

# Shire of Shark Bay

**Minutes of the Ordinary Council  
meeting held on the  
30 November 2016**



Dirk Hartog's Plate



30 NOVEMBER 2016



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## MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

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 November 2016 commencing at 3.00 pm.

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MINUTES OF THE ORDINARY COUNCIL MEETING

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1. **DECLARATION OF OPENING**

The President declared the meeting open at 3.00pm .

2. **RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED**

ATTENDANCES

Cr C Cowell	President
Cr K Capewell	Deputy President
Cr L Bellottie	
Cr K Laundry	
Cr G Ridgley	
Cr E Fenny	Useless Loop / Pastoral Ward

Mr P Anderson	Chief Executive Officer
Ms C Wood	Executive Manager Finance and Administration
Ms L Butterly	Executive Manager Community Development
Mr B Galvin	Works Manager
Mrs F Hoult	Works Assistant
Ms J Yorke	Administration Assistant

APOLOGIES

Cr M Prior	Leave of Absence granted OCM 26 October 2016 Item 5.1
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VISITORS

Mr Vince Catania MLA, Mr Barry Beales, Ms Barbara Stormon, Mr Yohan Bakker and Ms Wilander Princee.

3. **SWEARING IN OF NEWLY ELECTED COUNCILLOR**

Pursuant to Section 2.29 of the Local Government Act 1995 and before the President, Cr Cowell, Councillor Elect Fenny signed his Declaration of Office of Councillor for the Shire of Shark Bay.

4. **RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE**

There are no previous public questions on notice.

5. **PUBLIC QUESTION TIME**

The President opened public question time at 3.02pm.

Mr Barry Beales addressed the Council on behalf of the Shark Bay Bowling Club in regards to item 20.2. on the Council agenda and further outlined the issues associated with the request for a self- supporting loan of \$20,000.

The President closed public question time at 3.17pm.

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6. **APPLICATIONS FOR LEAVE**

There were no applications for leave.

7. **PETITIONS**

There were no petitions presented to Council.

8. **CONFIRMATION OF MINUTES**

8.1 **CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 26 OCTOBER 2016**

Moved Cr Capewell  
Seconded Cr Bellottie

**Council Resolution**

**That the minutes of the Ordinary Council meeting held on 26 October 2016, as circulated to all Councillors, be confirmed as a true and accurate record.**

**6/0 CARRIED**

9. **ANNOUNCEMENTS BY THE CHAIR**

Mr Vince Catania MLA addressed Council regarding the National Party policy on regulated airline services to rural and remote areas and the advantages of this policy to resident and the tourism industry.

Mr Catania also outlined the current policy of the national party regarding the mining rental levy and expanded on the reasoning behind the nationals push to increase the rental amount to realistic current values.

Mr Vince Catania MLA presented to the Council a cheque for Lottery West Grant of \$89,310 that was for the construction of the adventure playground.

10. **PRESIDENT'S REPORT**

GV00002

**Council Committee Membership**

Member	Audit Committee
Member (Chair)	Western Australian Local Government Association Country Zone – Gascoyne Region
Member	Development Assessment Panel
Member (Chair)	Shark Bay 2016 Commemoration Advisory Committee
Deputy Delegate	Works Committee
Deputy Delegate	Gascoyne Regional Collaboration Group
Deputy Delegate	The Aviation Community Consultation Group

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Other Committee Membership

Member	Gascoyne Development Commission Board
Member (Chair)	Gascoyne Development Commission Audit and Risk Sub-Committee
Acting Chair	Ningaloo-Shark Bay National Landscapes Steering Committee
Member (Chair)	Local Emergency Management Committee
Member	Gascoyne Tourism Board
Delegate	Western Australian Local Government Association – State Council

Meeting Attendance

24 November 2016	Local Emergency Management Committee meeting
25 November	Western Australian Local Government Association Country Zone meeting – Carnarvon Gascoyne Regional Road Group – Carnarvon
30 November	November Ordinary Council meeting The Aviation Community Consultation Group Annual Electors Meeting

Signatures

Councillor	<i>Councillor Cowell</i>
Date of Report	22 November 2016

Moved Cr Bellottie  
Seconded Cr Ridgley

Council Resolution

**That the President's activity report for November 2016 be received.**

**6/0 CARRIED**

**11. COUNCILLORS' REPORTS**

11.1 Cr Prior  
GV00006

Nil report of the November 2016 Ordinary Council meeting.

11.2 Cr Bellottie  
GV00010

Nil report of the November 2016 Ordinary Council meeting.

