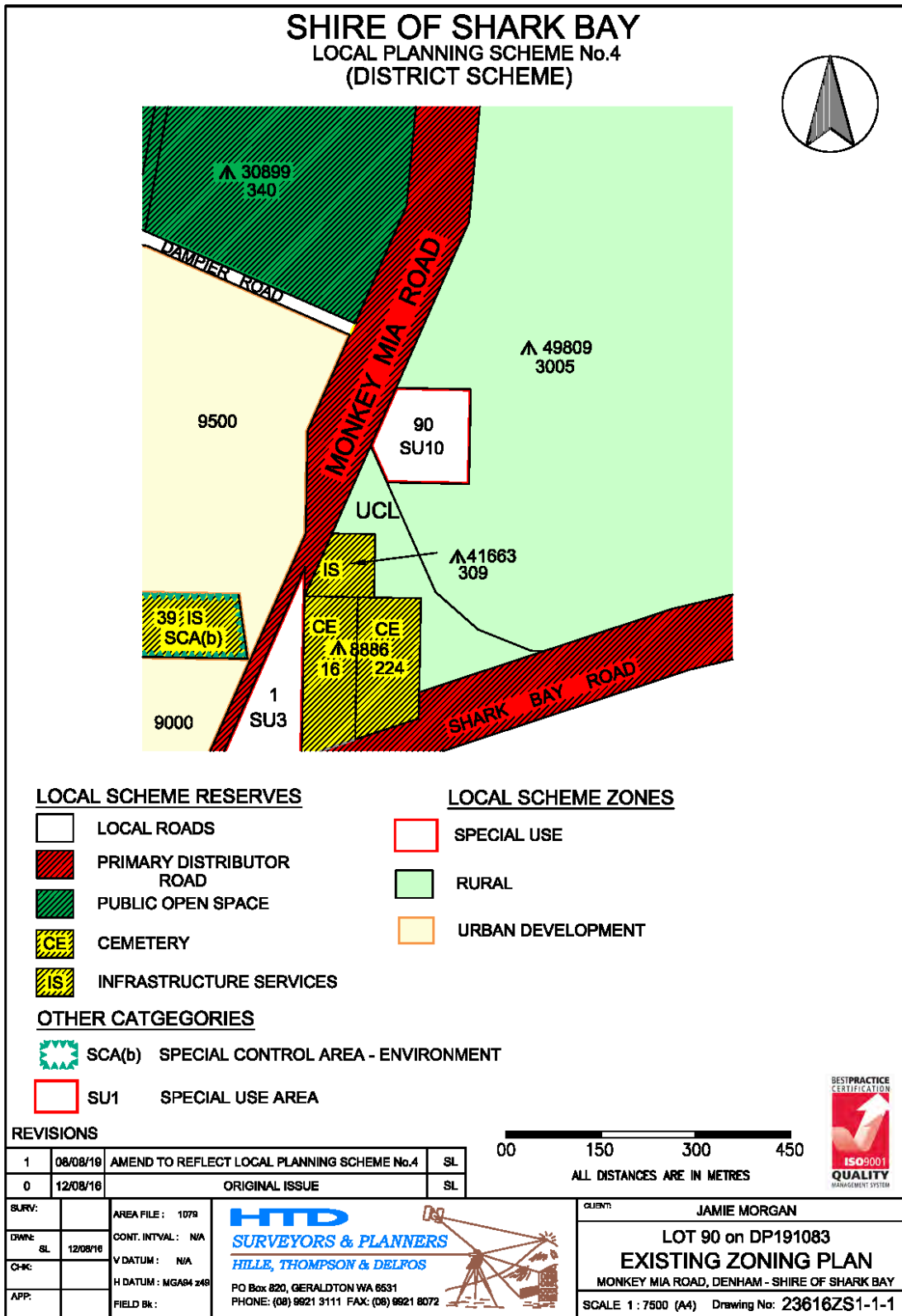
Australian Standard 3959: Construction of buildings in bushfire-prone areas (2009)

**8 APPENDICES**

***Appendix A – Existing Zoning Plan***



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*Appendix B – Certificate of Title*

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30 JUNE 2021

WESTERN



AUSTRALIA

|                   |                       |
|-------------------|-----------------------|
| REGISTER NUMBER   |                       |
| 90/DP191083       |                       |
| DUPLICATE EDITION | DATE DUPLICATE ISSUED |
| 2                 | 15/9/2003             |

RECORD OF CERTIFICATE OF TITLE  
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 2124 FOLIO 43

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts  
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 90 ON DEPOSITED PLAN 191083

REGISTERED PROPRIETOR:  
(FIRST SCHEDULE)

JAMIE NELSON MORGAN OF POST OFFICE BOX 437, DENHAM

(T 1612930 ) REGISTERED 3/9/2003

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:  
(SECOND SCHEDULE)

1. 1612931 MORTGAGE TO AUSTRALIA & NEW ZEALAND BANKING GROUP LTD REGISTERED 3/9/2003.
2. 1612932 MORTGAGE TO AUSTRALIA & NEW ZEALAND BANKING GROUP LTD REGISTERED 3/9/2003.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 2124-43 (90/DP191083)  
PREVIOUS TITLE: 2124-43  
PROPERTY STREET ADDRESS: LOT 90 MONKEY MIA RD, DENHAM.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF SHARK BAY

- NOTE 1: A000001A LAND PARCEL IDENTIFIER OF EDEL LOCATION 90 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 90 ON DEPOSITED PLAN 191083 ON 28-SEP-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.
- NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.

LANDGATE COPY OF ORIGINAL NOT TO SCALE 27/05/2021 08:26 AM Request number: 62070199

  
www.landgate.wa.gov.au

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***Appendix C – Infrastructure and Servicing Report***

30 JUNE 2021



WA | QLD | NSW | VIC

# SERVICING REPORT

**For:** Hille Thompson & Delfos

**Project Address:** Lot 90 Monkey Mia Road, Denham

**Project Number:** D183635

**Job Number:** J193898

**Revision Number:** B

**Author:** Farhad Silwanagh

**Date:** 23/02/2018



Structerre Consulting Engineers  
(+618) 9205 4500  
1 Erindale Road, Balcatta WA 6021  
wacivil@structerre.com.au  
[www.structerre.com.au](http://www.structerre.com.au)

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## 1 INTRODUCTION

### 1.1 Purpose of this report

Structerre Consulting Engineers have been engaged to undertake a feasibility study of the authority infrastructure services associated with the proposed development located at Lot 90 Monkey Mia Road, Denham.

The following report provides the findings from the existing services plans received from the Dial Before You Dig (DBYD) and Water Corporation Esinet Mapping.



Figure 1: Location Plan

## 1.2 Available Documents

Services findings and advice herein this report, are based on the following available information:

- DBYD searches carried out.
- Esinet, Water Corporation Mapping.



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**1.3 Proposed Development**

This report provides for an assessment of authority services infrastructure requirements for the proposed fuel station and commercial/tourism infrastructure.



## 2 SERVICES

---

### 2.1 Existing Water Corporation Infrastructure Services:

Based on the Dial Before You Dig information received and Water Corporation Esinet mapping, we advise the following available infrastructure:

- Existing gravity sewer is located on the western side of Oakley Ridge. An existing access chamber (0159) is located at the intersection of Oakley Ridge and Denham Road. The existing terrain does not allow for a gravity sewer extension; sewer servicing to this lot can only be done via a private pump station with a discharge point being located approximately 800m away to the existing access chamber (0159) – subject to Water Corporation approval (see Figure 2).
- Suitable Water Main for a possible extension is located in Shark Bay Road; the connection point is approximately 600m away from Lot 90 (see Figure 3).
- As advised by the Developer, Lot 90 is currently being serviced by a 32mm water service pipe located close to the truncation of Lot 1. The suitability of this water service for the future development on the lot is subject to a hydraulic consultant's design and approval by the Water Corporation.

### 2.2 Existing Drainage Services

Based on the Dial Before You Dig information received, near-map service and council information, we advise the following available infrastructure:

- There is no drainage infrastructure along Monkey Mia Road and all impervious runoff will need to be contained onsite.

### 2.3 Existing Gas Services

Based on the Dial Before You Dig information received, we advise the following available infrastructure:

- There is no gas infrastructure along Monkey Mia Road.

### 2.4 Existing Power Services

Based on the information we obtained from Western Power Network Capacity Mapping Tool, we advise the following available infrastructure:

- There is no high voltage transmission line along Monkey Mia Road, but pole mounted high voltage distribution and low voltage distribution line is provided on Monkey Mia Road.



- High voltage transmission line is located at Shark Bay Road and Denham Road.
- Pole top mounted transformer is located at first junction of Monkey Mia Road.



- There is high voltage 3 phase underground power line at Knight Terrace.
- The site is powered by Horizon Power Low voltage network (see Figure 4).

## 2.5 Existing Telecommunication Services

Based on the information we obtained from Dial Before You Dig service, we are advised the below:

- Although there is no NBN asset in this area , but NBN commenced their work nearby(see Figure 5), we are unable to provide the advice about when NBN will be ready for this site when we document this report. It is recommended to provide lead in conduit in accordance with NBN requirements in the property to cater for future NBN connection.
- The Telstra communication service is connected to site, the phone line is located along Monkey Mia Road, multiple Telstra pits have been provided along Monkey Mia Road.

## 2.6 Power incoming connection for the new development

Lot 90 is intended for use as a fuel station and some tourism and commercial uses. Servicing has been recognised as a constraint for the site, there is no ability / capacity to extend the current power service within the lot without Horizon incoming power upgraded.



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A site main switchboard shall be supplied and installed by the developer for the future developments reticulation.

**2.7 Budget Estimates**

We are unable to provide any firm preliminary budget estimates for water, sewer and electrical services infrastructure, until applications are made to Water Corporation and Horizon Power, as each development is individually assessed.

**APPENDIX A – SEWER AND WATER CONCEPT PLANS**

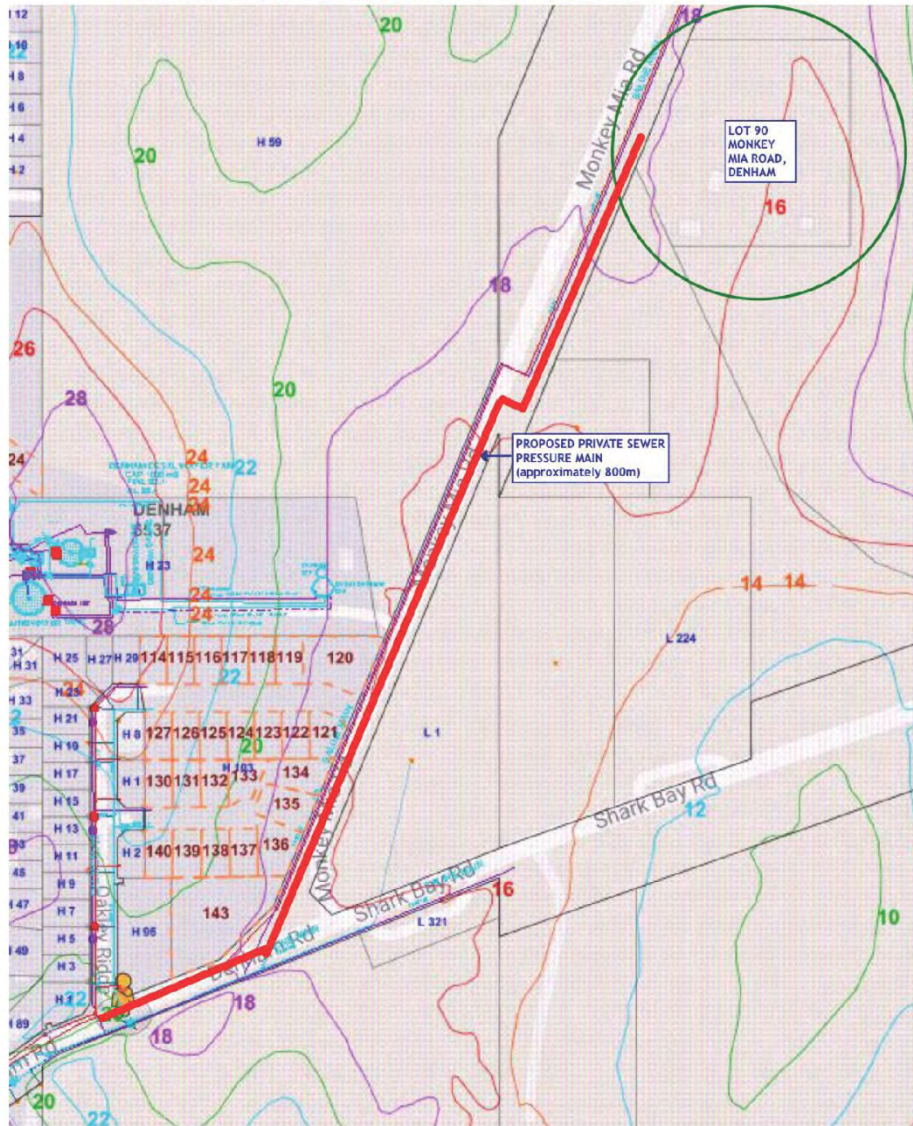


Figure 2: Sewer Pressure Main Concept Plan

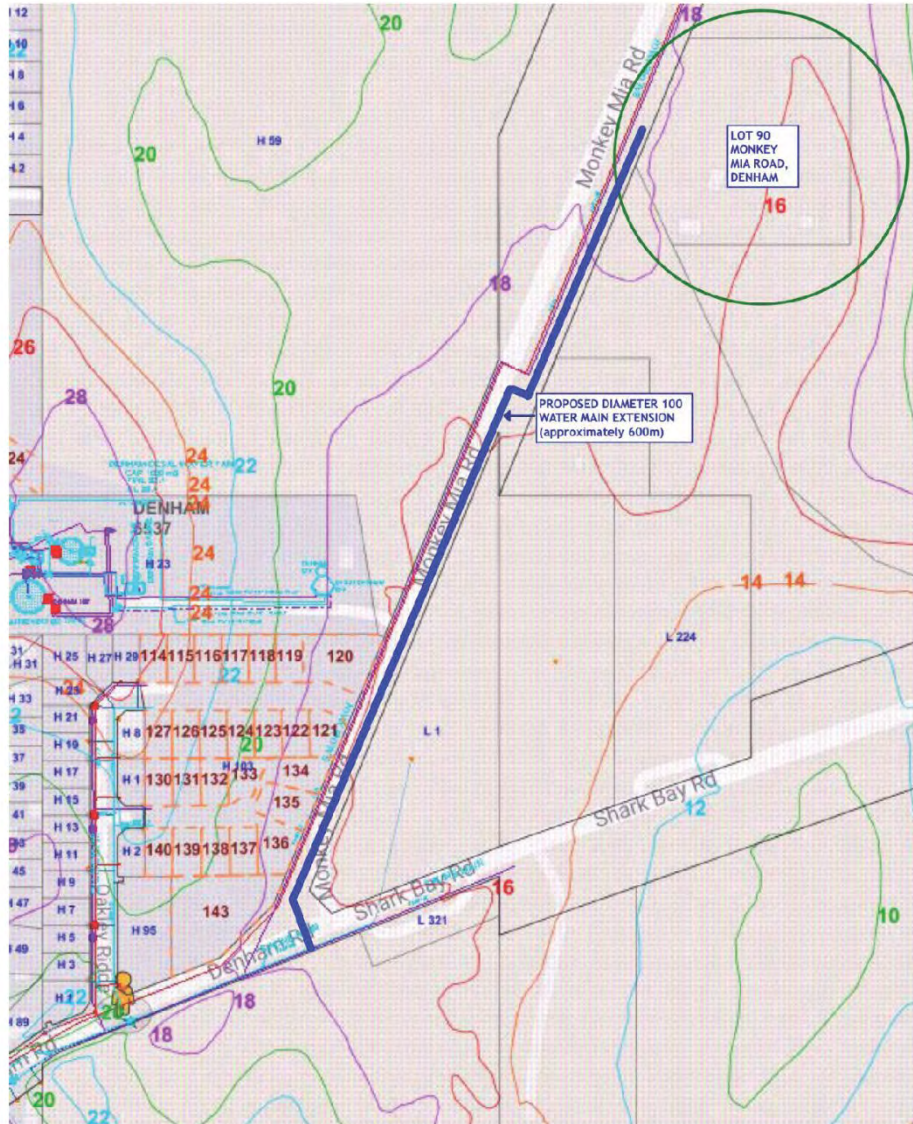


Figure 3: Water Main Concept Plan



APPENDIX B – POWER AND NBN PLANS

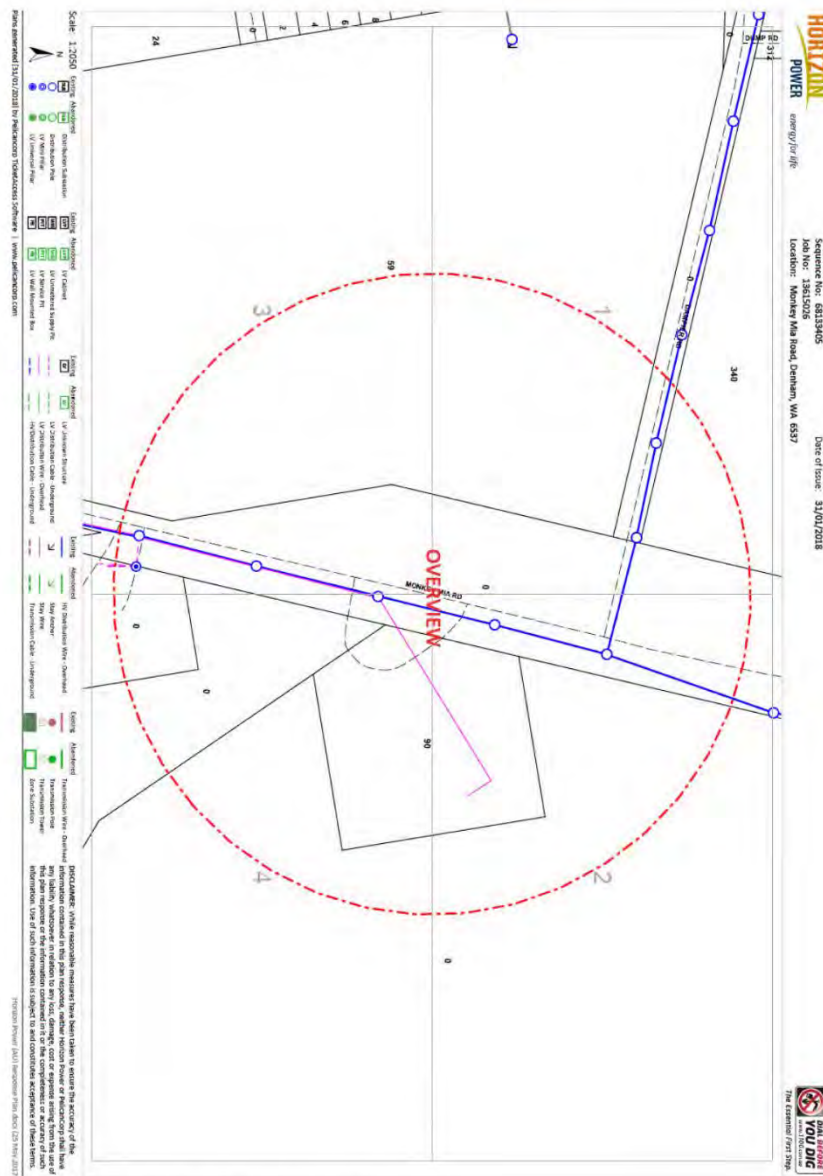


Figure 4: Horizon Power Connection Plan



WA | QLD | NSW | VIC

|                                   |                                  |  |
|-----------------------------------|----------------------------------|--|
| <b>Dial before you dig Job #:</b> | 13615026                         |  |
| <b>Sequence #</b>                 | 68133406                         |  |
| <b>Issue Date:</b>                | 31/01/2018                       |  |
| <b>Location:</b>                  | Monkey Mia Road, Denham, WA-6537 | <p><b>Some impact.</b><br/><b>No onsite action required.</b></p> |