11.3 Cr Capewell  
GV00005

Committee Membership

Member	Works Committee
Member	Audit Committee

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Deputy Delegate Shark Bay Marine Facilities Management Committee  
Deputy Delegate Regional Road Group  
Deputy Delegate Gascoyne Zone of Western Australian Local Government Association

Meeting Attendance

25 November 2016 Attended the Gascoyne Regional Road Group meeting and the Western Australian Local Government Gascoyne Zone meeting in Carnarvon  
30 Nov Ordinary Council meeting

Signatures

Councillor *Councillor Capewell*  
Date of Report 10 November 2016

Moved Cr Ridgley  
Seconded Cr Laundry

Council Resolution

**That Councillor Capewell's November 2016 report on activities as Council representative be received.**

**6/0 CARRIED**

11.4 Cr Ridgley  
GV00008

Committee Membership

Member Works Committee  
Member Audit Committee  
Member Shark Bay Marine Facilities Management Committee  
Member Shark Bay 2016 Commemoration Advisory Committee  
Member Regional Collaboration Group – Gascoyne  
Member Shark Bay Community Resource Centre Committee

Meeting Attendance

8 November 2016 Attended the Tourism Association meeting in Cr Prior absence  
13 Nov Attended the Shark Bay Community Resource Centre Committee meeting

Signatures

Councillor *Councillor Ridgley*  
Date of Report 10 November 2016

Moved Cr Bellottie  
Seconded Cr Fenny

Council Resolution

**That Councillor Ridgley's November 2016 report on activities as Council representative be received.**

**6/0 CARRIED**

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11.5 Cr Laundry  
GV00013

Committee Membership

Member	Audit Committee
Member	Works Committee
Member	Shark Bay Arts Council
Proxy Member	Development Assessment Panel

Meeting Attendance

11 November 2016 Represented the Council at Remembrance Day at the Shark Bay School

Signatures

Councillor *Councillor Laundry*

Date of Report 11 November 2016

Moved Cr Capewell  
Seconded Cr Ridgley

Council Resolution

**That Councillor Laundry's November 2016 report on activities as Council representative be received.**

**6/0 CARRIED**

**The President advised Council that due to one of the issues in section 20 Urgent Business, scheduled for later in the agenda dealing with the Shark Bay Bowling Club, it would be preferably if this item could be dealt with next and brought item 20 urgent business forward in the agenda**

**20. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

Moved Cr Capewell  
Seconded Cr Ridgley

Council Resolution

**That Council accept the tabling of urgent business items as follows:  
20.1 Application for leave of Absence – Cr Laundry  
20.2 Shark Bay Bowling club**

**6/0 CARRIED**

30 NOVEMBER 2016

Moved Cr Bellottie  
Seconded Cr Capewell

**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.**

**6/0 CARRIED**

Shire Staff (excluding the Chief Executive Officer) and guests left Council Chambers at 4:10pm.

20.1 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR LAUNDRY  
GV00013

Author  
Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Capewell  
Seconded Cr Laundry

**Council Resolution**

**Councillor Laundry 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 the 19 December 2016.**

**6/0 CARRIED**

Background

Councillor Laundry has applied for leave of absence from the ordinary meeting of Council scheduled for 19 December 2016. 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 Laundry has advised the Chief Executive Officer due to personal reasons he will be unable to attend the Ordinary meeting of Council scheduled to be held on the 19 December 2016 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 his obligations have been met in accordance with the Local Government Act.

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

Legal Implications

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### **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 each 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 associated with this report.

### Financial Implications

There are no financial implications associated with this report.

### Strategic Implications

There are no strategic implications associated with this report.

### Voting Requirements

Simple Majority Required

### Signatures

Chief Executive Officer  
Date of Report

*P Anderson*  
25 November 2016

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20.2 SHARK BAY BOWLING CLUB  
P4071

AUTHOR

CHIEF EXECUTIVE OFFICER

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Capewell

Seconded Cr Ridgley

**Council Resolution**

**That Council:**

**Approve the request from the Shark Bay Bowling Club for a \$20,000 self-supporting loan in accordance with Council Policy 2.6 Self-Supporting Loans on the following conditions:**

- a. **Loan term 4 Years**
- b. **Interest rate 3% pa**
- c. **That a Council representative be appointed to the Shark Bay Bowling Club committee with voting rights and detailed monthly statements be presented to the Council administration.**
- d. **That an extraordinary annual general meeting of the Shark Bay Bowling Club be called in March 2017 to elect all positions on the committee**

**6/0 CARRIED**

BACKGROUND

The Shark Bay Bowling Club is a not for profit community organisation that leases Reserve 40344 (recreation) from the Shire on a 21 year lease agreement.

The Clubs Vice President and secretary/treasurer have met with the Chief Executive Officer and advised of recent financial issues and this has been supported by the written request (attached) for a self-supporting loan of \$20,000.

The correspondence advises of the issues that may have led to the recent financial issues and actions that have been undertaken by the Club to address these issues.

COMMENT

The submission from the Vice President (attached) in part states:

*The Shark Bay Bowling Club was doing well financially until the AGM held on 7<sup>th</sup> July 2016, and the election of office bearers for the Club which changed the management structure. The main problem the Club encountered since the appointment of new kitchen staff who were employed three nights a week to manage the kitchen.*

The correspondence has identified the 3 month period where significant losses were recorded and has detailed the reasons that contributed to the loss.

The Vice President has also detailed the actions that have been undertaken since the losses were made aware to the committee including but not limited to;

*Running the Club with volunteers and paying a minimal wage to the secretary/treasurer*

## MINUTES OF THE ORDINARY COUNCIL MEETING

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*Turning off cool rooms to reduce the power consumption*  
*Selling excess stock*  
*Undertaking functions that are managed by volunteers.*

The actions taken by the Club in ceasing the kitchen operations and significantly reducing the level of paid staff will reduce the outgoings as the wages were a significant portion of the expenses listed on the statements presented.

This will return the Club to a predominately Club/community volunteer organisation which may negatively impact upon the operational hours for sales and subsequent income that could be generated.

The Bowling Club have provided statements from the financial years 2014, 2015 and 2016 and an up to date financial statement, further Ms C Woods (Executive Manager Financial Services) has undertaken a review of the finances of the Bowling Club and has provided a detailed report in the financial implications section of this report.

The review has highlighted additional areas of significant concern in regard to the financial position and overall management of the Bowling Club prior to the period identified by the Vice President, which in conjunction with the actions already being put in place need to be addressed urgently.

The figures presented for the 2015/2016 year and the 2016/2017 year indicate that while sales are reducing the level of stock being purchased or on hand did not reduce in line with the reduction.

This has seen a significant decline in the gross profit percentages which should be maintained at a level of 50% or higher.

This can be attributed to number of factors including, but not limited to the misappropriation of funds and/or stock and poor stock control resulting in excess wastage.

Further to the actions implemented by the Vice President, greater controls need to be implemented and followed up in the areas of stock and cash control for volunteers and employees.

While a certain degree of trust must be placed in volunteers and employees there should be financial controls and measures in place to protect volunteers and members to ensure the interests of the Club are to the forefront.

To further compound the financial cash flow, issue a community grant from the Gascoyne Development Commission for reticulation of the Bowling Green (\$22,000 Gst Inc.) received in July 2016 has been included in the operating income and utilised to cover the shortfalls created by other over expenditures.

In the event this project is not undertaken these funds would need to be repaid and it is the Chief Executive Officer's understanding that this project had been committed prior to the cash flow issues being identified.

The project will assist the Club in reducing the need to pay or have a volunteer manually water the bowling greens, which is a labour intensive task.

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The Bowling Club has indicated in their correspondence that they provide a social and competitive opportunity during the winter months for bowlers who live in the community and also those who travel to Shark Bay.

The bowling calendar provides for a significant number of tourists that have been visiting Shark Bay for a number of years.

The annual carnival is also a significant event attracting 64 participants in 2015 and 2016.

The social community bowls competition also provides an opportunity for a very diverse range of community members to interact and participate in a friendly non-competitive environment.

The Council may consider the following options:

### **Option 1**

#### **Refuse the application**

Council could refuse the application, which unless the Club can trade their way out of the financial crisis, would require the Bowling Club to seek funding from other avenues, possible through a bank overdraft, short term loan or through the members.

The opportunities for a bank overdraft may be limited given the not-for profit nature of the Bowling Club.

### **Option 2**

#### **Approve the request for a self-supporting loan with conditions**

This would enable the Bowling Club to put further measures in place to restructure the operations and reduce costs while maintaining income

The conditions at a minimum could be,

Council representation on the committee and that detailed monthly statements being presented to council administration,

Maximum of 50% of the community grant entitlements in one year.

The self-supporting loan could be for any period council sees fit and would take into consideration what is affordable to the Bowling Club.

Any self-supporting loan could be set at rates that are competitive with banking interest rates and in excess of current deposit rates council is receiving for its investments.

There is always a risk in granting a self-supporting loan to community organisations, usually due to the lack of surety that can be applied to a loan. In this instance, the risk is greater due to the circumstances that precipitated the crisis unless they are adequately addressed.

### **Option 3**

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**Consider granting the funding request through the Community Grants Program**

Council may also consider through the community assistance program providing the funding in advance.

Council in considering this option could also apply conditions on the Bowling Club that restricted any or a percentage of further community grant funding until the advance payments had been acquitted.

Council has in the 2016/2017 budget allocated \$60,000 towards the council assistance program with round 1 receiving \$16,500 in grants being disbursed. Round 2 is being advertised and will be presented to Council in new calendar year.

Dependent upon level of funding requested there could be sufficient funds to fund this request.

The Bowling Club has received the following community grants in the last five years

year	Amount	Funding purpose
2012/13	\$2,985	Annual carnival
2013/14	\$3,850	Annual carnival
2013/14	\$3,150	Australia day event
2014/15	\$6,000	Annual carnival and carpark repairs
2015/16	\$5,000	Annual carnival and office equipment
2016/17	\$6,000	Annual carnival

All eligible community groups have the opportunity to apply for two grants per annum on the condition that no Club receives greater than 10% of the budgeted figure, currently \$6,000 per annum.

**Option 4**

**Consider granting the funding request through the Community Grants Program and a self-supporting loan**

The council may also consider a mix of options 2 and 3 i.e. part funding a self-supporting loan and granting funds through the community grants scheme.

LEGAL IMPLICATIONS

There are no policy implications relative to this report

POLICY IMPLICATIONS

Council has in place Policy 2.6 Self-Supporting Loans, and however this policy is framed around a project or purchase of equipment.