**Information**

The area of interest requested by you contains one or more assets.

| nbn Assets     | Search Results |
|----------------|----------------|
| Communications | No asset       |
| Electricity    | No asset       |

In this notice **NBN Facilities** means *underground fibre optic, telecommunications and/or power facilities, including but not limited to cables, owned and controlled by nbn*

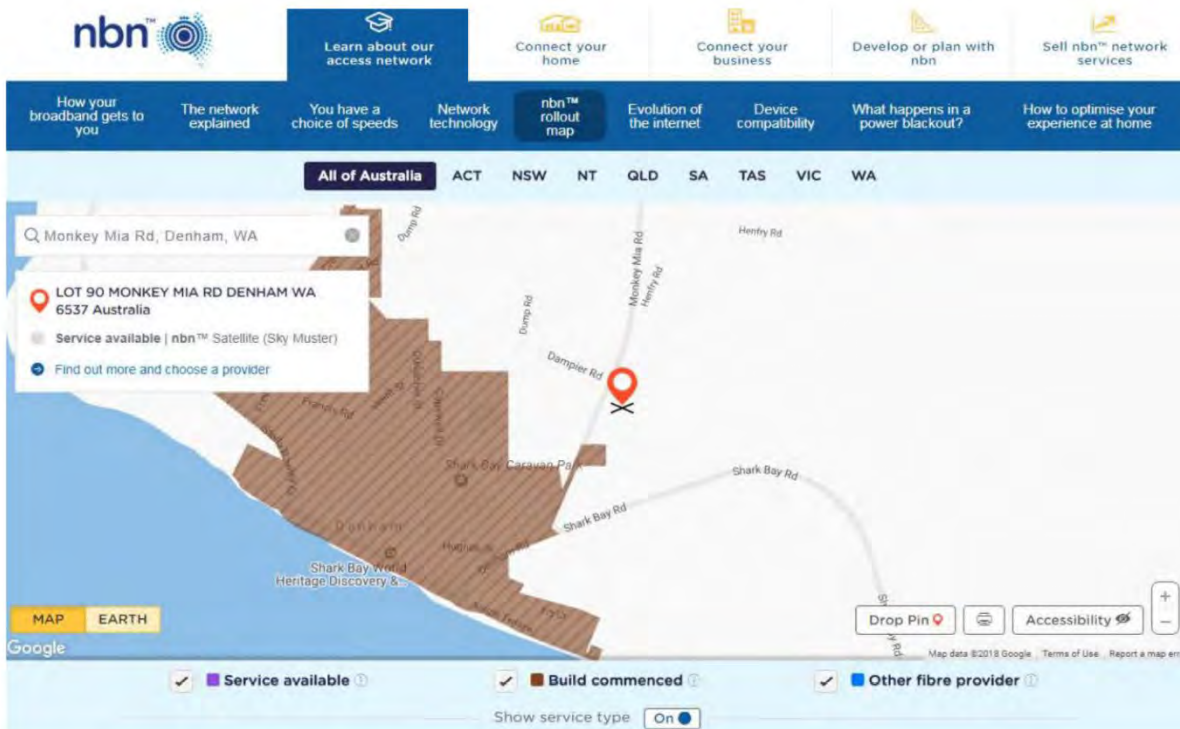


Figure 5: NBN Service Plan



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***Appendix D – Bushfire Hazard Level Assessment***

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**Bushfire management plan/Statement addressing the Bushfire Protection Criteria coversheet**

Site address:

Site visit: Yes  No

Date of site visit (if applicable): Day  Month  Year

Report author:

WA BPAD accreditation level (please circle):

Not accredited  Level 1 BAL assessor  Level 2 practitioner  Level 3 practitioner

If accredited please provide the following.

BPAD accreditation number:  Accreditation expiry: Month  Year

Bushfire management plan version number:

Bushfire management plan date: Day  Month  Year

Client/business name:

|   | Yes | No |
|---|-----|----|
| <b>Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?</b>   |     |    |
| <b>Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the bushfire protection criteria elements)?</b> |     |    |

| Is the proposal any of the following (see <a href="#">SPP.3.7 for definitions</a> )? | Yes | No |
|--|-----|----|
| <b>Unavoidable development (in BAL-40 or BAL-FZ)</b>                                 |     |    |
| <b>Strategic planning proposal (including rezoning applications)</b>                 |     |    |
| <b>Minor development (in BAL-40 or BAL-FZ)</b>                                       |     |    |
| <b>High risk land-use</b>  |     |    |
| <b>Vulnerable land-use</b>   |     |    |

None of the above

**Note:** Only if one (or more) of the above answers in the tables is yes should the decision maker (e.g. local government or the WAPC) refer the proposal to DFES for comment.

Why has it been given one of the above listed classifications (E.g. Considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?

The information provided within this bushfire management plan to the best of my knowledge is true and correct:

Signature of report author  Date



# BUSHFIRE HAZARD LEVEL ASSESSMENT

Lot 90 Monkey Mia Road, Denham  
(Scheme Amendment)

Version: V1.0 Reference: 5452 Date: July 2017



# MINUTES OF THE ORDINARY COUNCIL MEETING

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BUSHFIRE HAZARD LEVEL ASSESSMENT  
Lot 90 Monkey Mia Road, Denham



**Project Number:** 5452  
**Project Name:** Lot 90 Monkey Mia Rd, Denham  
**Author:** Jeremy Durston, Grad Cert Development Planning, BPAD36525 Level 1  
**Reviewed by:** Darrel Krammer, Grad Cert Bushfire Protection, BPAD33412 Level 1  
**Version:** V1.0  
**Date of issue:** 02<sup>nd</sup> July 2017

A handwritten signature in black ink, appearing to be 'JD', written over a horizontal line.

Author: Jeremy Durston  
Date: 7<sup>th</sup> June 2017

A handwritten signature in black ink, appearing to be 'DK', written over a horizontal line.

Reviewed by: Darrel Krammer  
Date: 02<sup>nd</sup> July 2017

In the signing the above, the author declares that this Bushfire Hazard Level Assessment meets the requirements of State Planning Policy 3.7.

BUSHFIRE HAZARD LEVEL ASSESSMENT  
Lot 90 Monkey Mia Road, Denham



## DISCLAIMER AND LIMITATION

This report is prepared solely for **Jamie Morgan** (the 'proponent') and any future residents of the proposed development. This report is not for the benefit of any other person and may not be relied upon by any other person.

This Bushfire Hazard Level Assessment is limited to the Bushfire Hazard Assessment scope and methodology as identified in the *Guidelines for Planning in Bushfire Prone Areas* Appendix Two. It is expressly stated that RUIC Fire and the writer do not guarantee that if such standards are complied with or if a property owner exercises prudence, that a building or property will not be damaged or that lives will not be lost in a bush fire.

Fire is an extremely unpredictable force of nature. Changing climatic factors (whether predictable or otherwise) either before or at the time of a fire can also significantly affect the nature of a fire and in a bushfire prone area it is not possible to completely guard against bushfire.

To the maximum extent permitted by the law, RUIC Fire, its employees, officers, agents and the writer ("RUIC Fire") excludes all liability whatsoever for:

1. claim, damage, loss or injury to any property and any person caused by fire or as a result of fire or indeed howsoever caused;
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# MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021

BUSHFIRE HAZARD LEVEL ASSESSMENT  
Lot 90 Monkey Mia Road, Denham



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## 1.0 Introduction

### 1.1 Subject Site

The site the subject of this Bushfire Hazard Level (BHL) assessment is comprised of Lot 90 Monkey Mia Road, Denham. The site is located within the municipality of the Shire of Shark Bay. The subject site is approximately 2.1 hectares.

Figures 1A & 1B illustrate the subject site and its immediate surrounds.

The site is identified as being Bushfire Prone on the *Map of Bush Fire Prone Areas 2017* (OBRM, 2017).

The site has been identified as having natural vegetation that is subject to a designated Local Natural Area (LNA) for land use planning purposes. The lots surrounding the subject site, including Crown Reserve, are also within the designated LNA. The LNA is identified within Figure 1C (WALGA, 2017).

The proponent has not identified any other relevant environmental considerations, including Bush Forever sites, environmentally sensitive areas, remnant vegetation, threatened species, ecological communities, nature reserves or coastal reserves located within the site or being affected by the development.

### 1.2 Proposal Description

The subject site is currently zoned Special Use. The proposal involves the rezoning of the site to Service Commercial zoning under the Shire of Shark Bay Town Planning Scheme No.3 (SoSB, 2015). Subject to the proposed rezoning, planning consent may be sought in future for potential land uses including Tourist facilities and a Service / Fuel Filling Station.

### 1.3 Purpose of Report

This BHL assessment has been carried out in accordance with Appendix Two of *Guidelines for Planning in Bushfire Prone Areas V1.1* (the Guidelines) (WAPC, 2017b).

The purpose of this BHL assessment is to:

- Determine the Bushfire Hazard Level at a strategic (pre-development) level affecting the site,
- Identify Bushfire Hazard Issues to determine whether the Bushfire Hazard Level (pre-development) will be prohibitive of future development, and
- Provide consideration of the Bushfire Protection Criteria.

This report is not a Bushfire Management Plan. A Bushfire Management Plan is required in future planning stages.

**BUSHFIRE HAZARD LEVEL ASSESSMENT**  
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Figure 1A: Site Overview



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Figure 1B: Site Overview (Client, 2017)

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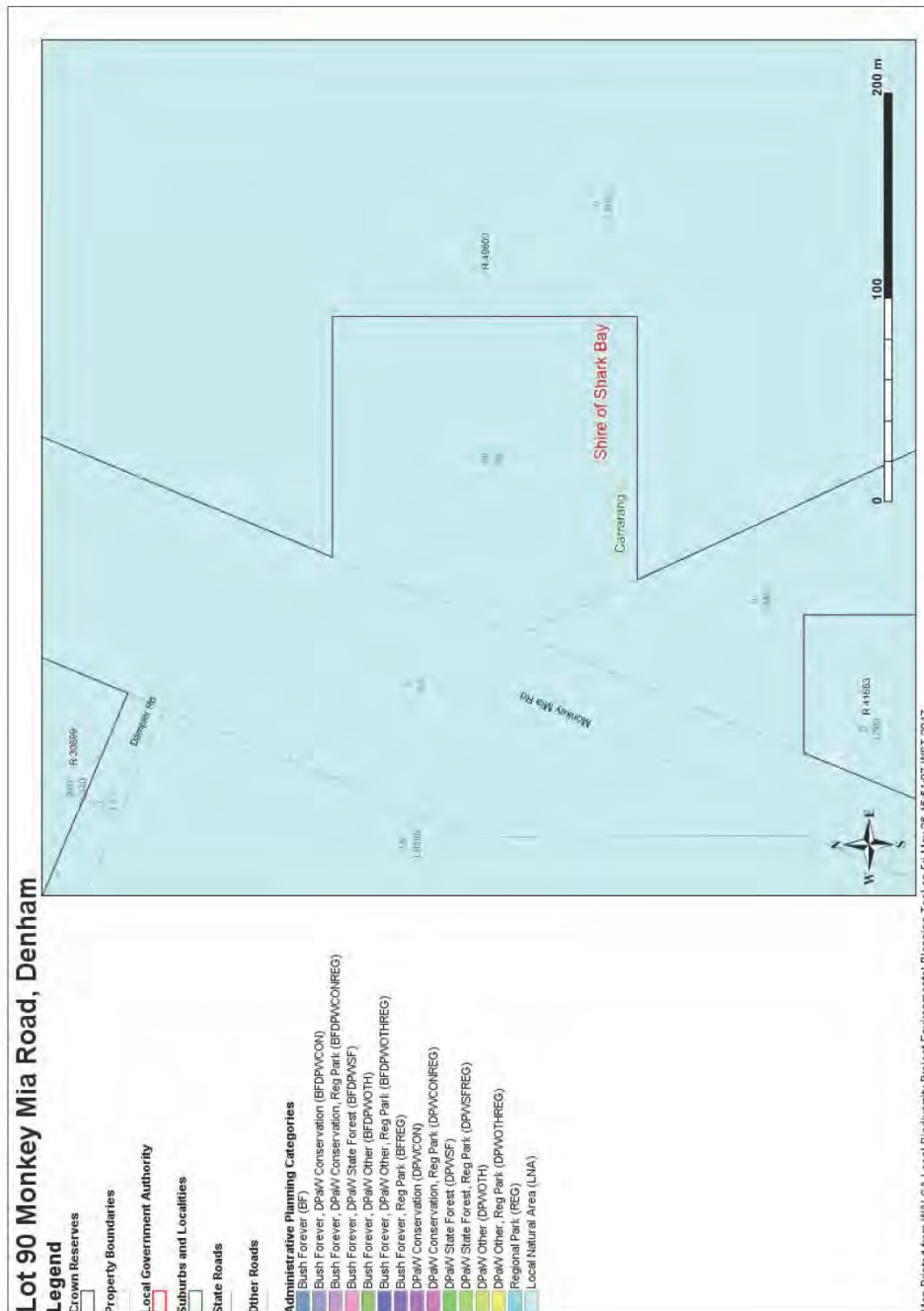


Figure 1C: Environmental Constraints

## 2.0 Strategic Bushfire Hazard Level Assessment

### 2.1 Assessment Methodology

The strategic Bushfire Hazard Level (BHL) assessment was carried out in accordance with the *Guidelines Appendix Two*.

### 2.2 Vegetation Characteristics and Hazard Levels

The BHL assessment classifies vegetation into three potential hazard levels: low, medium or extreme.

Table 2A details the vegetation characteristics and associated hazard levels identified in the *Guidelines*.

**Table 2A:** *Vegetation characteristics and associated hazard levels*

| Vegetation Characteristics   | Hazard Level    |
|--|-----------------|
| <ul style="list-style-type: none"> <li>devoid of standing vegetation (less than 0.25ha cumulative area);</li> <li>areas which, due to climatic conditions or vegetation (e.g. rainforest), do not experience bushfires;</li> <li>inner urban or suburban areas with maintained gardens and very limited standing vegetation (less than 0.25ha cumulative area);</li> <li>low threat vegetation, including grassland managed in a minimal fuel condition (i.e. to a nominal height of 100mm), maintained lawns, vineyard and orchards; and</li> <li>pasture or cropping areas with very limited standing vegetation that is shrubland, woodland or forest with an effective up slope*, on flat land or an effective down slope* of less than 10 degrees, for a distance greater than 100 metres.</li> </ul> | <b>Low</b>      |
| <ul style="list-style-type: none"> <li>areas containing pasture or cropping with an effective down slope* in excess of 10 degrees for a distance greater than 100 metres;</li> <li>unmanaged grasslands;</li> <li>open woodlands;</li> <li>open shrublands;</li> <li>low shrubs on areas with an effective up slope*, on flat land or an effective down slope* of less than 10 degrees, for a distance greater than 100 metres or flat land;</li> </ul>  | <b>Moderate</b> |

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| Vegetation Characteristics  | Hazard Level   |
|---|----------------|
| <ul style="list-style-type: none"><li>suburban areas with some tree cover; and</li><li>forest and woodlands with a permanent grass understorey or at most, a scrub understorey structure consisting of multiple areas of &lt;0.25ha and not within 20 metres of each other or single areas of &lt;1ha and not within 100 metres of other scrub areas.</li></ul> |                |
| <ul style="list-style-type: none"><li>forests with a scrub understorey which is multi-tiered;</li><li>woodlands with a scrub understorey which is multi-tiered;</li><li>tall shrubs; and</li><li>any area of vegetation not otherwise categorised as low or moderate.</li></ul>   | <b>Extreme</b> |
| *NOTE Effective slope refers to the slope under the classified vegetation in relation to the subject site. Distances less than 100 metres will be deemed to be undulating land, rather than a nominated slope.  |                |

### 2.3 Assessment Area

The BHL assessment was carried out over the subject site as well as all land within 100 metres of the external boundary of the subject site (the assessment area). The assessment area is shown in Figure 2A by the 100 metre buffer.

### 2.4 Site Topography

Effective slope under each vegetation plot within the assessment area was assessed in accordance with the methodology detailed in AS 3959-2009 (AS 3959). Slope data was determined using the WALGA Environmental Planning Tool (EPT) elevation data.

Slope throughout the assessment area was found to be flat with minimal variation in relief.

### 2.5 Site Vegetation Classes & Hazard Levels

All vegetation within the assessment area was classified according to the vegetation characteristics detailed in Table 2A through a physical site assessment. Where access to areas of the assessment area was unable to be achieved, vegetation has been based on high definition satellite imagery. Section 2.5.1 provides photos of each vegetation plot.

The vegetation class applicable to each vegetation plot and the associated hazard level are listed in Table 2B.

The BHL assessment map is provided in Figure 2A. This map illustrates the location of each vegetation plot identified within the assessment area and the hazard level applicable to each plot. An additional map, Figure 2B, includes photo location details and AS3959 vegetation classification comparison.

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Table 2B: Vegetation class and hazard level

| Vegetation Plot | Vegetation Class      | Hazard Level |
|-----------------|-----------------------|--------------|
| Plot 1          | Low Shrublands        | Moderate     |
| Plot 2          | Low Shrublands        | Moderate     |
| Plot 3          | Low Shrublands        | Moderate     |
| Plot 4          | Low Shrublands        | Moderate     |
| Plot 5          | Low Threat Vegetation | Moderate*    |

**\*NOTE:** Vegetation that would normally have a Low Bushfire Hazard Level has been classified as having a Moderate Hazard Level as the vegetation plot is within 100 metres of Moderate or Extreme Hazard Level vegetation.