Purpose

To provide guidance as to the conditions under which the Shire will borrow money on behalf of a sporting or not for profit group (a 'self-supporting loan').

Detail

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1. Each request for a self-supporting loan will be considered by Council on its merits. Matters to be taken into consideration include:
  - a. Assessment of the ability of a sporting or not for profit group to make repayments, the state of financial records, stability of membership, growth in membership, and any other relevant factor;
  - b. Assessment of the ability of the group to adequately administer the proceeds of any loan, including matters such as:
    - i. Proper administration and supervision of the proposed project;
    - ii. Proposed procurement processes to engage any contractors to be engaged; and
    - iii. Maintenance of records to be able to acquit funds
  - c. Any cash contribution proposed to be made by the group;
  - d. The amount proposed to be borrowed, loan term (duration) and possible effect on the Shire the event of default;
  - e. Procedures in the event of default, which are to provide that ownership of all property covered by any loan is to revert to the Shire; and
  - f. If deemed necessary, provision of guarantors or other acceptable security.
2. A written agreement detailing the above matters will be entered into between the Shire and the group involved.

FINANCIAL IMPLICATIONS

If the Council agrees to a self-supporting loan the Council would set the interest rate. Current Western Australian Treasury lending rates applicable to loans by Council are as indicated below

Term years	WATC Indicative Rate (%)	Government guarantee fee	Total % rate p/a
1	2.07%	0.7%	2.77%
2	2.10%	0.7%	2.8%
3	2.21%	0.7%	2.91%
4	2.34%	0.7%	3.04%
5	2.46%	0.7%	3.16%

The lending rates above are based on an annuity repayment structure with semi-annual payments and an interest rate fixed for the term of the loan.

The interest rates the Council can currently achieve for a 1-year investment is 2.70% p/a and 5 years is 2.65% p/a.

The financial status of the Shark Bay Bowling Club ("the Club") is precarious.

The reasons for this instability are predominantly due to the following:

1. The securing of grant funding which has clouded the true financial position;
  2. The decline in bar and kitchen sales without a corresponding decline in wages and stock purchases; and
  3. A decline in membership and green fees.
- The accounts for the Club for 2014 and 2015 have been audited while the 2016 accounts have yet to be finalised by the auditor. A draft set of accounts for 2016 and a draft set to 21 November (both on a cash basis) have been prepared to determine the extent of the problem.

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The following table shows the operating result for these years. Depreciation has been excluded for 2013/2014 and 2014/2015 as this is not funded by the Club.

	To 21 Nov 2016	2015/16	2014/15	2013/14
Profit/ (Loss) excl Depreciation	(\$13,934)	(\$12,674)	\$13,987	(\$1,118)

2013/2014 – the loss of \$1,118 in 2013/14 was predominantly due to the high level of wages and associated superannuation. Membership and green fees were low, however there seemed to be a high level of fundraising which assisted in minimising the loss.

2014/2015 – the profit of \$13,987 generated in 2014/2015 was assisted by a capital grant for \$15,545 which was used to purchase a mower in 2015 and carpet in 2016. These funds were not to be used for operating purposes however the delay in expending the funds could have contributed to sense of being in a favourable cash position. Memberships and green fees increased by approximately 100% during this year while fundraising declined by about 60%. The issue of high wages which was evident in 2013/2014 was addressed and resulted in a reduction of approximately \$25,000.

2015/2016 – the loss \$12,674 in 2015/2016 was due to the severe decline in bar and kitchen sales without a corresponding decrease in stock purchases. The situation with the bar and kitchen sales is serious and will be discussed more fully below. Funding for the Carnival and the purchase of capital items was only \$5,000 for this year, however there was a high level of fundraising which assisted the cash position

2016 – The loss of \$13,934 to 21 November 2016 was due to a further decline in bar and kitchen sales and the high level of purchases and wages paid to achieve these sales. This interim result does not include accounts due for payment of \$14,107 but does include a \$20,000 grant for greens upgrade which will need to be acquitted in the coming months. This grant, which has not yet been expended, has given the Club a false sense of financial security. A further grant of \$6,000 has also been used to support a declining cash position, however it appears that this grant has been expended.

Due to the limited breakdown of the figures presented by the Club, it is not possible to ascertain the level of memberships and green fees for this period nor to determine the stock levels and bar and kitchen purchases to November.

**Bar and Kitchen Sales**

The decline in bar and kitchen sales together with the level of purchases and the payment of wages for these areas has significantly contributed to the decline in profitability in the last 16 months.

The following table shows the gross profit results over the last 3 years and the percentages of wages and purchases to sales.

	July – Nov 16	2015/16	2014/15	2013/14
	\$	\$	\$	\$
Bar Sales	62,709	105,096	162,179	220,228
Kitchen Sales	35,970	42,784	81,562	45,830
<b>Total Sales</b>	<b>98,679</b>	<b>147,880</b>	<b>243,741</b>	<b>266,058</b>

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Cost of Goods Sold				
Opening Stock	22,560	30,412	26,110	14,410
Bar Purchases	30,783	66,471	83,693	109,191
Kitchen Purchases	33,396	24,578	42,072	35,762
Closing Stock	-14,120	-22,560	-30,412	-26,110
<b>Total Cost of Goods Sold</b>	<b>72,619</b>	<b>98,901</b>	<b>121,463</b>	<b>133,253</b>
<b>Gross Profit</b>	<b>26,060</b>	<b>48,979</b>	<b>122,278</b>	<b>132,085</b>
<b>Gross Profit %</b>	<b>26%</b>	<b>33%</b>	<b>50%</b>	<b>50%</b>
Wages	43,492	34,061	66,460	
Wages as %ge of Sales	44%	23%	27%	
Bar Purchases as %ge of Sales	49%	63%	51%	50%
Kitchen Purchases as %ge of Sales	93%	57%	52%	78%

The major figure to note in the above table is the gross profit. An organisation which has alcohol and food sales should be able to achieve at least a 50% gross profit on sales. As you can see, this was achieved in 2014 and 2015, however there was a large decline in 2016 and up to November 2016. This is mainly due to the poor return on the kitchen operations. There can be a number of reasons for this low gross profit – poor stock management, misappropriation of stock or takings, inaccurate pricing to name a few.

The table shows the level of wages employed to achieve the sales. The level of wages in 2015/2016 decreased to 23% as the Club reduced its expenditure levels however, it has increased to 44% in the first four months of the 2016/2017 year in an effort to increase sales which unfortunately have not been realised.

The table also shows the level of purchases to sales which shows an increase in purchases resulting in a decline in gross profit. An increase can be caused by buying too much stock which becomes unusable and has to be disposed of, pilfering of stock, poor stock control or bad event management by purchasing for a large volume of sales which don't eventuate. The level of kitchen purchases to sales is significant and needs to be addressed.

All of the above factors have contributed to a decline in the Club's financial position and will need to be addressed as a matter of urgency in order to continue to operating.

#### Cash Position

As stated previously, the receipt of grant funds for both operating and capital purchases, and the timing of expenditure of these funds, has persuaded the Club to believe that it had more cash than it actually had. Obviously when the time comes to expend these "committed" funds any deficiencies in cash then become apparent. Below is a table showing the cash position for the Club over the last three years.

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	28 November	2016	2015	2014
	\$	\$	\$	\$
Cash at bank	17,981	4,123	24,999	26,085
Floats	3,380	3,380	3,380	3,380
Total Cash	21,361	7,503	28,379	29,465

The available cash balance of \$17,981 as at 28 November does not take into account the current expenditure commitments of \$14,107 nor the expenditure on the \$20,000 grant received for the greens upgrade.

Therefore, taking these items into account, the actual cash balance for the Club is -\$16,126.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report

RISK MANAGEMENT

There are two major components of risk associated with this issue

**Risk 1 refusing the request**

This may put the Bowling Club in greater financial crisis and possible winding down of the Club and/or facility including the bowling greens.

This may be alleviated by volunteers maintaining the greens, however there would still be costs incurred due to maintenance and power charges.

In the event the Bowling Club is disbanded, the premises and greens being situated on Council reserve revert to the Councils control and management.

**Risk 2 approving funding support**

There may be a risk that the Bowling Club may not be able to meet the repayments of a loan if the management practices are not significantly improved and if the economic climate does not improve.

This loss could be alleviated by not allowing the Bowling Club any further community grants until the loan commitments were met or offsetting the loan against future possible grant funding.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

Chief Executive Officer

*P Anderson*

Date of Report

23 November 2016

30 NOVEMBER 2016

Moved Cr Capewell  
Seconded Cr Ridgley

**Council Resolution**

**That the meeting be reopened to the members of the public at 4.40pm.**

**6/0 CARRIED**

Staff and visitors returned to the Council Chamber at 4.41 pm.

**At 4.41pm the President read aloud the Council decision that had been taken during the time the meeting was closed to the public in accordance with Council's Local Laws relating to Standing Orders clause 12.7(3)(a)(b)(c)(d)(e).**

**12. ADMINISTRATION REPORT**

**12.1 CHRISTMAS/NEW YEAR CLOSURE  
CM00016**

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Moved Cr Capewell  
Seconded Cr Ridgley

**Council Resolution**

**That the:**

- 1. Council's administration office and depot close for the Christmas/New Year period from close of business Friday 23 December 2016 to Monday 2 January 2017 inclusive;**
- 2. Shark Bay World Heritage Discovery and Visitor Centre be closed on 25 December 2016; and**
- 3. Denham Refuse Site be:**
  - a. Closed on Sunday 25 December 2016;**
  - b. Closed on Monday 26 December 2016;**
  - c. Closed on Sunday 1 January 2017; and**
  - d. Closed on Monday 2 January 2017.**

**6/0 CARRIED**

Background

Council has previously closed the office and depot between Christmas and New Year. The public holidays for the Christmas this period are Monday 26 December 2016, Boxing Day and Tuesday 27 December 2016 in lieu of Christmas Day and Monday 2 January 2017, which is in lieu of New Year's Day.