2.5.1 Vegetation Plot Photos

| Plot 1         |                  |                |
|----------------|------------------|----------------|
| BHL Assessment | Vegetation Class | Low Shrublands |
|                | Hazard Level     | Moderate       |

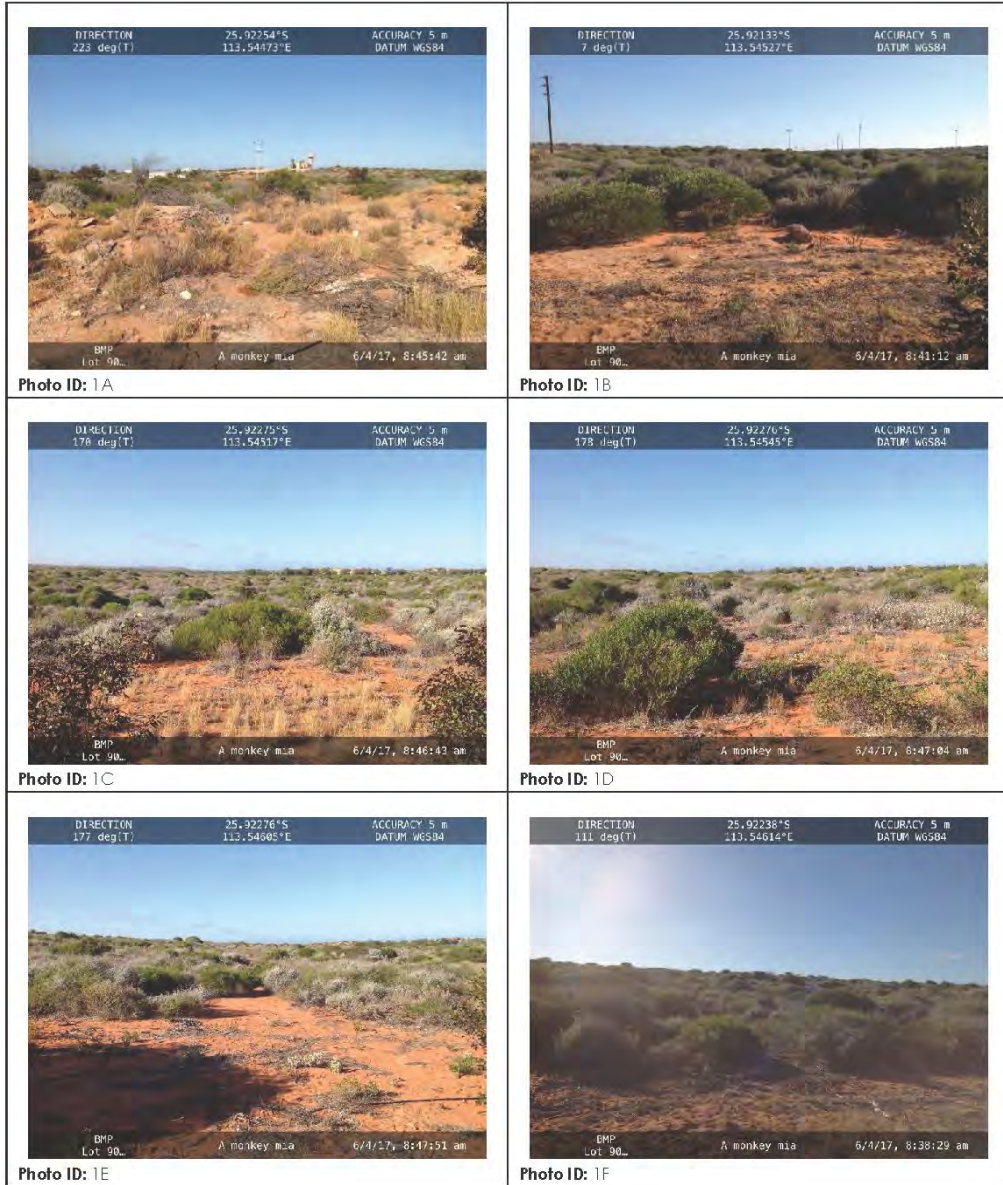
|        |  |                   |
|--------|--|-------------------|
| A53959 | Vegetation Classification                  | Class C Shrubland |
|        | Effective Slope                            | Flat/Upslope      |
|        | Post Development vegetation classification | Class C Shrubland |

Plot 1 consists of the unmanaged vegetation located to the east of Monkey Mia Road and external to the subject site. Canopy cover is greater than 30% and the vegetation consists predominately of coastal shrubs below 1m height, with some grass understorey.

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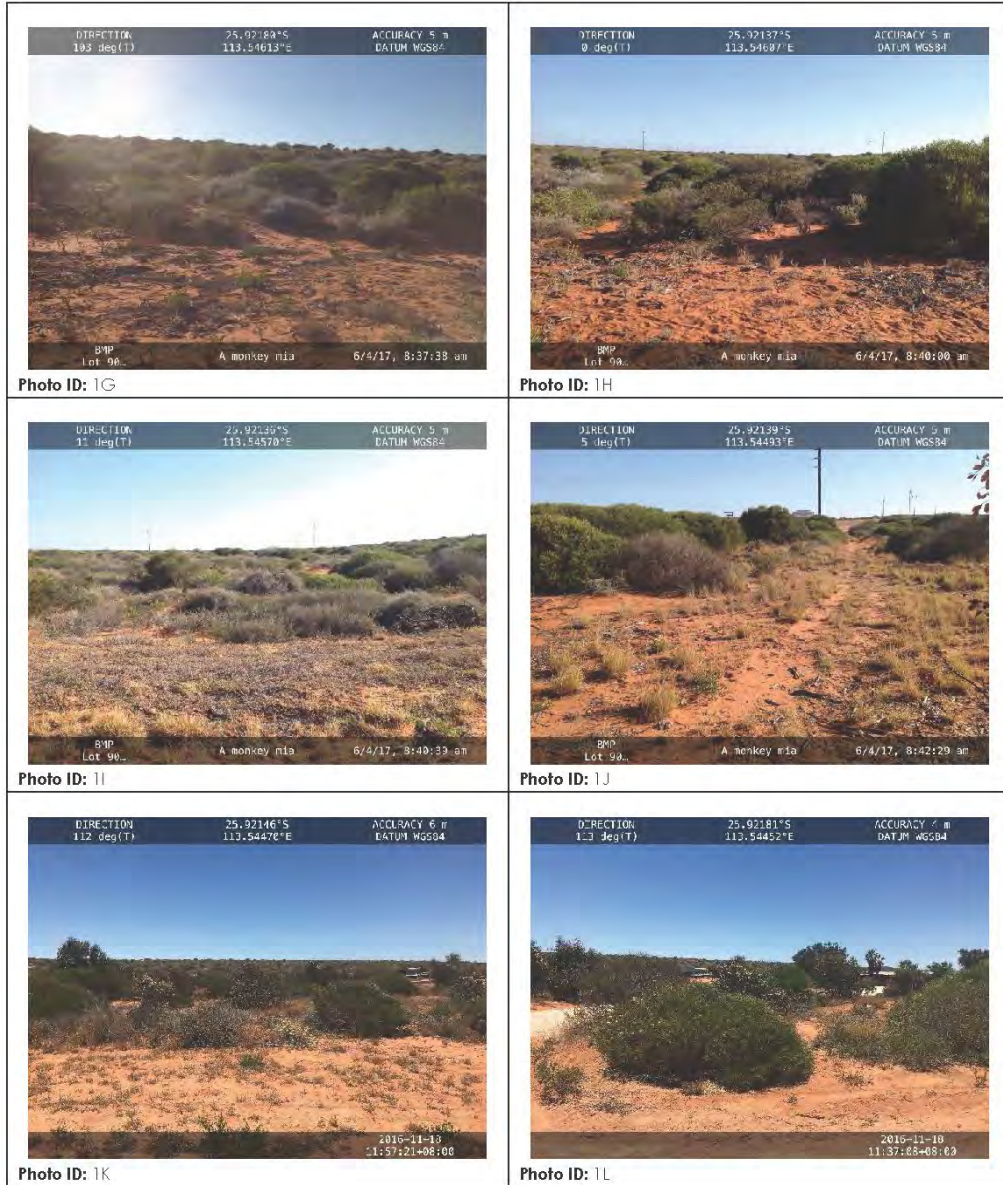
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| Plot 2         |                  |                |
|----------------|------------------|----------------|
| BHL Assessment | Vegetation Class | Low Shrublands |
|                | Hazard Level     | Moderate       |

|        |  |                   |
|--------|--|-------------------|
| AS3959 | Vegetation Classification                  | Class C Shrubland |
|        | Effective Slope                            | Flat/Upslope      |
|        | Post Development vegetation classification | Class C Shrubland |

Plot 2 consists of the unmanaged vegetation located to the west of Monkey Mia Road and south of Dampier Road. Canopy cover is greater than 30% and the vegetation consists predominately of coastal shrubs below 1m height, with some grass understorey.



Photo ID: 2A



Photo ID: 2B



Photo ID: 2C



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| Plot 3         |                  |                |
|----------------|------------------|----------------|
| BHL Assessment | Vegetation Class | Low Shrublands |
|                | Hazard Level     | Moderate       |

|        |  |                   |
|--------|--|-------------------|
| AS3959 | Vegetation Classification                  | Class C Shrubland |
|        | Effective Slope                            | Flat/Upslope      |
|        | Post Development vegetation classification | Class C Shrubland |

*Plot 3 consists of the unmanaged vegetation located to the west of Monkey Mia Road and north of Dampier Road. Canopy cover is greater than 30% and the vegetation consists predominately of coastal shrubs below 1m height, with some grass understorey.*



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| Plot 4         |                  |                |
|----------------|------------------|----------------|
| BHL Assessment | Vegetation Class | Low Shrublands |
|                | Hazard Level     | Moderate       |

|        |  |                   |
|--------|--|-------------------|
| AS3959 | Vegetation Classification                  | Class C Shrubland |
|        | Effective Slope                            | Flat/Upslope      |
|        | Post Development vegetation classification | Class C Shrubland |

Plot 4 consists of the unmanaged vegetation located within the boundaries of Lot 90. Canopy cover is greater than 30% and the vegetation consists predominately of coastal shrubs below 1m height, with some grass understorey.



Photo ID: 4A



Photo ID: 4B



Photo ID: 4C



Photo ID: 4D

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| Plot 5         |                  |                       |
|----------------|------------------|-----------------------|
| BHL Assessment | Vegetation Class | Low Threat Vegetation |
|                | Hazard Level     | Moderate              |

|        |  |                        |
|--------|--|------------------------|
| AS3959 | Vegetation Classification                  | Excluded 2.2.3.2 (f&e) |
|        | Effective Slope                            | N/A                    |
|        | Post Development vegetation classification | Excluded 2.2.3.2 (f&e) |

*Plot 5 consists of the existing developed area of Lot 90, which includes managed vegetation and grounds surrounding buildings, driveways and hard stand areas.*



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## BUSHFIRE HAZARD LEVEL ASSESSMENT Lot 90 Monkey Mia Road, Denham



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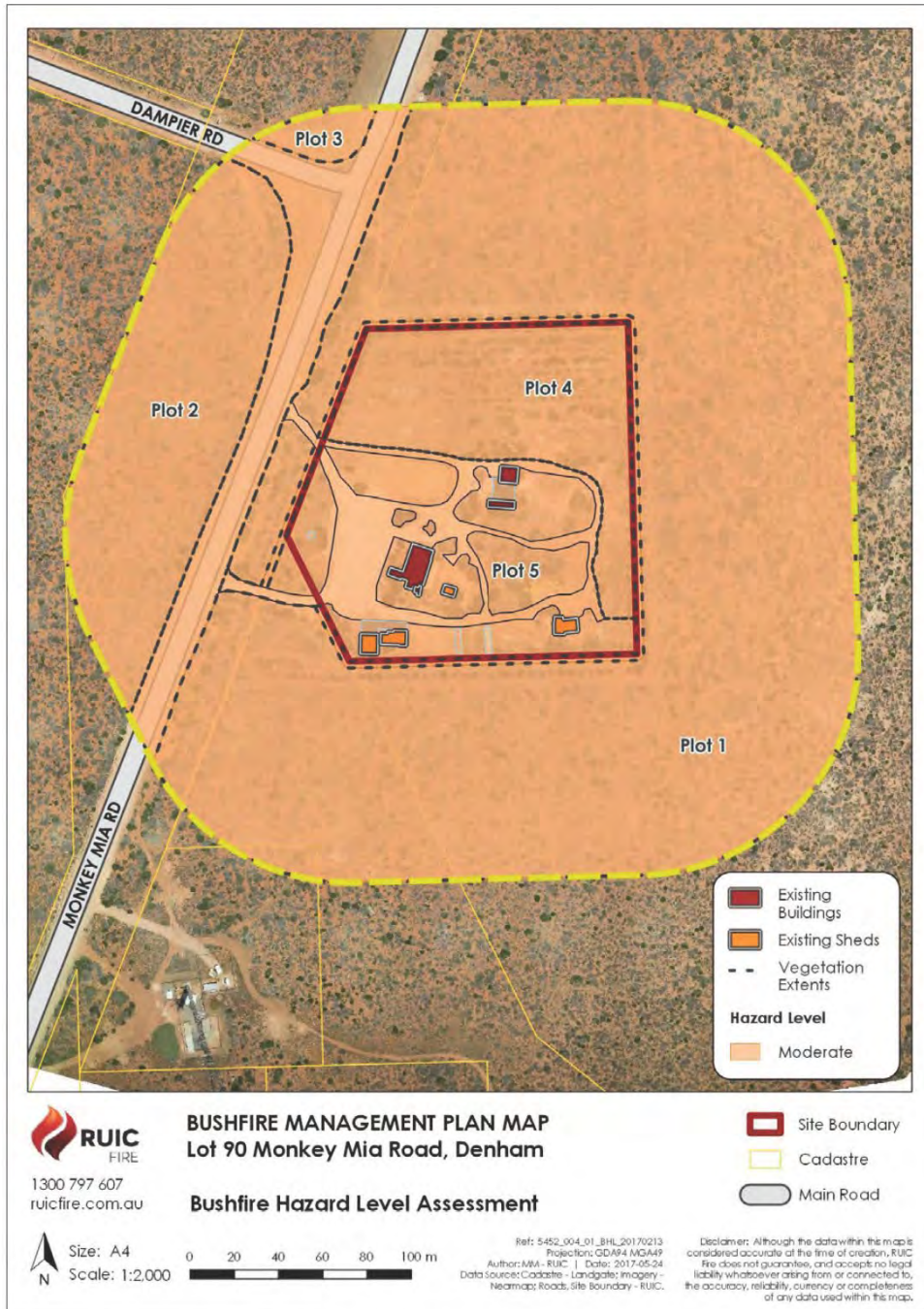
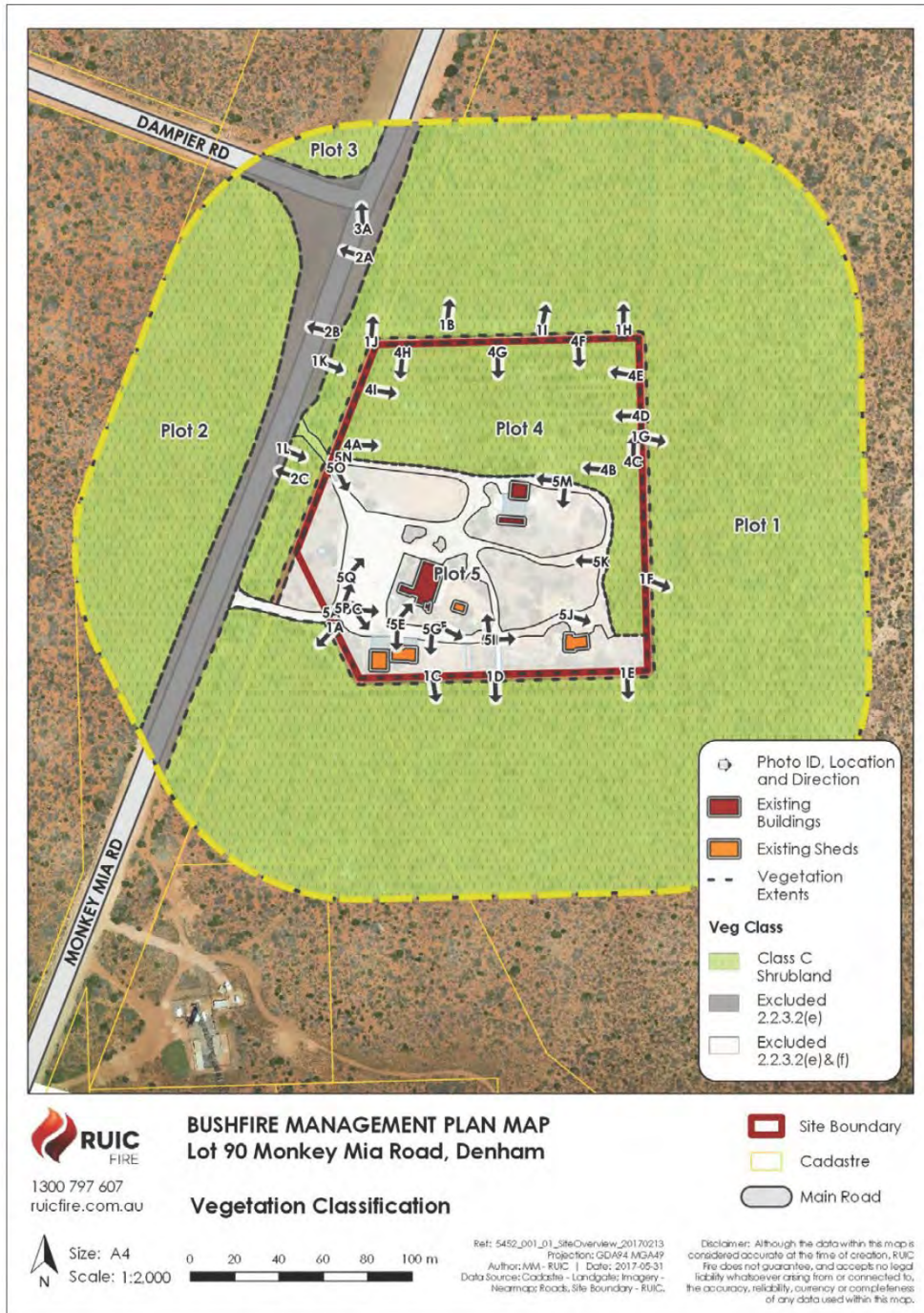


Figure 2A: Bushfire Hazard Level assessment map



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**Figure 2B: Vegetation Plots and AS3959 classifications with photo locations**

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## 2.6 Bushfire Hazard Issues

The Bushfire Hazard Level assessment has identified the following potential bushfire hazard issues:

- The subject site is exposed to a Moderate Bushfire Hazard Level, and the hazard results from the combination of internal and external vegetation.
- Any future development proposal must consider the Local Natural Area designation that includes internal vegetation and external vegetation within 100m of the site.
- The retention of any internal site vegetation (i.e. Plot 4) requires consideration of the bushfire risks and applicable hazard separation is required to achieve BAL-29 or lower.
- The external vegetation, and in particular Plot 1, has the potential to impact any future development, and adequate hazard separation is required to achieve BAL-29 or lower.
- As the subject site is proposed to be rezoned 'Service Commercial', consideration of any vulnerable or high-risk land uses will be required at future planning stages.
- A Bushfire Management Plan is required for future planning stages to demonstrate compliance with the Guidelines when detailed design is known.
- Table 3A details compliance with the bushfire protection criteria of the Guidelines to address the potential bushfire hazard issues.

### 3.0 Proposal Compliance and Justification

#### 3.1 State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP 3.7)

SPP3.7 applies to all development applications in designated bushfire prone areas.

##### 3.1.1 Objectives

Policy Measure 5 contains the objectives of SPP 3.7. The following demonstrates how the proposed development meets each of the objectives.

**Objective 1: Avoid any increase in the threat of bushfire to people, property, and infrastructure. The preservation of life and management of bushfire impact is paramount.**

##### Development Response

Objective 1 is satisfied through the compliance of the proposed development with all required Policy Principles as detailed below and all Performance Principles of the Guidelines as detailed in Section 4 of this report.

**Objective 2: Reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process.**

##### Development Response

Objective 2 is satisfied through the appropriate identification and assessment of all relevant bushfire hazards as detailed in Section 2.6 of this report.

**Objective 3: Ensure that higher order strategic planning documents, strategic planning proposals, subdivision and development applications take into account bushfire protection requirements and include specified bushfire protection measures.**

##### Development Response

Objective 3 is satisfied through the compliance of the proposed development with all required Policy Principles as detailed below and all Performance Principles of the Guidelines as detailed in Section 4 of this report.

**Objective 4: Achieve an appropriate balance between bushfire risk management measures and, biodiversity conservation values, environmental protection and biodiversity management and landscape amenity, with consideration of the potential impacts of climate change.**

##### Development Response

Objective 4 is satisfied through the appropriate consideration of all biodiversity and environmental assets as detailed in Section 1 of this report in the development of bushfire related risk mitigation strategies detailed in Section 4 of this report.