30 NOVEMBER 2016

Comment

**Administration Office and Depot**

It is recommended that the office and depot be closed from the close of business Friday 23 December 2016 and reopen on Tuesday 3 January 2017 which results in closure for 6 day period.

Staff would be required to take leave as follows:

- Public Holidays; and
- Accrued RDO's or Annual Leave

Emergency staff would still be contactable and a skeleton crew would be working at the depot.

**Shark Bay World Heritage Discovery and Visitor Centre**

Shark Bay World Heritage Discovery and Visitor Centre would be open throughout with the exception of Christmas Day when the Centre would be closed.

**Refuse Site**

The refuse site would be closed on Sunday 25 December 2016 and Monday 26 December 2016 and again on Sunday 1 January and Monday 2 January 2017.

The refuse site is normally closed on Wednesdays and Thursdays and therefore there would be four days, that being Sunday 25 December, Monday 26 December 2016, Sunday 1 January and Monday 2 January 2017 which would be extra closing.

Last year the Council resolution for closing the Refuse Site was as follows:

1. **Denham Refuse Site be:**
  - a. **Open on Wednesday 23 December 2015 from 10 – 12 no opening fee**
  - b. **Open on Thursday 24 December 2015 from 10 – 12 no opening fee**
  - c. **Closed on Friday 25 December 2015;**
  - d. **Open on Saturday 26 December 2015 from 8.00am – 12.00, 1.00 – 3.00pm**
  - e. **Open on Wednesday 30 December 2015 from 10- 12 no opening fee**
  - f. **Open on Thursday 31 December 2015 from 10 – 12 no opening fee; and**
  - g. **Closed on Friday 1 January 2016.**

Staff recorded the amount of people that accessed the site on the 26 December 2015 and it was a total of three (3) customers. These were the local IGA and two of the caravan parks. This is a relatively quiet time and it is not seen that the closure of these sites would impact on Council's service provision.

Legal Implications

There are not legal implications relating to this report

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Policy Implications

There are no policy implications relating to this report.

Financial Implications

The closure of the office and depot would assist in the reduction of leave liability.

Strategic Implications

There are no strategic implications relating to this report.

Risk Management

This is a low risk item to Council.

Voting Requirements

Simple Majority Required

Signatures

Author *C Wood*

Chief Executive Officer *P Anderson*

Date of Report 7 November 2016

30 NOVEMBER 2016

**13. FINANCE REPORT**

**13.1 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 Capewell

Seconded    Cr Ridgley

**Council Resolution**

**That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$2,800,068.10 be accepted.**

**6/0 CARRIED**

Comment

The schedules of accounts for payment covering –

Municipal fund credit card direct debits for the month of October 2016 totalling \$4,584.94

Municipal fund account cheque numbers 26830 to 26831 totalling \$6,139.58

Municipal fund direct debits to Council for the month of October 2016 totalling \$31,573.15

Municipal fund account electronic payment numbers MUNI 20281 to 20286, and 20315 to 20424 totalling \$2,492,693.78

Municipal fund account for October 2016 payroll totalling \$173,876.00

No Trust fund account cheque numbers were issued for October 2016.

Trust fund Police Licensing for October 2016 cheque number 161704 totalling \$29,484.15 and

Trust fund account electronic payment numbers 20347, 20349, 20351, 20395, 20398 to 20400, 20425, 20439 and 20469 to 20501 totalling \$61,716.50

The schedule of accounts submitted to each member of Council on 25 November 2016 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.

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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.

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

*C Wood*

Chief Executive Officer

*P Anderson*

Date of Report

9 November 2016

MINUTES OF THE ORDINARY COUNCIL MEETING

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**SHIRE OF SHARK BAY – CREDIT CARD  
OCTOBER 2016**

**CREDIT CARD TOTAL \$4,584.94**

**CEO**

DATE	NAME	DESCRIPTION	AMOUNT
3.9.2016	O'BRIEN GLASS	WINDSCREEN REPAIR CEO VEHICLE	139.00
			<b>\$139.00</b>

**EMCD**

22.8.2016	BGC AUSTRALIA	MARQUEE – 2016 CELEBRATIONS	1187.92
30.8.2016	EWAY	MERCHANT FEES	360.00
6.9.2016	CENTAUR PACKING	BAMBOO BOWLS – 2016 CELEBRATIONS	67.00
10.9.2016	RENDEZVOUS HOTEL	CDO CONFERENCE	470.57
11.9.2016	BUNNINGS	PLANTS 65 BROCKMAN	33.16
11.9.2016	BUNNINGS	DISPLAY BOXES - SBDC	68.91
			<b>\$2,187.56</b>

**EMFA**

30.8.2016	GOOD GUYS	LANDLINE PHONES 51 DURLACHER & 16B SUNTER	146.00
1.9.2016	JULIAN TECHNOLOGY	MOBILE PHONES J CURRAN & M ANDERSON	787.95
1.9.2016	BURSWOOD CAR RENTALS	TRAINING	607.86
9.9.2016	GERALDTON TOYOTA	SIDE WINDOW EMFA CAR	298.82
10.9.2016	BUNNINGS	PLANTS – 51 DURLACHER ST	70.45
13.9.2016	BURSWOOD CAR RENTALS	TRAINING	347.30
			<b>\$2,258.38</b>