3.1.2 Policy Measures

3.1.2.1 Strategic Planning Proposals

Policy Measure 6.2 requires that strategic planning proposals within designated bushfire prone areas and that have a Bushfire Hazard Level above low are to comply with Policy Measure 6.3.

3.1.2.2 Information to Accompany Strategic Planning Proposals

Policy Measure 6.3 applies to strategic planning proposals. It requires certain information to be provided with such applications. The following Table (Table 3A) outlines where the required information has been provided.

**Table 3A:** Compliance of the proposed development with the Policy Measures of SPP 3.7

| Policy Measure | Description  | Development Response  |
|----------------|--|---|
| a              | (i) the results of a BHL assessment determining the applicable hazard level(s) across the subject land, in accordance with the methodology set out in the Guidelines. BHL assessments should be prepared by an accredited Bushfire Planning Practitioner; or<br>(ii) where the lot layout of the proposal is known, a BAL Contour Map to determine the indicative acceptable BAL ratings across the subject site, in accordance with the Guidelines. The BAL Contour Map should be prepared by an accredited Bushfire Planning Practitioner; and | Figure 2A provides the BHL assessment map.  |
| b              | The identification of any bushfire hazard issues arising from the relevant assessment; and   | Section 2.6 addresses the bushfire hazard issues.   |
| c              | Clear demonstration that compliance with the bushfire protection criteria in the Guidelines can be achieved in subsequent planning stages.   | Section 4 provides an assessment of the proposed rezoning against the bushfire protection criteria. |

3.1.2.3 Vulnerable or High Risk Land Uses

The proposed development, at this stage, is not known to contain any vulnerable land uses and will be considered at later planning stages if required.

As the development is proposed to be rezoned 'Service Commercial', consideration of high risk land uses may be required at future planning stages.

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**3.1.2.4 Applications in BAL-40/BAL-FZ Areas**

This will be addressed during subdivision/ development application approval at a later stage to locate the development outside of BAL-40 and BAL-FZ areas.

**3.1.2.5 Advice of State/Relevant Authority/s for Emergency Services to be Sought**

The proposed strategic planning proposal:

- Complies with the SPP3.7 Policy measures;
- Is a strategic planning proposal;
- Does not propose any additional/alternative measures; and
- Does not contain any known unavoidable development, vulnerable or high risk land uses.

Therefore, the advice of State/Relevant Authorities for Emergency Services is required to be sought for this application.

**3.1.2.6 Advice of State/Relevant Agencies/Authorities for Environmental Protection to be Sought**

The proposed rezoning:

- Is not known to propose clearing of vegetation within environmentally sensitive areas protected under State or Federal legislation;
- Is not known to propose clearing of locally significant native vegetation; and
- **Does abut** vegetated land managed by that authority.

Therefore, the advice of State/Relevant Agencies/Authorities for Environmental Protection is required to be sought for this application.

**3.2 Guidelines for Planning in Bushfire Prone Areas V1.1 (the Guidelines)**

The Guidelines apply to strategic planning proposals located within designated bushfire prone areas. The Guidelines provide supporting information for implementation of SPP 3.7. Specifically, they provide the bushfire protection criteria to be addressed for all applications. The bushfire protection criteria are addresses in Section 4 of this report.

This report has also been developed in order to comply with the requirements of all referenced and applicable documents. No non-compliances have been identified at this strategic assessment stage.

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## 4.0 Bushfire Risk Management Measures

Table 4A provides an assessment against the bushfire protection criteria detailed in Appendix 4 of *Guidelines for Planning in Bushfire Prone Areas Version 1.1* (the Guidelines).

**Table 4A: Compliance with bushfire protection criteria of the Guidelines**

| Element                             | Acceptable Solution (A) or Performance (P) Solution | Notes  |
|-------------------------------------|---|--|
| 1. Location                         | A1.1 Development location                           | The site contains areas of moderate bushfire hazard levels. The site also abuts areas of moderate bushfire hazard level. Adequate hazard separation is required for any future development. Through appropriate permanent vegetation modification and development design, the applicable hazard separations would be achievable, given the size of the site. |
| 2. Siting and Design of Development | A2.1 Asset Protection Zone                          | Any areas of remaining classified vegetation within 100m of any future subdivisions/developments will need to establish APZs. Future lot layout / developments are to be designed to ensure APZs can be accommodated to ensure max. BAL-29 rating.   |
| 3. Vehicular Access                 | A3.1 Two access routes                              | Any future development/subdivision design is to include two access routes, including during all stages of development. This will be addressed at later planning stages. Direct access to Monkey Mia Road provides at least two access routes.  |
|                                     | A3.2 Public road                                    | Future public roads are to be constructed to applicable standards. This will be addressed at later planning stages.<br>Public roads should be designed along the perimeter of the lots, where bushfire hazards exist, to create hazard separation and allow fire service vehicle access to the bushfire threats.   |
|                                     | A3.3 Cul-de-sac                                     | Cul-de-sacs are to be avoided in future design. This will be addressed at later planning stages.   |
|                                     | A3.4 Battle-axe                                     | Battle-axe lots to be avoided in any future design. This will be addressed at later planning stages.   |
|                                     | A3.5 Private driveway longer than 50 metres         | Required at DA stage if buildings are greater than 50m from public roads.  |
|                                     | A3.6 Emergency access way                           | N/A - Appropriate public road network design shall negate the need for an Emergency Access Way.  |
|                                     | A3.7 Fire service access routes                     | N/A - Public roads should be designed along the perimeter of the lots, where bushfire hazards exist, to create hazard separation and allow fire service vehicle access to the bushfire threats. In this  |

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|          |   |   |
|----------|---|---|
|          |   | regard separate Fire Service Access Routes would not be required. If public roads are not utilised in future applications, a perimeter FSAR is to be installed. |
|          | A3.8 Firebreak width                              | In accordance with Shire of Shark Bay Firebreak notice, where applicable.   |
| 4. Water | A4.1 Reticulated areas                            | N/A   |
|          | A4.2 Non-reticulated areas                        | N/A   |
|          | A4.3 Individual lots within non-reticulated areas | Single lots above 500 square metres need a dedicated static water supply on the lot that has the effective capacity of at least 10,000 litres.                  |

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## 5.0 Conclusion

Conclusions of the Bushfire Hazard Level assessment are:

1. Pre-development, the assessment area contains areas of moderate bushfire hazard levels as shown in Figure 2A.
2. It is envisaged that the bushfire hazard level across the site will decrease to a low hazard level as future development occurs and the vegetation is either managed or removed. However, it should be noted that where areas of low hazard level vegetation are located within 100 metres of any moderate level vegetation, they are to adopt a moderate hazard level.
3. Areas of moderate bushfire hazard level located external to the site boundaries are to be considered during future subdivision/ development to ensure the BAL ratings from this vegetation are not prohibitive of development.
4. A Bushfire Management Plan will be required to support any application for future subdivision or development of the land pursuant to *State Planning Policy 3.7* (SPP3.7).
5. In summary, the bushfire hazard level is not prohibitive of any proposed development, when appropriate development design takes into consideration these risks, given the size of the developable area and ability to implement appropriate bushfire management strategies.



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## 6.0 References

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***Appendix E – Geotechnical Investigation Report***

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WA | QLD | NSW | VIC

GE2.3.001

# GEOTECHNICAL INVESTIGATION

**For:** Jamie Morgan

**Project Address:** Lot 90 Monkey Mia Road, Denham

**Project Number:** D158891

**Job Number:** J171902

**Revision Number:** 0

**Author:** Prasudi Atmajaya

**Date:** 15 February 2017



Structerre Consulting Engineers  
(+618) 9205 4500  
1 Erindale Road, Balcatta WA 6021  
wageotecheng@structerre.com.au  
[www.structerre.com.au](http://www.structerre.com.au)



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PROJECT No: Q150521  
JOB No: J171002  
PROJECT ADDRESS: Lot 90 Monkey Mia Road, Denham  
CLIENT: Jamie Morgan

## 1. PROJECT DETAILS

### 1.1. Introduction

At the request of Jamie Morgan (The Client), Structerre Consulting Engineers (Structerre) have conducted a Geotechnical Investigation at Lot 90 Monkey Mia Road, Denham. The purpose of the investigation was to provide the following:

- Desk top study including a summary of geology, groundwater, and site history (obtained from historical photographs)
- Summary of encountered ground and groundwater conditions
- Site Classification in accordance with AS2870
- Earthquake site factor in accordance with AS1170.4
- Wind Classification in accordance with AS4055
- Recommendations for stormwater drainage design
- Comments on the capability of on-site effluent disposal in accordance with AS1547
- Site preparation requirements (earthworks), including site traffic, excavation, reuse of materials and batter slopes
- Ground bearing capacity and estimated settlements for pad and strip footings founded at 0.5m and 1.0m
- Preliminary pavement design parameter, indicative California Bearing Ratio (CBR) values determined from penetrometer results and ground conditions encountered

This report details the scope of the geotechnical investigation, presents an interpretation of ground conditions and material properties across the site, provides geotechnical design parameters for the design of the proposed development, and evaluates the suitability of materials for use in earthworks. Interpretation of site conditions is based on the subsurface lithology revealed during the investigation programme, visual assessments of the in situ materials and the results of in situ field tests.

Terms of reference for this investigation were presented in a Structerre Consulting Engineers proposal reference Q65345 (dated 27 October 2016), which was submitted to and accepted by The Client.

### 1.2. Field Investigation – Scope of Works

The field investigation was carried out on 31 January 2017 and comprised:

- A walkover survey of the site to assess features that may pose a geotechnical issue;
- 12x excavation test pits (TP) to depths of 2.3m and 3x hand auger boreholes (BH) to depths of 1.0m, over the site for material assessment and soil profiling;
- 3x In situ percolation tests to determine the permeability of the materials within the upper 1.0m; and
- 12x Dynamic Cone Penetrometer (DCP) tests in accordance with AS 1289.6.3.2 (1997) to depths of 2.1m for evaluation of relative densities of the upper layers.

The excavation pit and borehole logs, percolation and DCP test locations are shown on the attached site plan in Appendix 1. A geotechnical engineer from Structerre supervised the fieldwork and all fieldwork, interpretation and terminology used in this report are in accordance with the guidelines presented in AS1726-1993 Geotechnical Site Investigations.

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PROJECT No: D158821  
JOB No: J171602  
PROJECT ADDRESS: Lot 90 Monkey Mia Road, Denham  
CLIENT: Jamie Morgan

## 2. SITE DESCRIPTION

### 2.1. Features

The site is located at Lot 90 Monkey Mia Road, Denham in the Shire of Shark Bay. Monkey Mia Road lies to the west of the site with vacant bushland to the north, south and east. It has an area of 20,984 m<sup>2</sup>, and is located approximately 1km away from the ocean shoreline.

The site is considered to have high exposure to sun and wind. At the time of the field investigation, no water bore, dam or watercourse was present on or near the site. A roadside small v-ditch water drain, noted to be dry to moist after a period of high rainfall, lies across Monkey Mia Road to the east; the road slopes gently to the north.

### 2.2. Property

At the time of the field investigation an existing house, a transportable accommodation, two sheds and two containers occupied the site. The rest of the property was covered in vegetation with generally small sized trees. The existing parking area and access driveways have at surface covered by blend of silty sand and sand trace shell fragments; the latter understood from The Client to have been locally sourced.

We also understand from The Client that the site is to be used for the construction of a fuel station, comprising an area for underground tanks and a new single-storey store. Final plan for the remainder of the site is yet to be finalised at the time of this report.

### 2.3. Topography

The site generally slopes downwards towards the south and southeast, with a slope gradient of approximately  $\leq 10\%$ . The highest point of site was located at the southeast corner, with the lowest point at the southwest.

### 2.4. Geological Setting

The Shark Bay – Edel sheet 1: 250,000 Environmental Geology Series (Sheets SG 49-8 and SG 49-12, 1983) prepared by the Geological Survey of Western Australia indicates that the following geological layers underlie the site:

- Tamala Limestone (Q<sub>t</sub>); unconsolidated to strongly lithified, locally quartzose calcarenite, large-scale eolian cross-bedding;
- Sandplain and dune deposits (Q<sub>s</sub>); reddish-brown to yellowish sand.

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JOB No: J171902  
PROJECT ADDRESS: Lot 90 Monkey Mia Road, Denham  
CLIENT: Jamie Morgan

## 2.5. Hydrogeology & Ground Levels

The Perth Groundwater Atlas (Waters & Rivers Commission) indicates the ground surface level at this site was approximately 15m-20m Australian Height Datum (AHD). No historical groundwater information is available however it should be noted that the groundwater levels could vary significantly due to seasonal variation.

## 2.6. Site History

Historical aerial photographs dating back to 2002 are publically available through Landgate Map Viewer were assessed and a summary is presented in Table 1.

Table 1 – Historical Site Information

| Date | Description  |
|------|--|
| 2002 | The property has been built                          |
| 2017 | Site remains relatively unchanged to the current day |





PROJECT No: D150001  
 JOB No: 4171002  
 PROJECT ADDRESS: Lot 60 Monkey Mia Road, Denham  
 CLIENT: Jamie Morgan

**3. RESULTS OF THE INVESTIGATION**

**3.1. Subsurface Soil Profile**

The subsurface soil profile presented below was determined from the ground conditions encountered within the pits and boreholes, and through the interpretation of the DCP test results:

**Table 2 – Subsurface Soil Profile**

| Depth to Base of Strata (m) | Material Description   |
|-----------------------------|--|
| 0.1 – 0.2 (Ave. 0.15)       | FILL: SAND, with silt, trace shell fragments, locally encountered at TP8, TP9, TP11 and BH13 locations.          |
| 0.3 – 0.8                   | FILL: SAND, locally encountered at TP12 and BH14 locations.  |
| Not Penetrated (>2.3m)      | NATURAL: Silty SAND (fine to medium grained), locally trace gravel, medium dense with loose layers near surface. |

The soils encountered are consistent with the expected site conditions as predicted from the Environmental Geology Map. It is important to note that there may be pockets of fill on site that are deeper than that encountered by the investigation pits and boreholes. The subsurface soil conditions encountered are presented in the bore logs, within Appendix 4.

**3.2. Groundwater**

Groundwater was not encountered in any of the pits and boreholes during or immediately after excavation. Based on the findings, the groundwater is expected at  $\geq 2.3\text{m}$  below the existing ground levels.

**3.3. Percolation Testing**

Percolation testing of the in situ soils was undertaken in three locations. Results of the testing are summarised below:

**Table 3 – In Situ Percolation Test Results**

| Test Location | Testing Depth (m) | Soil Type         | Permeability (m/day) |
|---------------|-------------------|-------------------|----------------------|
| PERC1-BH13    | 1.0               | SAND – Silty SAND | 2.7                  |
| PERC2-BH14    | 1.0               | SAND – Silty SAND | 2.2                  |
| PERC3-BH15    | 1.0               | Silty SAND        | 0.7                  |

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PROJECT No: D150001  
 JOB No: J171002  
 PROJECT ADDRESS: Lot 60 Monkey Mia Road, Denham  
 CLIENT: Jamie Morgan

**3.4. Laboratory Test Results**

**3.4.1. Atterberg Limits**

Selected representative soil sample were tested by Structerre’s in-house NATA accredited laboratory for Atterberg Limits, and the results are attached in Appendix 5. The summary as follow:

**Table 4 – Atterberg Limit Test Results**

| Test Hole | Depth (m) | Soil Description | Liquid Limit %<br>AS1289<br>3.1.2 | Plastic Limit %<br>AS1289<br>3.2.1 | Plasticity Index %<br>AS1289<br>3.3.1 | Linear Shrinkage %<br>AS1289 3.4.1 |
|-----------|-----------|------------------|-----------------------------------|------------------------------------|---------------------------------------|------------------------------------|
| SRP2      | 0.7 – 1.2 | Silty SAND       | Not Obtainable                    | 13                                 | Non Plastic                           | 1                                  |

Test results indicate that the natural silty sand has no shrink swell capacity or degree of expansion.

**3.4.2. Phosphorus Retention Index**

A representative soil sample was taken from depth of 0.2m-0.5m below the existing ground surface. The sample was submitted to CSBP Soil & Plant Analysis Laboratory for analysis of phosphate retention and calculation of Phosphorus Retention Index (PRI). The date of analysis was 10/2/17. The result of which is summarised in Table 5 with the certificate provided in Appendix 6.

**Table 5 – Chemical Laboratory Results**

| Sample No.      | Soil Type  | PRI (mL/g) |
|-----------------|------------|------------|
| TP4 – 0.2m-0.5m | Silty SAND | 24.5       |



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JOB No. 4171002

PROJECT ADDRESS: Lot 60 Monkey Mia Road, Denham

CLIENT: Jamie Morgan

#### 4. GEOTECHNICAL CONSTRUCTION CONSIDERATIONS

##### 4.1. Site Classification

AS 2870-2011 Residential Slabs and Footings provide guidance on site classification for residential slabs and footing design based on the expected ground surface movement and depth of expected moisture changes.

Although the proposed development falls outside the scope of AS 2870, site classification can be used to assist in the design of foundations. The foundation design should be undertaken by a Structural Engineer, taking into consideration ground bearing capacity and the acceptable total and differential settlements of the proposed foundation system.

Based on results of this investigation the site can be classified as an equivalent Class "A" provided that all unsuitable materials are removed and replaced with engineer-controlled sand fill materials in accordance with earthwork recommendations outlined in Section 4.4 in this report. The site in its current condition is classified as Class "P".

##### 4.2. Drainage

The site is suitable for on-site disposal of stormwater runoff subject to the proposed development. For on-site disposal of stormwater runoff, soakwells of sufficient sizes are required, and should be positioned a minimum of 1.2m or the depth of soakwell (whichever is greater) from any proposed or existing foundations (including those beyond the boundaries of the site) to minimise the risk of differential settlement.

To aid with the design of on-site stormwater drainage, groundwater levels and field permeability results are presented in Section 3 of this report.

##### 4.3. Seismic Site Subsoil Class

The seismic subsoil site class has been assessed in accordance with AS 1170.4-2007, using the results of this investigation and published information.

Table 6 – Summary of Seismic Parameters

| Hazard Factor | Site Sub-soil Class                     |
|---------------|---|
| 0.09          | Class C <sub>s</sub> –shallow soil site |

##### 4.4. Phosphorus Retention Index

Based on the subsurface soil profile encountered during the site investigations and the natural geological setting as per the Geological Survey of Western Australia, and the absence of water body within 100m radius, the natural soil layers can be described as strongly adsorbing (reference Method for Analysis of Phosphorus in Western Australia Soils, DG Allen & RC Jeffery, March 1990, Chemistry Centre, Agricultural Chemistry Laboratory).

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PROJECT No: D1585B1  
JOB No: J171602  
PROJECT ADDRESS: Lot 60 Monkey Mia Road, Denham  
CLIENT: Jamie Morgan

#### 4.5. Effluent Disposal

The requirements and recommendations outlined in this section are based on the assumption that the proposed effluent disposal system will be a soil absorption system – trenches, beds and mounds (i.e. leach drain). Should an alternative effluent disposal system be proposed, Structerre should be notified, as alternative requirements may be applicable due to the actual proposed system.