MINUTES OF THE ORDINARY COUNCIL MEETING

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**SHIRE OF SHARK BAY – MUNI CHEQUES  
OCTOBER 2016 CHEQUE # 26830-26831**

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
26830	18/10/2016	BRIAN RICHARD MCKELLAR	RATES REFUND A1279 2 HOULT ST	-457.95
26831	28/10/2016	WATER CORPORATION	SERVICE CHARGES AND WATER USAGE AUG – SEPT 2016	-5681.63
<b>TOTAL</b>				<b>\$6,139.58</b>

**SHIRE OF SHARK BAY – DIRECT DEBITS  
OCTOBER 2016**

D/D	DATE	NAME	DESCRIPTION	AMOUNT
DD13175.7	02/10/2016	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-355.72
DD13175.8	02/10/2016	REST	SUPERANNUATION CONTRIBUTIONS	-213.96
DD13175.9	02/10/2016	WALGA SUPERANNUATION	PAYROLL DEDUCTIONS	-5120.83
DD13219.1	16/10/2016	AUSTRALIAN ETHICAL	SUPERANNUATION CONTRIBUTIONS	-333.66
DD13219.2	16/10/2016	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	-189.40
DD13219.3	16/10/2016	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-234.32
DD13219.4	16/10/2016	AMP SUPERANNUATION	PAYROLL DEDUCTIONS	-559.71
DD13219.5	16/10/2016	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-185.96
DD13219.6	16/10/2016	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-233.46
DD13219.7	16/10/2016	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-371.92
DD13219.8	16/10/2016	REST	SUPERANNUATION CONTRIBUTIONS	-213.96
DD13219.9	16/10/2016	WALGA SUPERANNUATION	PAYROLL DEDUCTIONS	-5180.34
DD13228.1	21/10/2016	VIVA ENERGY AUSTRALIA	FUEL FOR CEO VEHICLE	-104.51
DD13253.1	30/10/2016	AUSTRALIAN ETHICAL	SUPERANNUATION CONTRIBUTIONS	-350.75
DD13253.2	30/10/2016	WESTPAC SECURITIES	SUPERANNUATION CONTRIBUTIONS	-196.26
DD13253.3	30/10/2016	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	-196.14
DD13253.4	30/10/2016	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-234.32

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<b>D/D</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
DD13253.5	30/10/2016	AMP SUPERANNUATION	PAYROLL DEDUCTIONS	-577.32
DD13253.6	30/10/2016	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-189.27
DD13253.7	30/10/2016	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-184.35
DD13253.8	30/10/2016	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-371.00
DD13253.9	30/10/2016	WALGA SUPERANNUATION	PAYROLL DEDUCTIONS	-5249.45
DD13175.10	02/10/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-686.86
DD13175.11	02/10/2016	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-1743.27
DD13175.12	02/10/2016	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-230.98
DD13175.13	02/10/2016	MTAA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-217.70
DD13175.14	02/10/2016	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	-161.97
DD13175.15	02/10/2016	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-186.30
DD13175.16	02/10/2016	WESTPAC SECURITIES	SUPERANNUATION CONTRIBUTIONS	-177.57
DD13219.10	16/10/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-686.86
DD13219.11	16/10/2016	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-1448.04
DD13219.12	16/10/2016	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-230.98
DD13219.13	16/10/2016	MTAA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-217.70
DD13219.14	16/10/2016	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	-160.70
DD13219.15	16/10/2016	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-167.37
DD13219.16	16/10/2016	WESTPAC SECURITIES	SUPERANNUATION CONTRIBUTIONS	-196.26
DD13253.10	30/10/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-686.86
DD13253.11	30/10/2016	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-1340.94
DD13253.12	30/10/2016	REST	SUPERANNUATION CONTRIBUTIONS	-265.13
DD13253.13	30/10/2016	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-230.98
DD13253.14	30/10/2016	MTAA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-217.70
DD13253.15	30/10/2016	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	-193.15
DD13253.16	30/10/2016	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-152.82
<b>TOTAL</b>				<b>\$31,573.15</b>

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**SHIRE OF SHARK BAY – MUNI EFT  
OCTOBER 2016 EFT 20281-20286, 20315-20424**