Based on the findings of the site investigation, the site in its current condition is not suitable for on-site effluent disposal using absorption trench and bed systems, due to presence of permeable layer (i.e. sand) to depths. To facilitate on-site effluent disposal using mounds system the following site requirements, based on AS1547-2012 and the Code of Practice for On-site Sewage Management, are considered appropriate:

- The surface gradient of the disposal area should be less than 15%.
- The disposal system should maintain a minimum distance of:
  - 100m from Public Water Supply Production Bores located in Public Drinking Water Source Areas;
  - 30m from potable private bore;
  - 20m from non-potable private bore;
  - 1.8m downslope and 3.0m upslope from property boundaries (maybe more dependent on local authority guidelines);
  - 3.0m downslope from building boundaries and 6.0m upslope from building boundaries;
  - 1.2m from driveways and paved surfaces;
  - 6.0m from sub-soil / open drains;
  - 3.0m downslope and 6.0m upslope from a swimming pool; and
  - 50m from surface water.
- The distance between the base of the disposal system and the groundwater table should not be less than 1.5m.
- On completion of the proposed disposal area, appropriate landscaping should be undertaken (i.e. planting of shallow rooted grasses / shrubs).

#### 4.6. Earthworks

##### 4.6.1. Effluent Disposal Area

Based on the requirements outlined in Section 4.5, on-site effluent disposal could be achieved through the implementation of the following earthworks:

- The topsoil and vegetation should be stripped from the disposal area.
- The exposed surface gradient should be 15% or less.
- The disposal area should ensure a minimum of 1.5m distance or greater from the base of the disposal system to the groundwater.
- On completion of the proposed disposal area appropriate landscaping should be undertaken (i.e. planting shallow rooted grasses / shrubs).

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 CLIENT: Jamie Morgan

Category 2 – 3 soils were encountered on site. It is recommended that the permeability of the construction materials be verified, to enable an appropriate design irrigation rate to be determined.

**4.6.2. Building Envelope**

All earthworks shall be undertaken in accordance with AS 3798-2007 Guidelines on Earthworks For Commercial and Residential Developments and are to include the following:

- All unsuitable materials to be stripped and removed from the site. Unsuitable materials include topsoil, deleterious and organic materials.
- It is considered that the near surface loose sand materials require improvement. Therefore, it is proposed to excavate and stockpile the materials for reuse, provided it is dry, free from clay/silt (i.e. <5%), organic and deleterious materials. The depth of excavation may vary depending on conditions encountered (i.e. presence of unsuitable materials) and is subject to inspection.
- Excavations should not exceed 2.0m and / or undermine surrounding structures. A 1V:2H slope should be maintained for temporary excavations. If excavation is required closer than the 1V:2H slope would allow, it is recommended that this office be contacted for retaining design.
- Proof compact the exposed base. The compaction requirements are set out in the table below, as per AS 3798-2007:

**Table 7 – Compaction Requirements**

| Item | Application   | Minimum relative compaction, %  |   |
|------|---|---|---|
|      |   | Minimum density ratio<br>(Standard Compaction Effort)<br>(Cohesive soils) | Minimum density index<br>(Cohesionless soils) |
| 1    | Residential - lot, fill, house, sites   | 95  | 70  |
| 2    | Commercial – fills to support minor loadings, including floor loading of up to 20kPa and isolated pad or strip footings to 100kPa | 98  | 75  |
| 3    | Fill to support pavements   |   |   |
|      | a) General fill   | 95  | 70  |
|      | b) Subgrade (to a depth of 0.3m)  | 98  | 75  |

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JOB No: 4171002  
PROJECT ADDRESS: Lot 60 Monkey Mia Road, Denham  
CLIENT: Jamie Morgan

- After excavation and proof compaction, the excavated base is to be inspected and approved by a representative from this office prior to backfilling. At this stage it can be assessed whether any further materials need to be removed or whether further compaction of the base is required.
- The ground level should be built up to design levels with the stockpiled sand materials and imported fill. If required, the imported fill should consist of free draining sand with not more than 5% passing a 75µm sieve and be free of organic matter and other deleterious materials. The fill sand materials should be placed in layers not exceeding 300mm loose thickness and compacted to achieve a minimum 8 PSP blows over the interval 150 – 450mm, 9 PSP blows over the interval 450 – 750mm and 11 PSP blows over the interval 750 – 1050mm.
- After remedial earthworks have been completed, the earthworks should be inspected and approved by a representative from this office.

The near surface ground was generally competent and should not pose an issue to site traffic movements. The material encountered near surface can be deemed as 'easy' to excavate with medium sized earthwork equipment (i.e. a 20t excavator).

Given the proposed development, it is considered that shallow excavations are likely therefore it is unlikely that groundwater will be encountered, based on the estimated depth of the groundwater.

#### 4.7. Wind Classification

In accordance with AS 4055 (2012) Wind loads for housing, wind classification of this site falls within the non-cyclonic "N3" category.

#### 4.8. Shallow Footings – Allowable Soil Bearing Capacities

Based on the findings of the current preliminary geotechnical investigation, shallow pad and strip footings are considered appropriate for the proposed development. Allowable bearing capacities for shallow footings at the site have been calculated under the following assumptions:

- The site preparation procedures specified in Section 4.5 have been carried out;
- The specified level of compaction has been achieved below the base of each footing;
- Loads are vertical and not eccentric;
- Isolated footings (i.e. interaction of foundations has not been considered);
- The foundations are flexible;
- A factor of safety (FoS) of 3.0 against bearing capacity failure;
- Maximum allowable settlement of 20mm.

The following tables present the allowable bearing pressures for pad and strip footings of various dimensions, with embedment depths of 0.5m and 1.0m below finished surface levels.

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PROJECT No: D15001  
 JOB No: J171802  
 PROJECT ADDRESS: Lot 60 Monkey Mia Road, Denham  
 CLIENT: Jamie Morgan

**Table 8 – Allowable Bearing Capacities for Pad Footings**

| Minimum Depth of Embedment (m) | Minimum Plan Dimension (m) | Allowable Bearing Capacities (kPa) | Settlement (mm) |
|--------------------------------|----------------------------|------------------------------------|-----------------|
| 0.5                            | 0.5                        | 130                                | < 20            |
|                                | 1.0                        | 165                                |                 |
|                                | 1.5                        | 195                                |                 |
|                                | 2.0                        | 230                                |                 |
| 1.0                            | 0.5                        | 270*                               | < 20            |
|                                | 1.0                        | 295*                               |                 |
|                                | 1.5                        | 320*                               |                 |
|                                | 2.0                        | 330*                               |                 |

**Table 9 – Allowable Bearing Capacities for Strip Footings**

| Minimum Depth of Embedment (m) | Minimum Plan Dimension (m) | Allowable Bearing Capacities (kPa) | Settlement (mm) |
|--------------------------------|----------------------------|------------------------------------|-----------------|
| 0.5                            | 0.5                        | 100                                | < 20            |
|                                | 1.0                        | 155                                |                 |
|                                | 1.5                        | 215                                |                 |
| 1.0                            | 0.5                        | 210                                | < 20            |
|                                | 1.0                        | 240                                |                 |
|                                | 1.5                        | 255*                               |                 |

\* Note: it is recommended to limit these values to 250kPa.

The recommended allowable bearing capacities are dependent on the site being dry and well drained, so that the foundation material does not become saturated.

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PROJECT No: D150501

JOB No. J171002

PROJECT ADDRESS: Lot 60 Monkey Mia Road, Denham

CLIENT: Jamie Morgan

The actual allowable bearing capacity of a particular foundation will be dependent on its location, geometry and founding depth, as well as the founding horizon. Therefore, once specific foundation geometries have been determined and the earthworks completed, it is recommended that the allowable bearing capacity and associated settlements be verified.

Additionally, should undermining issue prevent the excavation of the near surface loose materials, it is recommended that the allowable bearing capacity be reviewed. However, this will likely result in lower allowable bearing capacities.

**4.9. Indicative California Bearing Ratio (CBR)**

The indicative California Bearing Ratio (CBR) value of the subgrade material, following earthworks can be estimated from the site investigation results and would be appropriate for preliminary design purposes. The indicative value is shown in the below table:

Table 10 – Indicative CBR Values

| Material                              | Indicative CBR (%) | Compaction   |
|---------------------------------------|--------------------|--------------|
| Silty SAND (In situ or Imported Fill) | 15                 | 95% of MMDD* |

\* Implies the maximum dry density ratio using Modified compaction in accordance with AS 1289 5.2.1-2003.

For detailed design of the pavements, it is recommended that the CBR values be verified with laboratory Soaked CBR testing on the anticipated subgrade material.

**4.10. Conclusions**

A site investigation was carried out at the proposed commercial development site to assess the geotechnical conditions. Parameter and design recommendations are incorporated in the body of the report. The following conclusions have been drawn from the site investigation:

- The subsurface soil profile encountered comprised medium dense natural silty sand to the investigated depth of 2.3m. The natural layers were overlain at parts by very loose to loose natural silty sand layers, sand with silt, and sand platforms.
- The water table was not encountered during and after the site investigation.
- The site can be classified as an equivalent Class "A" in accordance with AS 2870-2011 provided the recommended earthworks are undertaken.
- It is considered that the site is suitable for on-site drainage.
- Recommended earthworks for effluent disposal area include stripping of unsuitable materials and fill placement within disposal area.
- Recommended earthworks for building envelope include stripping of unsuitable materials, excavating and stockpiling of loose materials, proof compaction of the base, placement of engineered fill and compaction to final levels.
- Allowable bearing capacity for pad footings range from 130kPa to 330kPa and from 100kPa to 255kPa for strip footings. The estimation of settlement of the footings is limited to 20mm.

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PROJECT No: D1588B1

JOB No: J171902

PROJECT ADDRESS: Lot 80 Monkey Mia Road, Denham

CLIENT: Jamie Morgan

**5. LIMITATION OF FIELD INVESTIGATIONS**

This report has been prepared in accordance with generally accepted consulting practice for Jamie Morgan using information supplied at the time and for the project specific requirements as understood by Structerre. To the best of our knowledge the information contained in this report is accurate at the date of issue, however it should be emphasised that any changes to ground conditions and/or the proposed structures may invalidate the recommendations given herein.

The conclusions and recommendations in this report are based on the site conditions revealed through selective point sampling, representing the conditions of the site in total, although the area investigated represents only a small portion of the site. The actual characteristics may vary significantly between successive test locations and sample intervals other than where observations, explorations and investigations have been made.

The materials and their geotechnical properties presented in this report may not represent the full range of materials and strengths that actually exist on site and the recommendations should be regarded as preliminary in nature. Allowances should be made for variability in ground conditions and any consequent impact on the development. Structerre accepts no responsibility and shall not be liable for any consequence of variations in ground conditions.

If ground conditions encountered during construction are different to that described in this report, this office should be notified immediately.

For and behalf of

STRUCTERRE CONSULTING ENGINEERS

Author: Prasudi Atmajaya  
 Title: Geotechnical Engineer  
 Credentials: BE Civil (Hons), MIEAust

**Disclaimer**

This report is at the request of the addressee and no liability is accepted by Structerre Consulting Engineers to any third person reading or relying upon the report, not withstanding any rule of law and/or equity to the contrary and that this report is strictly confidential and intended to be read and relied upon only by the addressee.

| Job #   | Revision | Authored |
|---------|----------|----------|
| J171902 | 0        | PA       |

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PROJECT No: D150001  
JOB No. J171002  
PROJECT ADDRESS: Lot 60 Monkey Mia Road, Denham  
CLIENT: Jamie Morgan

## 6. REFERENCES

Department of Water – Perth Groundwater Atlas

Geological Survey of Western Australia 1:250,000 Environmental Geology Series

AS 1170.4-2007 Structural design actions – Earthquake actions in Australia

AS 1289.3.1.2-2009 Methods of testing soils for engineering purposes – Soil classification tests  
– Determination of the liquid limit of a soil

AS 1289.3.2.1-2009 Methods of testing soils for engineering purposes – Soil classification tests  
– Determination of the plastic limit of a soil

AS 1289.3.3.1-2009 Methods of testing soils for engineering purposes – Soil classification tests  
– Calculation of the plasticity index of a soil

AS 1289.3.4.1-2009 Methods of testing soils for engineering purposes – Soil classification tests  
– Determination of the linear shrinkage of a soil

AS 1289.6.3.2-1997 Methods of testing soils for engineering purposes – Soil strength and  
consolidation tests – Determination of the penetration resistance of a soil – 9kg dynamic cone  
penetrometer test

AS 1547-2012 On-site domestic wastewater management

AS 1726-1993 Geotechnical site investigation

AS 2870-2011 Residential slabs and footings

AS 3798-2007 Guidelines on earthworks for commercial and residential developments

AS 4055-2012 Wind loads for housing

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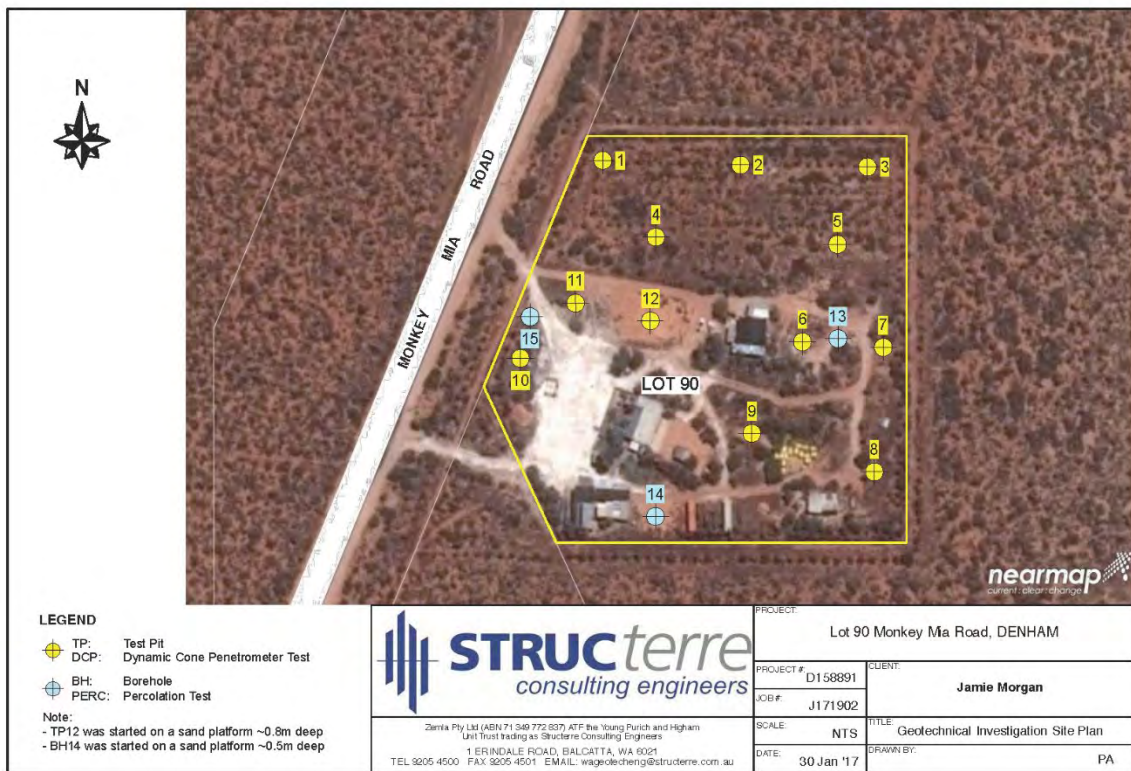


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CLIENT: Jamie Morgan





**APPENDIX 1 – SITE PLAN**

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**LEGEND**

-  TP: Test Pit
-  DCP: Dynamic Cone Penetrometer Test
-  BH: Borehole
-  PERC: Percolation Test

**Note:**  
 - TP12 was started on a sand platform ~0.8m deep  
 - BH14 was started on a sand platform ~0.5m deep



Zemke Pty Ltd (ABN 71 349 772 837) ATF the Young Purich and Higham Unit Trust trading as StrucTerre Consulting Engineers  
 1 ERINDALE ROAD, BALCATTA, WA 6021  
 TEL 9205 4500 FAX 9205 4501 EMAIL: wa@geotecheng@strucTerre.com.au

|           |            |                               |                                      |
|-----------|------------|-------------------------------|--------------------------------------|
| PROJECT   |            | Lot 90 Monkey Ma Road, DENHAM |                                      |
| PROJECT # | D158891    | CLIENT:                       | Jamie Morgan                         |
| JOB #     | J171902    |                               |                                      |
| SCALE     | NTS        | TITLE                         | Geotechnical Investigation Site Plan |
| DATE      | 30 Jan '17 | DRAWN BY:                     | PA                                   |

MINUTES OF THE ORDINARY COUNCIL MEETING

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PROJECT No: D158891  
JOB No: J171902  
PROJECT ADDRESS: Lot 90 Monkey Mia Road, Denham  
CLIENT: Jamie Morgan

**APPENDIX 2 – SITE PHOTOGRAPHS**

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021



PHOTO 1 - Viewing North from the existing Northwest entry to The Site



PHOTO 2 - Viewing Northeast from the existing Northwest entry to The Site

|   |   |                         |
|---|---|-------------------------|
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|   | PROJECT # D158891                       | CLIENT: Jamie Morgan    |
|   | JOB # J171902                           |                         |
|   | SCALE: NTS                              | TITLE: Site Photographs |
|   | DATE: 30 Jan '17                        | TAKEN BY: PA            |

MINUTES OF THE ORDINARY COUNCIL MEETING


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PHOTO 3 - Viewing Southwest from the existing Northwest entry to The Site



PHOTO 4 - Viewing South from the existing Northwest entry to The Site

|  |   |                         |
|--|---|-------------------------|
|   | PROJECT: Lot 90 Monkey Mia Road, DENHAM |                         |
|  | PROJECT # D158891                       | CLIENT: Jamie Morgan    |
|  | JOB # J171902                           |                         |
| Zemla Pty Ltd (ABN 71 349 772 837) ATF the Young Purich and Higham Unit Trust trading as StrucTerre Consulting Engineers<br>1 ERINDALE ROAD, BALCATT A, WA 6021<br>TEL 9205 4500 FAX 9205 4501 EMAIL: wageotecheng@strucTerre.com.au | SCALE: NTS                              | TITLE: Site Photographs |
|  | DATE: 30 Jan '17                        | TAKEN BY: PA            |

MINUTES OF THE ORDINARY COUNCIL MEETING


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PHOTO 5 - Viewing Southeast from the existing Northwest entry to The Site



PHOTO 6 - Viewing East from the existing Northwest entry to The Site, Note the Sand Platform where TP12 was located

|   |   |                         |
|---|---|-------------------------|
|  <p>Zemla Pty Ltd (ABN 71 349 772 837) ATF the Young Purich and Higham Unit Trust trading as StrucTerre Consulting Engineers<br/>1 ERINDALE ROAD, BALCATT A, WA 6021<br/>TEL 9205 4500 FAX 9205 4501 EMAIL: wageotecheng@strucTerre.com.au</p> | PROJECT: Lot 90 Monkey Mia Road, DENHAM |                         |
|   | PROJECT # D158891                       | CLIENT: Jamie Morgan    |
|   | JOB # J171902                           |                         |
|   | SCALE: NTS                              | TITLE: Site Photographs |
|   | DATE: 30 Jan '17                        | TAKEN BY: PA            |



MINUTES OF THE ORDINARY COUNCIL MEETING


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PHOTO 7 - Viewing Southeast, from the Southeast corner of the Sand Platform where TP12 was



PHOTO 8 - Viewing West from TP6 Location

|   |  |                      |
|---|--|----------------------|
|  | PROJECT: Lot 90 Monkey Mia Road, DENHAM  |                      |
|   | PROJECT # D158891  | CLIENT: Jamie Morgan |
|   | JOB # J171902  |                      |
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| SCALE: NTS  | TITLE: Site Photographs  |                      |
| DATE: 30 Jan '17  | TAKEN BY: PA   |                      |

MINUTES OF THE ORDINARY COUNCIL MEETING

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PHOTO 9 - Viewing Northeast from BH13 Location



PHOTO 10 - Viewing South from BH13 Location

|   |   |                         |
|---|---|-------------------------|
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|   | PROJECT # D158891                       | CLIENT: Jamie Morgan    |
|   | JOB # J171902                           |                         |
|   | SCALE: NTS                              | TITLE: Site Photographs |
|   | DATE: 30 Jan '17                        | TAKEN BY: PA            |

MINUTES OF THE ORDINARY COUNCIL MEETING


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PHOTO 11 - Viewing Northwest from TP8 Location



PHOTO 12 - Viewing North from BH14 Location

|   |   |                         |
|---|---|-------------------------|
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|   | PROJECT # D158891                       | CLIENT: Jamie Morgan    |
|   | JOB # J171902                           |                         |
|   | SCALE: NTS                              | TITLE: Site Photographs |
| DATE: 30 Jan '17  | TAKEN BY: PA                            |                         |

MINUTES OF THE ORDINARY COUNCIL MEETING

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PROJECT No: D158891  
JOB No: J171902  
PROJECT ADDRESS: Lot 90 Monkey Mia Road, Denham  
CLIENT: Jamie Morgan

**APPENDIX 3 – DCP CERTIFICATE**

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021



**DYNAMIC CONE PENETROMETER (DCP) TEST CERTIFICATE**

Project-Job No.: D158891 – J171902  
 Project: Lot 90 Monkey Mia Road,  
 Denham

Client: Jamie Morgan  
 Tested by: P. Atmajaya  
 Date: 30 January 2017

DCP Test Results in accordance with AS1289 6.3.2  
 Locations as marked on site plan dated 30/01/17

| Depth (mm)  | Test Location |              |              |              |              |              |
|-------------|---------------|--------------|--------------|--------------|--------------|--------------|
|             | DCP 1         | DCP 2        | DCP 3        | DCP 4        | DCP 5        | DCP 6        |
| 0 - 150     | 1             | 0            | 1            | 1            | 1            | 1            |
| 150 - 300   | 1             | 1            | 1            | 1            | 2            | 7            |
| 300 - 450   | 5             | 3            | 5            | 5            | 5            | 16           |
| 450 - 600   | 6             | 3            | 6            | 5            | 5            | 7            |
| 600 - 750   | 7             | 5            | 7            | 6            | 5            | 7            |
| 750 - 900   | 8             | 7            | 7            | 7            | 6            | 8            |
| 900 - 1050  | 8             | 8            | 8            | 7            | 7            | 9            |
| 1050 - 1200 | 8             | 9            | 10           | 9            | 9            | 11           |
| 1200 - 1350 | 9             | 10           | 12           | 10           | 11           | 11           |
| 1350 - 1500 | 10            | 11           | 13           | 13           | 13           | 13           |
| 1500 - 1650 | 11            | 13           | 14           | 15           | 14           | 14           |
| 1650 - 1800 | 11            | 12           | 12           | 16           | 13           | 14           |
| 1800 - 1950 | 12            | 13           | 12           | 15           | 12           | 12           |
| 1950 - 2100 | 12            | 12           | 11           | 15           | 11           | 12           |
| 2100 - 2250 | Target Depth  | Target Depth | Target Depth | Target Depth | Target Depth | Target Depth |

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1 Erindale Road, Balcatta, Western Australia 6021 | PO Box 792, Balcatta, Western Australia 6914  
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 ABN 71 348 712 857 Zemla Pty Ltd ACN 008 996 283 as trustee for the Young Dunch and Higham Unit Trust trading as Strucerre Consulting Engineers

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021



**DYNAMIC CONE PENETROMETER (DCP) TEST CERTIFICATE**

Project-Job No.: D158891 – J171902  
 Project: Lot 90 Monkey Mia Road,  
 Denham

Client: Jamie Morgan  
 Tested by: P. Atmajaya  
 Date: 30 January 2017

DCP Test Results in accordance with AS1289 6.3.2  
 Locations as marked on site plan dated 30/01/17

| Depth (mm)  | Test Location |              |              |              |              |              |
|-------------|---------------|--------------|--------------|--------------|--------------|--------------|
|             | DCP 7         | DCP 8        | DCP 9        | DCP 10       | DCP 11       | DCP 12       |
| 0 - 150     | 2             | 1            | 1            | 1            | 2            | 5            |
| 150 - 300   | 8             | 2            | 2            | 3            | 9            | 12           |
| 300 - 450   | 7             | 4            | 4            | 5            | 12           | 7            |
| 450 - 600   | 5             | 8            | 5            | 6            | 11           | 7            |
| 600 - 750   | 5             | 10           | 6            | 7            | 10           | 6            |
| 750 - 900   | 6             | 8            | 7            | 7            | 10           | 6            |
| 900 - 1050  | 8             | 8            | 8            | 9            | 11           | 6            |
| 1050 - 1200 | 9             | 10           | 10           | 11           | 11           | 6            |
| 1200 - 1350 | 10            | 10           | 10           | 13           | 14           | 7            |
| 1350 - 1500 | 10            | 12           | 10           | 11           | 16           | 7            |
| 1500 - 1650 | 11            | 13           | 9            | 10           | 15           | 7            |
| 1650 - 1800 | 11            | 15           | 9            | 9            | 16           | 7            |
| 1800 - 1950 | 12            | 15           | 8            | 8            | 17           | 8            |
| 1950 - 2100 | 12            | 15           | 8            | 9            | 17           | 8            |
| 2100 - 2250 | Target Depth  | Target Depth | Target Depth | Target Depth | Target Depth | Target Depth |

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 Phone (+618) 9205 4500 | Fax (+618) 9205 4501 | Email [wageotech@struc terre.com.au](mailto:wageotech@struc terre.com.au) | Web [www.struc terre.com.au](http://www.struc terre.com.au)  
 ABN 71 549 772 837 Zenith Pty Ltd ACN 008 996 283 as trustee for the Young Rurch and Higham Unit Trust trading as Struc terre Consulting Engineers

MINUTES OF THE ORDINARY COUNCIL MEETING

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30 JUNE 2021



PROJECT No: D158891  
JOB No: J171902  
PROJECT ADDRESS: Lot 90 Monkey Mia Road, Denham  
CLIENT: Jamie Morgan

**APPENDIX 4 – EXCAVATION & BOREHOLE LOGS**

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021



**Project** Lot 90 Monkey Mia Road, Denham  
**Client** Jamie Morgan

Test No.  
**TP1**

**Project No.** D158891    **Logged By** Prasudi Atmajaya    **Machine** Excavator    **Easting** 754926  
**Job No.** J171902    **Date** 30/01/2017    **Hole Size** 0.4 x 3.00m    **Northing** 7130533

| Depth | Graphic | Stratum Description  | Consistency | DCP Blows/150mm |    |    |    | Samples |      | Moisture | Water Level |
|-------|---------|--|-------------|-----------------|----|----|----|---------|------|----------|-------------|
|       |         |  |             | 5               | 10 | 15 | 20 | Depth   | Type |          |             |
| 1     |         | SM: Silty SAND: fine to medium grained, trace gravel, trace organic material (roots, fine roots), pale red / pale brown (Sand derived from Tamala Limestone) | VL          |                 |    |    |    |         |      | D to M   |             |
|       |         | no organic material  |             |                 |    |    |    |         |      |          |             |
|       |         |  |             | MD              |    |    |    |         |      |          | D           |
| 2     |         |  | MD-D        |                 |    |    |    |         |      |          |             |
| 3     |         | Terminated at 2.30 m   |             |                 |    |    |    |         |      |          |             |

**Remarks**

1. Termination reason: Target depth
2. Hole stability: Hole stable
3. Samples taken: None
4. Co-ordinate system: WGS 84

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1 Erindale Road, Balcatta, Western Australia 6021 | PO Box 792, Balcatta, Western Australia 6914  
 T: (08) 9420 4501 F: (08) 9420 4502 E: [info@strucengineers.com.au](mailto:info@strucengineers.com.au) | [www.strucengineers.com.au](http://www.strucengineers.com.au)  
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MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021



**Project** Lot 90 Monkey Mia Road, Denham  
**Client** Jamie Morgan

Test No.  
**TP2**

**Project No.** D158891 **Logged By** Prasudi Atmajaya **Machine** Excavator **Easting** 754967  
**Job No.** J171902 **Date** 30/01/2017 **Hole Size** 0.4 x 3.00m **Northing** 7130527

| Depth | Graphic | Stratum Description  | Consistency          | DCP Blows/150mm |    |    |    | Samples |      | Moisture | Water Level |
|-------|---------|--|----------------------|-----------------|----|----|----|---------|------|----------|-------------|
|       |         |  |                      | 5               | 10 | 15 | 20 | Depth   | Type |          |             |
| 1     |         | SM: Silty SAND: fine to medium grained, trace gravel, trace organic material (roots, fine roots), pale red / pale brown (Sand derived from Tamala Limestone) | VL                   |                 |    |    |    |         |      | D to M   |             |
|       |         |  | L                    |                 |    |    |    |         |      |          |             |
|       |         | <i>no organic material</i>   |                      |                 |    |    |    |         |      | D        |             |
|       |         |  | MD                   |                 |    |    |    |         |      |          |             |
| 2     |         |  |                      | MD-D            |    |    |    |         |      |          |             |
| 3     |         |  | Terminated at 2.30 m |                 |    |    |    |         |      |          |             |

- Remarks**
1. Termination reason: Target depth
  2. Hole stability: Hole stable
  3. Samples taken: None
  4. Co-ordinate system: WGS 84

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1 Erindale Road, Balcatta, Western Australia 6021 | PO Box 792, Balcatta, Western Australia 6914  
 Tel: +61 (0) 8 205 45011 Fax: +61 (0) 8 205 45211 Email: [info@strucengineers.com.au](mailto:info@strucengineers.com.au) | [www.strucengineers.com.au](http://www.strucengineers.com.au)  
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30 JUNE 2021



**Project** Lot 90 Monkey Mia Road, Denham  
**Client** Jamie Morgan

Test No.  
**TP3**

**Project No.** D158891    **Logged By** Prasudi Atmajaya    **Machine** Excavator    **Easting** 755016  
**Job No.** J171902    **Date** 30/01/2017    **Hole Size** 0.4 x 3.00m    **Northing** 7130529

| Depth | Graphic | Stratum Description  | Consistency | DCP Blows/150mm |    |    |    | Samples |      | Moisture | Water Level |
|-------|---------|--|-------------|-----------------|----|----|----|---------|------|----------|-------------|
|       |         |  |             | 5               | 10 | 15 | 20 | Depth   | Type |          |             |
|       |         | SM: Silty SAND: fine to medium grained, trace gravel, trace organic material (roots, fine roots), pale red / pale brown (Sand derived from Tamala Limestone) | VL          |                 |    |    |    |         |      | D to M   |             |
|       |         | <i>no organic material</i>   |             |                 |    |    |    |         |      |          |             |
| 1     |         |  | MD          |                 |    |    |    |         |      | D        |             |
|       |         |  | MD-D        |                 |    |    |    |         |      |          |             |
| 2     |         |  | MD          |                 |    |    |    |         |      |          |             |
|       |         | Terminated at 2.30 m   |             |                 |    |    |    |         |      |          |             |
| 3     |         |  |             |                 |    |    |    |         |      |          |             |

**Remarks**

1. Termination reason: Target depth
2. Hole stability: Hole stable
3. Samples taken: None
4. Co-ordinate system: WGS 84

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1 Erindale Road, Balcatta, Western Australia 6021 | PO Box 792, Balcatta, Western Australia 6914  
 Tel: +61 (0) 8205 45011 Fax: +61 (0) 8205 45211 Email: [wag@strucengineers.com.au](mailto:wag@strucengineers.com.au) | [www.strucengineers.com.au](http://www.strucengineers.com.au)  
 ABN 11 747727911 Level 11/110 Adelaide St Perth WA 6000

MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021



**Project** Lot 90 Monkey Mia Road, Denham  
**Client** Jamie Morgan

Test No.  
**TP4**

**Project No.** D158891    **Logged By** Prasudi Atmajaya    **Machine** Excavator    **Easting** 754935  
**Job No.** J171902    **Date** 30/01/2017    **Hole Size** 0.4 x 3.00m    **Northing** 7130504

| Depth | Graphic | Stratum Description  | Consistency | DCP Blows/150mm |    |    |    | Samples   |      | Moisture | Water Level |
|-------|---------|--|-------------|-----------------|----|----|----|-----------|------|----------|-------------|
|       |         |  |             | 5               | 10 | 15 | 20 | Depth     | Type |          |             |
| 1     |         | SM: Silty SAND: fine to medium grained, trace gravel, trace organic material (roots, fine roots), pale red / pale brown (Sand derived from Tamala Limestone) | VL          |                 |    |    |    | 0.2 - 0.5 | B    | D to M   |             |
|       |         | <i>no organic material</i>   |             |                 |    |    |    | 0.5 - 1.0 | B    |          |             |
| 2     |         |  | MD          |                 |    |    |    |           |      |          |             |
|       |         |  | MD-D        |                 |    |    |    |           |      | D        |             |
| 3     |         | Terminated at 2.30 m   |             |                 |    |    |    |           |      |          |             |

**Remarks**

1. Termination reason: Target depth
2. Hole stability: Hole stable
3. Samples taken: As indicated
4. Co-ordinate system: WGS 84

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**Project** Lot 90 Monkey Mia Road, Denham  
**Client** Jamie Morgan

Test No.  
**TP7**

**Project No.** D158891    **Logged By** Prasudi Atmajaya    **Machine** Excavator    **Easting** 755021  
**Job No.** J171902    **Date** 30/01/2017    **Hole Size** 0.4 x 3.00m    **Northing** 7130464

| Depth | Graphic | Stratum Description  | Consistency | DCP Blows/150mm |    |    |    | Samples |      | Moisture | Water Level |
|-------|---------|--|-------------|-----------------|----|----|----|---------|------|----------|-------------|
|       |         |  |             | 5               | 10 | 15 | 20 | Depth   | Type |          |             |
| 1     |         | SM: Silty SAND: fine to medium grained, trace gravel, trace organic material (roots, fine roots), pale red / pale brown (Sand derived from Tamala Limestone) | VL-L        |                 |    |    |    |         |      | D to M   |             |
|       |         | no organic material  | MD          |                 |    |    |    |         |      |          |             |
| 2     |         |  | MD-D        |                 |    |    |    |         |      |          |             |
| 3     |         | Terminated at 2.30 m   |             |                 |    |    |    |         |      |          |             |

**Remarks**

1. Termination reason: Target depth
2. Hole stability: Hole stable
3. Samples taken: None
4. Co-ordinate system: WGS 84

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 Tel: +61 (0) 8 205 45011 Fax: +61 (0) 8 205 45211 Email: [info@strucengineers.com.au](mailto:info@strucengineers.com.au) | [www.strucengineers.com.au](http://www.strucengineers.com.au)  
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**Project** Lot 90 Monkey Mia Road, Denham

**Client** Jamie Morgan

Test No.  
**TP8**

**Project No.** D158891 **Logged By** Prasudi Atmajaya **Machine** Excavator **Easting** 755018

**Job No.** J171902 **Date** 30/01/2017 **Hole Size** 0.4 x 3.00m **Northing** 7130412

| Depth | Graphic | Stratum Description  | Consistency | DCP Blows/150mm |    |    |    | Samples |      | Moisture | Water Level |
|-------|---------|--|-------------|-----------------|----|----|----|---------|------|----------|-------------|
|       |         |  |             | 5               | 10 | 15 | 20 | Depth   | Type |          |             |
| 1     |         | SP-SM: SAND: fine to medium grained, with silt, pale red / pale brown / patchy white, trace organic material (shell fragments) (FILL)                        | VL          |                 |    |    |    |         |      | D to M   |             |
|       |         | SM: Silty SAND: fine to medium grained, trace gravel, trace organic material (roots, fine roots), pale red / pale brown (Sand derived from Tamala Limestone) | VL-L        |                 |    |    |    |         |      |          |             |
|       |         | <i>no organic material</i>   | L           |                 |    |    |    |         |      |          |             |
| 2     |         |  | MD          |                 |    |    |    |         |      | D        |             |
|       |         |  | MD-D        |                 |    |    |    |         |      |          |             |
| 3     |         | Terminated at 2.30 m   |             |                 |    |    |    |         |      |          |             |

**Remarks**

1. Termination reason: Target depth
2. Hole stability: Hole stable
3. Samples taken: None
4. Co-ordinate system: WGS 84

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1 Erindale Road, Balcatta, Western Australia 6021 | PO Box 792, Balcatta, Western Australia 6014  
 Tel: (81) 01 9205 4501 | Fax: (81) 01 9205 4571 | Email: sales@struc.com.au | www.struc.com.au

MINUTES OF THE ORDINARY COUNCIL MEETING

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**Project** Lot 90 Monkey Mia Road, Denham

**Client** Jamie Morgan

Test No.  
**TP9**

**Project No.** D158891 **Logged By** Prasudi Atmajaya **Machine** Excavator **Easting** 754973

**Job No.** J171902 **Date** 30/01/2017 **Hole Size** 0.4 x 3.00m **Northing** 7130432

| Depth | Graphic | Stratum Description  | Consistency | DCP Blows/150mm |    |    |    | Samples |      | Moisture | Water Level |
|-------|---------|--|-------------|-----------------|----|----|----|---------|------|----------|-------------|
|       |         |  |             | 5               | 10 | 15 | 20 | Depth   | Type |          |             |
|       |         | SP-SM: SAND: fine to medium grained, with silt, pale red / pale brown / patchy white, trace organic material (shell fragments) (FILL)  | VL          |                 |    |    |    |         |      |          |             |
|       |         | SM: Silty SAND: fine to medium grained, trace gravel, trace organic material (roots, fine roots), pale red / pale brown (Sand derived from Tamala Limestone)<br><i>no organic material</i> | VL-L        |                 |    |    |    |         |      | D to M   |             |
|       |         |  | L           |                 |    |    |    |         |      |          |             |
| 1     |         |  |             |                 |    |    |    |         |      |          |             |
|       |         |  | MD          |                 |    |    |    |         |      | D        |             |
| 2     |         |  |             |                 |    |    |    |         |      |          |             |
|       |         | Terminated at 2.30 m   |             |                 |    |    |    |         |      |          |             |
| 3     |         |  |             |                 |    |    |    |         |      |          |             |

**Remarks**

1. Termination reason: Target depth
2. Hole stability: Hole stable
3. Samples taken: None
4. Co-ordinate system: WGS 84

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MINUTES OF THE ORDINARY COUNCIL MEETING

30 JUNE 2021



**Project** Lot 90 Monkey Mia Road, Denham  
**Client** Jamie Morgan

Test No.  
**TP10**

**Project No.** D158891    **Logged By** Prasudi Atmajaya    **Machine** Excavator    **Easting** 754888  
**Job No.** J171902    **Date** 30/01/2017    **Hole Size** 0.4 x 3.00m    **Northing** 7130466

| Depth | Graphic | Stratum Description   | Consistency | DCP Blows/150mm |    |    |    | Samples |      | Moisture | Water Level |
|-------|---------|---|-------------|-----------------|----|----|----|---------|------|----------|-------------|
|       |         |   |             | 5               | 10 | 15 | 20 | Depth   | Type |          |             |
| 1     |         | SM: Silty SAND: fine to medium grained, trace gravel, trace organic material (roots, fine roots), trace rubble, pale red / pale brown<br>(Sand derived from Tamala Limestone) | VL          |                 |    |    |    |         |      | D to M   |             |
|       |         | <i>no rubble</i>  | L           |                 |    |    |    |         |      |          |             |
| 2     |         | <i>no organic material</i>  | MD          |                 |    |    |    |         |      | D        |             |
|       |         |   |             |                 |    |    |    |         |      |          |             |
| 3     |         | Terminated at 2.30 m  |             |                 |    |    |    |         |      |          |             |

**Remarks**

1. Termination reason: Target depth
2. Hole stability: Hole stable
3. Samples taken: None
4. Co-ordinate system: WGS 84

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 T: (08) 9439 5205 45071 F: (08) 9439 45071 E: sales@strucengineers.com.au | www.strucengineers.com.au  
 ABN 11 747727931 Level 1/111 Acacia Road, Balcatta WA 6914. Phone: (08) 9439 5205 Fax: (08) 9439 45071 Email: sales@strucengineers.com.au



MINUTES OF THE ORDINARY COUNCIL MEETING

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**Project** Lot 90 Monkey Mia Road, Denham

**Client** Jamie Morgan

Test No.  
**TP12**

**Project No.** D158891 **Logged By** Prasudi Atmajaya **Machine** Excavator **Easting** 754936

**Job No.** J171902 **Date** 30/01/2017 **Hole Size** 0.4 x 3.00m **Northing** 7130475

| Depth | Graphic | Stratum Description  | Consistency | DCP Blows/150mm |    |    |    | Samples |      | Moisture | Water Level |
|-------|---------|--|-------------|-----------------|----|----|----|---------|------|----------|-------------|
|       |         |  |             | 5               | 10 | 15 | 20 | Depth   | Type |          |             |
|       |         | SP-SM: SAND: fine to medium grained, with silt, pale red / pale brown (FILL)   | MD          |                 |    |    |    |         |      |          |             |
|       |         |  | MD-D        |                 |    |    |    |         |      | D to M   |             |
|       |         | <i>trace organic material (shell fragments)</i>  |             |                 |    |    |    |         |      |          |             |
| 1     |         | SM: Silty SAND: fine to medium grained, trace gravel, trace organic material (roots, fine roots), pale red / pale brown (Sand derived from Tamala Limestone)<br><i>no shell fragment</i> | MD          |                 |    |    |    |         |      | D        |             |
| 2     |         |  |             |                 |    |    |    |         |      |          |             |
|       |         | Terminated at 2.30 m   |             |                 |    |    |    |         |      |          |             |
| 3     |         |  |             |                 |    |    |    |         |      |          |             |

**Remarks**

1. Termination reason: Target depth
2. Hole stability: Hole stable
3. Samples taken: None
4. Co-ordinate system: WGS 84

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 Phone: +61 8 9429 9100 Fax: +61 8 9429 9200 Email: sales@struc-terre.com.au | www.struc-terre.com.au  
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MINUTES OF THE ORDINARY COUNCIL MEETING

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**Project** Lot 90 Monkey Mia Road, Denham

**Client** Jamie Morgan

Test No.  
**BH13**

**Project No.** D158891    **Logged By** Prasudi Atmajaya    **Machine** Hand Auger    **Easting** 755006

**Job No.** J171902    **Date** 30/01/2017    **Hole Size** 0.1 x 0.07m    **Northing** 7130470

| Depth | Graphic | Stratum Description   | Consistency | DCP Blows/150mm |    |    |    | Samples |      | Moisture | Water Level |
|-------|---------|---|-------------|-----------------|----|----|----|---------|------|----------|-------------|
|       |         |   |             | 5               | 10 | 15 | 20 | Depth   | Type |          |             |
|       |         | SP-SM: SAND: fine to medium grained, with silt, pale red / pale brown / patchy white, trace organic material (shell fragments) (FILL) |             |                 |    |    |    |         |      |          |             |
|       |         | SM: Silty SAND: fine to medium grained, trace gravel, pale red / pale brown (Sand derived from Tamala Limestone)                      |             |                 |    |    |    |         |      | D to M   |             |
|       |         |   |             |                 |    |    |    |         |      | D        |             |
| 1     |         | Terminated at 1.00 m  |             |                 |    |    |    |         |      |          |             |
| 2     |         |   |             |                 |    |    |    |         |      |          |             |
| 3     |         |   |             |                 |    |    |    |         |      |          |             |

**Remarks**

1. Termination reason: Target depth
2. Hole stability: Hole stable
3. Samples taken: None
4. Co-ordinate system: WGS 84

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MINUTES OF THE ORDINARY COUNCIL MEETING

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**Project** Lot 90 Monkey Mia Road, Denham

**Client** Jamie Morgan

Test No.  
**BH14**

**Project No.** D158891 **Logged By** Prasudi Atmajaya **Machine** Hand Auger **Easting** 754938

**Job No.** J171902 **Date** 30/01/2017 **Hole Size** 0.1 x 0.07m **Northing** 7130404

| Depth | Graphic | Stratum Description  | Consistency | DCP Blows/150mm |    |    |    | Samples |      | Moisture | Water Level |
|-------|---------|--|-------------|-----------------|----|----|----|---------|------|----------|-------------|
|       |         |  |             | 5               | 10 | 15 | 20 | Depth   | Type |          |             |
|       |         | SM: Silty SAND: fine to medium grained, pale red / pale brown (FILL)   |             |                 |    |    |    |         |      |          | D to M      |
|       |         | SP-SM: SAND: fine to medium grained, trace silt, brown / red (FILL)  |             |                 |    |    |    |         |      |          |             |
|       |         | SM: Silty SAND: fine to medium grained, trace gravel, pale red / pale brown (Sand derived from Tamala Limestone) |             |                 |    |    |    |         |      |          | D           |
| 1     |         | Terminated at 1.00 m   |             |                 |    |    |    |         |      |          |             |
| 2     |         |  |             |                 |    |    |    |         |      |          |             |
| 3     |         |  |             |                 |    |    |    |         |      |          |             |

**Remarks**

1. Termination reason: Target depth
2. Hole stability: Hole stable
3. Samples taken: None
4. Co-ordinate system: WGS 84

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MINUTES OF THE ORDINARY COUNCIL MEETING

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**Project** Lot 90 Monkey Mia Road, Denham  
**Client** Jamie Morgan

Test No.  
**BH15**

**Project No.** D158891    **Logged By** Prasudi Atmajaya    **Machine** Hand Auger    **Easting** 754890  
**Job No.** J171902    **Date** 30/01/2017    **Hole Size** 0.1 x 0.07m    **Northing** 7130476

| Depth | Graphic | Stratum Description  | Consistency | DCP Blows/150mm |    |    |    | Samples |      | Moisture | Water Level |
|-------|---------|--|-------------|-----------------|----|----|----|---------|------|----------|-------------|
|       |         |  |             | 5               | 10 | 15 | 20 | Depth   | Type |          |             |
|       |         | SM: Silty SAND: fine to medium grained, trace gravel, trace organic material (roots, fine roots), pale red / pale brown (Sand derived from Tamala Limestone) |             |                 |    |    |    |         |      |          |             |
|       |         | <i>no organic material</i>   |             |                 |    |    |    |         |      | D to M   |             |
| 1     |         | Terminated at 1.00 m   |             |                 |    |    |    |         |      |          |             |
| 2     |         |  |             |                 |    |    |    |         |      |          |             |
| 3     |         |  |             |                 |    |    |    |         |      |          |             |

**Remarks**

1. Termination reason: Target depth
2. Hole stability: Hole stable
3. Samples taken: None
4. Co-ordinate system: WGS 84

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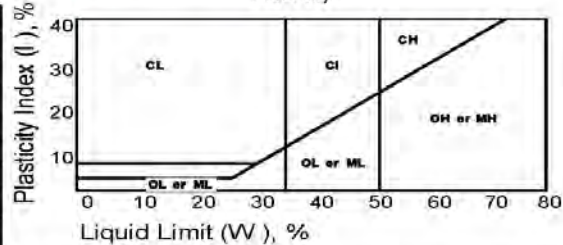


**BORELOG TERMINOLOGY**

Particle Size Distribution

| Major Division | Subdivision | Size          |
|----------------|-------------|---------------|
| Boulders       |             | > 200mm       |
| Cobbles        |             | 200 - 63mm    |
| Gravel         | Coarse      | 63 - 20mm     |
|                | Medium      | 20 - 6mm      |
| Sand           | Fine        | 6 - 2.36mm    |
|                | Coarse      | 2.36 - 0.6mm  |
|                | Medium      | 0.6 - 0.2mm   |
|                | Fine        | 0.2 - 0.075mm |

Plasticity



Consistency of Cohesive Soils

| Term       | Undrained Strength $S_u$ (kPa) | Field Guide   |
|------------|--------------------------------|---|
| Very Soft  | < 12                           | Exudes between the fingers when squeezed in hand        |
| Soft       | 12 - 25                        | Can be moulded by light finger pressure                 |
| Firm       | 25 - 50                        | Can be moulded by strong finger pressure                |
| Stiff      | 50 - 100                       | Cannot be moulded by Fingers. Can be indented by thumb. |
| Very Stiff | 100 - 200                      | Can be indented by thumb nail                           |
| Hard       | > 200                          | Can be indented with difficulty by thumb nail.          |
| Friable    | -                              | Crumbles or powders when scraped by thumbnail           |

Consistency/Density of Non-Cohesive Soils

| Term         | Density Index (%) | SPT "N" Value Comparison | Moisture Content |
|--------------|-------------------|--------------------------|------------------|
| Very Loose   | < 15              | 0 - 4                    | D Dry            |
| Loose        | 15 - 35           | 4 - 10                   | M Moist          |
| Medium Dense | 35 - 65           | 10 - 30                  | W Wet            |
| Dense        | 65 - 85           | 30 - 50                  | S Saturated      |
| Very Dense   | > 85              | > 50                     |                  |

Minor Components

| Term  | Assessment Guide  | Proportion of Minor Component In:                              |
|-------|---|--|
| Trace | Presence just detectable by feel or eye, but soil properties little or no different to general properties of primary component. | Coarse grained soils: < 5 %<br>Fine grained soils: <15%        |
| With  | Presence easily detected by feel or eye, soil properties little different to general properties of primary component            | Coarse grained soils: 5 - 12 %<br>Fine grained soils: 15 - 30% |

Soil Legend

|         |      |           |                        |
|---------|------|-----------|------------------------|
| FILL    | CLAY | GRAVEL    | CONCRETE               |
| TOPSOIL | SILT | LIMESTONE | COMBINATIONS           |
| PEAT    | SAND | BEDROCK   | eg: Clay, Silty, Sandy |

USCS

|                         |                |                                 |                                 |
|-------------------------|----------------|---------------------------------|---------------------------------|
| GW Well graded gravel   | SC Clayey sand | OL Organic low plasticity silt  | CL Low plasticity clay          |
| GP Poorly graded gravel | SM Silty sand  | ML Low plasticity silt          | CI Intermediate plasticity clay |
| SW Well graded sand     |                | MH High plasticity silt         | CH High plasticity clay         |
| SP Poorly graded sand   |                | OH Organic high plasticity silt | PT Peat                         |

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MINUTES OF THE ORDINARY COUNCIL MEETING

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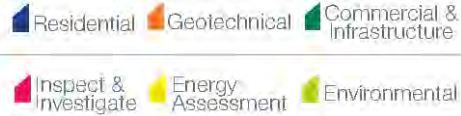
PROJECT No: D158891  
JOB No: J171902  
PROJECT ADDRESS: Lot 90 Monkey Mia Road, Denham  
CLIENT: Jamie Morgan

**APPENDIX 5 – PSD-ATTERBERGS TEST RESULTS**



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**Sample No.** 29172 **Client** Geotechnical  
**Job No.** J171902 **Project** Lot 90 Monkey Mia Road, Denham

**SAMPLE DETAILS**

BH No. / Depth : TP04 0.5-1.0m Sampling Method Client  
 Sample History : Air Dried  50°C Oven Dried  Sample Preparation AS 1289 1.1

**ATTERBERG LIMITS**

| Description         | Method        | Result (%) |
|---------------------|---------------|------------|
| Liquid Limit        | AS 1289.3.1.2 | NO         |
| Plastic Limit       | AS 1289.3.2.1 | 13         |
| Plasticity Index    | AS 1289.3.3.1 | NP         |
| Linear Shrinkage    | AS 1289.3.4.1 | 1          |
| Nature of Shrinkage |               | Flat       |


**PARTICLE SIZE DISTRIBUTION**

**Method:** AS 1289.3.6.1  
**Description:** Particle size distribution by sieve analysis

| Sieve Size (mm) | % Passing |
|-----------------|-----------|
| 19.0            | 100       |
| 2.36            | 100       |
| 0.425           | 78        |
| 0.075           | 21        |

**Material Description:** Silty SAND  
**AS 1726 Appendix A Section A2:** SM



Wayne Rozmianiec   
 Authorised Signatory

**Date:** 09-Feb-17

Soils Analysis Workbook with Full PSD V2.08 17-Nov-16

AS 1289.3.6.1 SAW Rev 1NATA Jan-15

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PROJECT No: D158891  
JOB No: J171902  
PROJECT ADDRESS: Lot 90 Monkey Mia Road, Denham  
CLIENT: Jamie Morgan

**APPENDIX 6 – PRI TEST RESULT**

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88282  
Strucrerre Consulting Engineers



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|          |               |
|----------|---------------|
| Lab No   | HVS17177      |
| Name     | TP04_0.2-0.5m |
| Code     | J171902       |
| Customer | Strucrerre    |
| Depth    | 20-50         |

Phosphorus Retention Index 24.5

CSBP Limited ABN 81 008 668 371

30 JUNE 2021

ATTACHMENT # 2

PLANNING AND DEVELOPMENT ACT 2005

RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

SHIRE OF SHARK BAY

LOCAL PLANNING SCHEME NO. 4

AMENDMENT No. 1

RESOLVED that the Council, in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Amending Schedule B of the Scheme to include the following additional special uses and conditions relating to the 'Special Use (SU10)' zone:

| No. | Description of Land                  | Special Use   | Conditions  |
|-----|--------------------------------------|---|---|
| 10  | Lot 90<br>Monkey Mia<br>Road, Denham | <p>As 'D' Uses:</p> <ul style="list-style-type: none"> <li>• Ancillary Dwelling</li> <li>• Commercial Vehicle Parking</li> <li>• Single House</li> <li>• Second Hand Dwelling</li> <li>• Home Business</li> <li>• <del>Home Occupation</del></li> <li>• Home Office</li> <li>• Home Store</li> <li>• Outbuilding(s)</li> </ul> <p>As 'A' uses:</p> <ul style="list-style-type: none"> <li>• Bulky Goods Showroom</li> <li>• Carpark</li> <li>• Convenience Store</li> <li>• Fast food outlet/ lunch bar</li> <li>• Fuel Depot</li> <li>• Industry – Light</li> <li>• Industry – Primary Production</li> <li>• Marine Filling Station</li> <li>• Motor Vehicle, boat or caravan sales</li> </ul> | <p><u>Zone Purpose:</u></p> <p>The purpose of this zone is to provide for the sale, servicing, rebuilding, storage, washing and fuelling of cars, boats and marine craft.</p> <p>The zone will also cater for a wide range of other compatible commercial, storage, light industrial and retail fuel sale uses to maximise future development opportunities.</p> <p><u>Zone Objectives:</u></p> <ul style="list-style-type: none"> <li>• <del>To ensure that any development is compatible with the Commercial and surrounding zoning.</del></li> <li>• <del>To provide for a wide range of compatible landuses encourage opportunities for mixed use development.</del></li> <li>• <del>To encourage development of</del></li> </ul> |

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|  |  |  |   |
|--|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>• Motor Vehicle Repair (including marine craft)</li> <li>• Motor Vehicle Wash (including marine craft)</li> <li>• Office</li> <li>• Restaurant/cafe</li> <li>• Roadhouse</li> <li>• Service Station</li> <li>• Shop</li> <li>• Transport Depot</li> <li>• Trade Display</li> <li>• Trade Supplies</li> <li>• Warehouse / Storage</li> <li>• Wind Farm</li> <li>• Workforce Accommodation</li> <li>• Any other uses associated with the purpose and objectives of the zone (D), at the discretion of the local government.</li> <li>• Any on site infrastructure required to service development.</li> </ul> | <p><del>an attractive place to work and conduct business.</del></p> <ul style="list-style-type: none"> <li>• To <del>promote a good quality development outcome with</del> provide quality landscaping along the Monkey Mia Road frontage.</li> <li>• To cater for workforce accommodation and maximise employment opportunities within Denham townsite.</li> <li>• <del>To ensure that all development presents a visually attractive appearance to Monkey Mia Road and Shark Bay Road as a main gateway into the Denham Townsite.</del></li> </ul> <p>Conditions:</p> <ol style="list-style-type: none"> <li>1) Development of the site shall be generally in accordance with an approved Local Development Plan, which has been prepared in accordance with Part 6, Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and approved by the local government.</li> <li>2) The Local Development Plan is to address the following:             <ol style="list-style-type: none"> <li>g) The purpose and objectives of this Special Use Zone;</li> <li>h) A layout that caters for a mixture of land uses with separation on site that minimises <del>mitigates</del> any potential for conflict between proposed uses;</li> <li>i) A Management Plan that addresses access, servicing, maintenance, waste disposal, <del>waste water disposal</del>, effluent disposal, service areas, <del>potential</del></li> </ol> </li> </ol> |
|--|--|--|---|

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|  |  |  |   |
|--|--|--|---|
|  |  |  | <p><del>emissions, contaminants</del> and rubbish management;</p> <p>j) Suitable areas on site for carparking, loading, truck parking, access and traffic movements;</p> <p>k) Accommodation of suitable perimeter or strategic fire breaks within the lot boundaries;</p> <p>l) A transport impact assessment prepared in accordance with the Western Australian Planning Commission's <i>Transport Impact Assessment Guidelines (August 2016)</i>;</p> <p><del>m) Emission management (where required by the local government);</del></p> <p><del>n) Bushfire management in accordance with any relevant state planning policy;</del></p> <p>g) The local government may require a Bushfire Attack Level assessment and / or a Bushfire Management Plan as part of an application for development approval in accordance with State Planning Policy 3.7 Planning in Bushfire Prone Areas.</p> <p>h) A Bushfire Management Plan, prepared by an accredited bushfire consultant, shall be lodged with any application for development approval of a high-risk land use in accordance with State Planning Policy 3.7 Planning in Bushfire Prone Areas.</p> <p><del>o) Any relevant land use buffers;</del></p> <p>i) Provision of quality landscaping along Monkey Mia road.</p> <p>3) The layout of carparking areas shall be designed with high regard for traffic circulation</p> |
|--|--|--|---|

MINUTES OF THE ORDINARY COUNCIL MEETING

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|  |  |  |  |
|--|--|--|--|
|  |  |  | <p>between developments on the same lot, and shall be integrated to allow for good on site traffic management and flow.</p> <p>4) The local government Council may require lodgement of a detailed landscaping plan as a condition of any development.</p> <p>5) Any external storage required as part of a proposed land use shall be <del>confined to the side or rear of a building and must be</del> adequately screened from <del>Monkey Mia Road public view</del> to the satisfaction of the local government Council. External storage does not include any trade display or motor vehicle, boat and caravan sales approved by the local government.</p> <p>6) The local government has discretion to consider advertisement(s) and shall have regard for the matters in Clause 32.17.3 of this Scheme.</p> <p>Notwithstanding condition (1), the local government may consider development prior to the approval of a Local Development Plan as provided for under Clause 56(2), Part 6, Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> |
|--|--|--|--|

30 JUNE 2021

**16.0 TOURISM, RECREATION AND CULTURE REPORT**

**16.1 COMMUNITY HUB HUGHES STREET – SHARK BAY COMMUNITY RESOURCE CENTRE P4012**

AUTHOR

Community Development Officer

DISCLOSURE OF ANY INTEREST

Nil

Officer Recommendation

That Council approve the Shark Bay Community Resource Centre request to utilise the new “Community Hub” at 29 Hughes Street Denham for a weekly Mum/Dad and Bubs group and request the administration to develop a Memorandum of Understanding with the Shark Bay Community Resource Centre.

AND

Council approves a rental fee of \$\_\_\_\_\_ be payable by Shark Bay Community Resource Centre per week/fortnight/month for facility hire.

Moved Cr Ridgley

Seconded Cr Stubberfield

**Council Resolution**

**That Council approve the Shark Bay Community Resource Centre request to utilise the new “Community Hub” at 29 Hughes Street Denham for a weekly Mum/Dad and Bubs group and request the administration to develop a Memorandum of Understanding with the Shark Bay Community Resource Centre.**

**AND**

**Council approves the use of the new Community Hub at 29 Hughes Street free of charge by the Shark Bay Community Resource Centre for the Mum/Dad and Bubs group and Council review the fees on 30 June 2022.**

**5/0 CARRIED**

BACKGROUND

In September 2020, the Shire of Shark Bay was successful in receiving a grant from the Community Gaming Trust to build a purpose designed Men’s Shed. One of the funding conditions of the \$110,287 grant was that a “Community Hub” be developed. This Hub was to be created by co-locating the Shed close to the blue building on Hughes Street and, once the Day Care service had moved to the new facility at Francis Street, offering use of the vacated building to local community groups.

At the Ordinary Council Meeting on 28 April 2021, Council resolved:

***That Council request the administration to develop Memorandums of Understanding with individual community groups for use of space, as approved by Council, within the new “Community Hub” at 29 Hughes Street Denham.***

**7/0 CARRIED**



## MINUTES OF THE ORDINARY COUNCIL MEETING

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Consistent with the grant conditions and Council's resolution, the Shire Administration held discussions with interested community groups about using the facility. On 13 May 2021 an Expression of Interest was received from the Shark Bay Community Resource Centre on behalf of their family friendly program "Mum/Dad and Bubs Sanity Saver" group.

### COMMENT

The Shark Bay Community Resource Centre currently operates the social family friendly program for local Mum's and Dad's with young children to meet on a weekly basis, at the Shark Bay Bowling, Sport & Recreation Club. The sessions are held on a Friday morning between 9.30am – 11.30am. The Shark Bay Community Resource Centre recognises the new "Community Hub" facility is the most suitable environment for children as the facility was previously used for a day care service.

The group is seeking to use the kitchen, indoor and outdoor play area, as well as a storage facility to keep play equipment. The Memorandum would set out what physical area the group could use, both exclusively and jointly. It is suggested the Memorandum be revisited in December 2022 to see if any changes to the Terms are required.

The Shark Bay Community Resource Centre's request to use the facility is for 3 hours per week (2 hours for the Mums/Dabs and Bubs activity and 1 hour for set up and pack away), and their request for no usage fee is noted.

The group currently uses the Shark Bay Bowling, Sport & Recreation Club free of charge. While \$3 is donated by participants each session, this is used for tea, coffee and morning tea items.

### LEGAL IMPLICATIONS

The grant agreement with the Gaming Community Trust requires the establishment of a Community Hub with the Men's Shed and at least one other community group within 12 months.

### POLICY IMPLICATIONS

There are no policy implications

### FINANCIAL IMPLICATIONS

This is a retrospective grant so grant conditions must be met before the grant monies are paid to the Shire.

### STRATEGIC IMPLICATIONS

Social Objective: A safe, welcoming and inclusive community.

5.1 Support provision of essential community services and facilities

5.2 Support inclusion, involvement and wellbeing

### RISK MANAGEMENT

This is a low risk item

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Executive Manager Community Development

Chief Executive Officer

Date of Report

*D Wilkes*

*P Anderson*

4 June 2021

30 JUNE 2021



7<sup>th</sup> May 2021

Shire of Shark Bay  
65 Knight Terrace  
Denham WA 6537

**RE: Letter of Request**

To whom it may concern,

The Shark Bay Community Resource Centre is keen to express our interest to the Shire to have the option of using the Community Hub building on Hughes St for family friendly community groups such as Mum's/Dad's and Bubs Sanity Saver.

The CRC is a not for profit and runs groups such as Mum's and Bub's in order to provide support to families in Shark Bay. Family friendly get togethers can provide an opportunity for new families and first time Mums/Dads to gather and share parenting advice and tips from others going through similar situations. Community sessions such as Mum's and Bub's recognise the importance of social cohesion, provide a sense of belonging and softens what can be a difficult time for many with raising children in a remote area and being far away from the support of other family members such as Grandparents.

Currently, we have a morning tea most Friday mornings at the Bowling, Sport and Recreation Club between 9:30am and 11:30am. We are hoping to change from the Bowling Club to the Community Hub because if we were to use the Community Hub we would be able to expand on the play area and utilize the equipment that Playgroup has left at the building. We would require use of the kitchen, an indoor play area and an outdoor area probably once a week on a Friday morning for 3 hours. Ideally, it would make sense if we could have a shed to store outdoor play equipment and an indoor space that we could also utilise for furniture (tables, chairs, toy and book shelves), craft and other toys. Some storage for morning tea/kitchenware/fridge space would also be practical in the kitchen area.

The Mum's and Bub's sessions were set up as fall out from the initial COVID lock down in 2020. As Kindy Gym wasn't able to go ahead due to COVID restrictions at the Rec Centre, many parents were contacting the SBCRC asking when Kindy Gym could happen again. There appeared to be a demand for this demographic and type of activity so CRC set up a morning tea in the court yard at the back of CRC based on a booking system (and limited to babies under the age of 2) to keep the numbers according to the government restrictions. With the success of these morning tea's and the restrictions eased, the CRC was able open it up to any families with children under the age 5. For a safer space for this children's age group (they are

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running) and being at the mercy of the weather, the CRC Courtyard wasn't very suitable anymore, we moved the sessions to the Bowling Club who kindly have allowed us to use the building for free so far. Many families have enjoyed coming together, sharing a morning tea and a chat together, with over 21 families, including Grandparents using the group since we started in May 2020. Regular session attendance is between 10-20 participants. There is a small weekly fee (\$3) to cover the costs of morning tea for each family attending the sessions.

Taking the above factors into consideration, the SBCRC is seeking to have the fee for usage of the Community Hub building if approved to be kept minimal or even waived if possible as this venue would be quite beneficial for a group such as the Mum's/Dad's and Bub's Sanity Saver.

Should you wish to discuss any further please do not hesitate to contact myself on 043 993 8125 or 08 99481 787.

Kind regards

Natalie Dul  
Project Officer  
Shark Bay Community Resource Centre

30 JUNE 2021

16.2 COMMUNITY HUB HUGHES STREET – SHARK BAY COMMUNITY MEN’S SHED  
P4012

AUTHOR

Community Development Officer

DISCLOSURE OF ANY INTEREST

Nil

Officer Recommendation

That Council request the administration to develop a Memorandum of Understanding with the Shark Bay Community Men’s Shed to utilise the new Shed at 29 Hughes Street.

And

Council approves a rental fee of \$\_\_\_\_\_ be payable by the Shark Bay Community Men’s Shed per week/fortnight/month for facility hire.

Moved

Cr Fenny

Seconded

Cr Stubberfield

**Council Resolution**

**That Council request the administration to develop a Memorandum of Understanding with the Shark Bay Community Men’s Shed to utilise the new Shed at 29 Hughes Street.**

**And**

**Council approves the use of the new Community Hub at 29 Hughes Street free of charge by the Shark Bay Community Men’s Send and Council review the fees on 30 June 2022.**

**5/0 CARRIED**

BACKGROUND

In September 2020, the Shire of Shark Bay was successful in receiving a grant from the Community Gaming Trust to build a purpose designed Men’s Shed. One of the funding conditions of the \$110,287 grant was that a “Community Hub” be developed. This Hub was to be created by co-locating the Shed close to the blue building on Hughes Street and, once the Day Care service had moved to the new facility at Francis Street, offering use of the vacated building to local community groups.

At the Ordinary Council Meeting on 28 April 2021, Council resolved:

***That Council request the administration to develop Memorandums of Understanding with individual community groups for use of space, as approved by Council, within the new “Community Hub” at 29 Hughes Street Denham.***

**7/0 CARRIED**

The new Shed is expected to be installed in late June 2021, and a Memorandum of Understanding needs to be developed with the Men’s Shed to enable them to utilise the custom designed space.

COMMENT

The Shark Bay Community Men’s Shed formed their first Steering Committee in March 2018 and became an Incorporated Community group in May of that year.

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Since inception, the Shed has been operating from a private premise in Denham, but that premise has no electricity or water. This premise has recently been sold but the Men's Shed have negotiated with the new owner that they can store their equipment there until the new Shed is finished and ready to be used.

In recent months the Shed has seen a reduction in membership numbers, and currently only has three members. This is most likely due to the lack of electricity and water, as well as the temporary nature, of the current premise. Once they are located in the new building, the Men's Shed intends to undertake a membership drive to increase their numbers.

The Shark Bay Community Men's Shed has indicated they are willing to pay a nominated rental fee once their membership numbers increase. At the present time they are hoping for free, or nominal cost, to use the purpose designed Men's Shed and any shared areas within blue building (eg kitchen).

The Shire administration have been in discussion with several groups about use of space within the new Community Hub, and the proposed Memorandum would set out what physical area the group could use, both exclusively and jointly, as well as how running costs such as electricity and water would be divided between various groups using the Community Hub. It is suggested the Memorandum be revisited in December 2022 to see if any changes to the Terms are required.

### LEGAL IMPLICATIONS

The grant agreement with the Gaming Community Trust requires the establishment of a Community Hub with the Men's Shed and at least one other community group within 12 months.

### POLICY IMPLICATIONS

There are no policy implications

### FINANCIAL IMPLICATIONS

This is a retrospective grant so grant conditions must be met before the grant monies are paid to the Shire.

### STRATEGIC IMPLICATIONS

Social Objective: A safe, welcoming and inclusive community.

5.1 Support provision of essential community services and facilities

5.2 Support inclusion, involvement and wellbeing

### RISK MANAGEMENT

This is a low risk item

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Executive Manager Community Development *D Wilkes*

Chief Executive Officer *P Anderson*

Date of Report 15 June 2021

30 JUNE 2021

16.3 COMMUNITY HUB HUGHES STREET – SHARK BAY WAR ON WASTE  
P4012

AUTHOR

Community Development Officer

DISCLOSURE OF ANY INTEREST

Nil

Officer Recommendation

That Council approve the Shark Bay War on Waste request to utilise the new “Community Hub” at 29 Hughes Street Denham for an Op Shop and request the administration to develop a Memorandum of Understanding with the Shark Bay War on Waste group.

And

Council approves a rental fee of \$\_\_\_\_\_ be payable by Shark Bay War on Waste per week/fortnight/month for facility hire.

Moved            Cr Stubberfield  
Seconded       Cr Bellottie

Council Resolution

**That Council approve the Shark Bay War on Waste request to utilise the new “Community Hub” at 29 Hughes Street Denham for an Op Shop and request the administration to develop a Memorandum of Understanding with the Shark Bay War on Waste group.**

And

**Council approves the use of the new Community Hub at 29 Hughes Street free of charge by the Shark Bay War on Waste group and Council review the fees on 30 June 2022.**

**5/0 CARRIED**

BACKGROUND

In September 2020, the Shire of Shark Bay was successful in receiving a grant from the Community Gaming Trust to build a purpose designed Men’s Shed. One of the funding conditions of the \$110,287 grant was that a “Community Hub” be developed. This Hub was to be created by co-locating the Shed close to the blue building on Hughes Street and, once the Day Care service had moved to the new facility at Francis Street, offering use of the vacated building to local community groups.

At the Ordinary Council Meeting on 28 April 2021, Council resolved:

***That Council request the administration to develop Memorandums of Understanding with individual community groups for use of space, as approved by Council, within the new “Community Hub” at 29 Hughes Street Denham.***

**7/0 CARRIED**

Consistent with the grant conditions and Council’s resolution, the Shire Administration held discussions with interested community groups about using the

## MINUTES OF THE ORDINARY COUNCIL MEETING

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facility. 31 May 2021, an Expression of Interest was received from the Shark Bay War on Waste to operate local Op Shop at the "Community Hub".

### COMMENT

The Shark Bay War on Waste was established in 2018 by likeminded environmental enthusiasts to reduce waste in Denham. The group operated a successful Op Shop, but closed in 2019 due to limited location options. The enthusiastic volunteers are seeking to recommence the Op Shop and have requested the use of the front room (with front entrance access) and the adjoining storage room. Initially, the Op Shop will be operational once during the week and once during the weekend. If interest and volunteer capacity allow, the Op Shop will be operational multiple times during the week.

The Memorandum would set out what physical area the group could use, both exclusively and jointly, as well as how running costs such as electricity and water would be divided between the groups. It is suggested these Memorandum be revisited in December 2022 to see if any changes to the Terms are required.

Shark Bay War on Waste has indicated they are willing to pay a nominated rental fee to share the running costs with Shark Bay Men's Shed. The group is currently profitable from their sales in 2018 & 2019.

The group have highlighted how they have previously contributed funding back to the community and wish to continue this contribution.

### LEGAL IMPLICATIONS

The grant agreement with the Gaming Community Trust requires the establishment of a Community Hub with the Men's Shed and at least one other community group within 12 months.

### POLICY IMPLICATIONS

There are no policy implications

### FINANCIAL IMPLICATIONS

This is a retrospective grant so grant conditions must be met before the grant monies are paid to the Shire.

### STRATEGIC IMPLICATIONS

Social Objective: A safe, welcoming and inclusive community.

5.1 Support provision of essential community services and facilities

5.2 Support inclusion, involvement and wellbeing

### RISK MANAGEMENT

This is a low risk item

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Executive Manager Community Development

Chief Executive Officer

Date of Report

*D Wilkes*

*P Anderson*

4 June 2021

## MINUTES OF THE ORDINARY COUNCIL MEETING

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30 JUNE 2021

Shire of Shark Bay  
Chief Executive Office  
65 Knight Terrace  
Denham WA  
6537

To Paul Anderson,

Shark Bay War on Waste (WOW) community group hereby requests the use of the old Day Care Centre on Hughes Street and to be included in the 'Community Hub'.

The main purpose would be for the running of an Op Shop from within the building a couple of days a week. It would also be a meeting place for any WOW meetings or events.

On an initial inspection of the building with Candace and Tony from the men's shed late in 2020 the front two rooms that open onto the veranda were recommended for the op shop so we would like to request those two. WOW is in a position to pay rent if necessary and can provide an initial bond if required. We are happy to share running costs with the men's shed.

Initially I predict that the shop will open for at least one weekend day with myself operating it, then once our volunteers are confirmed I can see us being in a position to operate one or more weekdays as well.

WOW was created in 2018 with the aim of reducing waste in our small town. Some locals that are passionate about the environment wanted to make positive changes in the town, so we came together with our ideas and created this community group. The core members of WOW are myself (Khayla Wordsworth), Laura Tomlinson, Josie Council, Sally Capewell, Chris Warren, and Jo Fitzgerald. An Op Shop was in operation for one year and there were many other volunteers from the community that lent a hand. Julie Robins, Corina Robins and Bev Casey were regular op shop volunteers. WOW group is open to anyone in town and the group page on Facebook currently has 40 members.

The Op Shop was a welcomed addition to the town and was popular with the locals as they had somewhere to send their unused goods that was not landfill. It was also very popular with tourists who needed to pick something up on their travels or wanted to offload some gear! The Op Shop was also fantastic at bringing people together, creating a sense of community and encouraging people to Act Belong Commit.

The Op Shop made profit which funded some initiatives. We sponsored the Shark Bay Fishing Fiesta in 2019 by providing the food and beverage vendors with compostable cutlery so there was minimal plastic sent to landfill. We also played a role in phasing out single use plastic straws at RAC Monkey Mia resort, the Heritage Hotel, Shark Bay Hotel and the Bowling Club by providing them with paper based straws (funded by the op shop profits) and resources to reorder them. Another successful initiative was the boomerang bags. WOW held busy bees to make the bags and volunteers continued to make bags at home. These bags were provided at the two supermarkets for customer use as an alternative to plastic bags. Funds were also donated back to the community.

The establishment of an Op Shop at the Hughes St Community Hub would provide WOW the necessary funds to continue providing ecofriendly alternatives, to donate back into the town and



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30 JUNE 2021

provide a space for ongoing education on the importance of reducing waste. It would also heighten community spirit and mental wellbeing. Lastly it would be an added 'retail experience' for tourists. Please consider our application and do not hesitate to get in contact with myself or any other group members should you have any questions.

Yours sincerely,  
Khayla Wordsworth, on behalf of Shark Bay War on Waste.

Personal: 0400210827

Facebook: Shark Bay War on Waste

30 JUNE 2021

**17.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

There were no motions of which previous notice have been given.

**18.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

There was no urgent business approved by the Persson presiding or by decision.

**19.0 MATTERS BEHIND CLOSED DOORS**

Moved Cr Fenny  
Seconded Cr Ridgley

**Council Resolution**

**That the meeting be closed to members of the public in accordance with section 5.23(2) of the Local Government Act 1995 for Council to discuss matters of a confidential nature.**

**5/0 CARRIED**

Ms Wilkes left the Council Chamber at 5.26 pm.

**19.1 PURCHASE OF NEW WORKS MANAGERS VEHICLE**  
FM00055 PL00003

AUTHOR  
Works Manager

DISCLOSURE OF ANY INTEREST  
Nil

Moved Cr Ridgely  
Seconded Cr Fenny

**Council Resolution**

**That Council consider the officers recommendation as contained within the confidential report.**

**5/0 CARRIED**

Moved Cr Ridgley  
Seconded Cr Fenny

**Council Resolution**

**That Council accept the quotation from Mid West Autos for the supply of one new XLT Ford Ranger and accept the public pricing from Purely Commercial for Council's current XLT Ford Ranger, Registration 1GXX716.**

**5/0 CARRIED**

30 JUNE 2021

19.2 PURCHASE OF NEW CHIEF EXECUTIVE OFFICER VEHICLE  
FM00055 PL00003

AUTHOR  
Works Manager

DISCLOSURE OF ANY INTEREST  
Nil

Moved Cr Fenny  
Seconded Cr Bellottie

**Council Resolution**

**That Council consider the officers recommendation as contained within the confidential report.**

**5/0 CARRIED**

Moved Cr Stubberfield  
Seconded Cr Ridgley

**Council Resolution**

**That Council accept the quotation from Carnarvon Toyota for the supply of one new GXL Toyota Prado and accept the trade price from Carnarvon Toyota for Council's current VX Toyota Prado, Registration 0 SB.**

**5/0 CARRIED**

Moved Cr Ridgely  
Seconded Cr Bellottie

**Council Resolution**

**That the meeting be reopened to the members of the public.**

**5/0 CARRIED**

**20.0 DATE AND TIME OF NEXT MEETING**

The next Ordinary meeting of the Shark Bay Shire Council will be held on the 28 July 2021, commencing at 3.00 pm.

**21.0 CLOSURE OF MEETING**

As there was no further business the President closed the Ordinary Council meeting at 5.40 pm.