<b>EFT</b>	<b>DATE</b>	<b>COMPANY</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT20281	04/10/2016	LAURENCE BELLOTTIE	MEETING ATTENDANCE FEES	-2156.25
EFT20282	04/10/2016	CHERYL LORRAINE COWELL	MEETING ATTENDANCE FEES	-6625.75
EFT20283	04/10/2016	KEITH MICHAEL CAPEWELL	MEETING ATTENDANCE FEES	-2901.25
EFT20284	04/10/2016	KEVIN LAUNDRY	MEETING ATTENDANCE FEES	-2156.25
EFT20285	04/10/2016	MARGARET PRIOR	MEETING ATTENDANCE FEES	-2156.25
EFT20286	04/10/2016	GREGORY LEON RIDGLEY	MEETING ATTENDANCE FEES	-2156.25
EFT20315	05/10/2016	ALLELECTRIX PTY LTD	REPAIR INTERNET CONNECTION-DEPOT	-113.30
EFT20316	05/10/2016	BURTON TILING MAINTENANCE	TILING WORKS FOR FORESHORE TOILETS	-2640.00
EFT20317	05/10/2016	CDH ELECTRICAL	UPGRADE DISCOVERY CENTRE EMERGENCY POWER SYSTEM	-3416.60
EFT20318	05/10/2016	ATOM INDUSTRIAL SUPPLIES	SAFETY BARRIER AND BUNTING FOR FORESHORE	-193.34
EFT20319	05/10/2016	TOLL IPEC PTY LTD	FREIGHT – WEEKLY ACCOUNT	-1051.84
EFT20320	05/10/2016	JOHN FAMLONGA	SUPPLY MATERIALS FOR OLD JAIL CELL	-770.00
EFT20321	05/10/2016	MIDWEST AUTO GROUP	WORKS MANAGER'S UTE	-24248.47
EFT20322	05/10/2016	ONESTEEL GERALDTON	MAINTENANCE MATERIALS TOWN STREETS	-849.61
EFT20323	05/10/2016	PURCHER INTERNATIONAL PTY LTD	BRAKE DRUM-PRIME MOVER	-130.91
EFT20324	05/10/2016	ROBBRO ROAD CONSTRUCTION	MAINTENANCE - COUNTRY ROADS	-115654.00
EFT20325	05/10/2016	STATEWIDE BEARINGS	BEARINGS FOR TANDEM SIDE TIPPER	-631.70
EFT20326	05/10/2016	SHARK BAY SKIPS	MAIN ROADS PICK UP SKIP BINS	-4334.00
EFT20327	05/10/2016	TRUCKLINE PARTS CENTRE	MATERIALS FOR MAINTENANCE SEMI TRAILERS	-2343.67
EFT20328	05/10/2016	WA MUSEUM	DIGITAL MULTIMEDIA - SBDC	-16500.00
EFT20329	05/10/2016	GLENN BANGAY	CONSULTANTS FEES	-233.86
EFT20330	05/10/2016	APRA	LICENCE FEES-ANNUAL DENHAM HALL	-363.79
EFT20331	05/10/2016	BAY LODGE MIDWEST OASIS	ACCOMMODATION MR GLEN BANGAY	-560.00
EFT20332	05/10/2016	CARROLL & RICHARDSON FLAGWORLD	FLAGS	-1462.51
EFT20333	05/10/2016	HERITAGE RESORT	ACCOMMODATION MR GEOFF PARNELL	-153.00
EFT20334	05/10/2016	MCLEODS BARRISTERS	LEGAL COSTS	-3214.72
EFT20335	05/10/2016	MIDWEST FIRE PROTECTION	QUARTERLY SERVICE ALARM SYSTEM	-1322.64

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EFT20336	05/10/2016	OCEANSIDE VILLAGE	ACCOMMODATION-F PEREY - MUSEUM LIGHTING UPGRADE	-2515.00
EFT20337	05/10/2016	PROFESSIONAL PC SUPPORT	REMOTE SERVER MAINTENANCE	-175.01
EFT20338	05/10/2016	QUEENSBERRY TECHNOLOGY	BOOEASY ANNUAL SECURE PAY CHARGE	-495.00
EFT20339	05/10/2016	RAY WHITE SHARK BAY	RENT ON 34 HUGHES ST	-1127.00
EFT20340	05/10/2016	SKIPPER AVIATION	FLIGHTS - P SELF (TRAINING) F BURKE, D ALLANSON	-2872.00
EFT20341	05/10/2016	SHARK BAY RESOURCE CENTRE	SPORTS AND REC CENTRE MANAGEMENT	-5487.90
EFT20342	05/10/2016	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING ACCOUNT	-18173.80
EFT20343	05/10/2016	MCKELL FAMILY TRUST	MONTHLY-RUBBISH COLLECTION	-10963.75
EFT20344	05/10/2016	STRUT & FRET PRODUCTION HOUSE	GDC FUNDING	-120986.80
EFT20345	05/10/2016	SHARK BAY CAR HIRE	CAR HIRE TO TRANSPORT DOCTOR	-495.00
EFT20346	05/10/2016	TELSTRA	SMS COMMUNITY MESSAGES	-134.94
EFT20347		TRUST		
EFT20348		CANCELLED		
EFT20349		TRUST		
EFT20350	06/10/2016	EARTHCARE	DENHAM FORESHORE REVITALISATION	-537169.19
EFT20351		TRUST		
EFT20352	-20373	CANCELLED		
EFT20374	06/10/2016	AIR LIQUIDE	RENTAL OF CYLINDERS	-122.38
EFT20375	06/10/2016	AMAZZINI AND SON	LIMESTONE BLOCKS-ENTRY STATEMENT	-400.00
EFT20376	06/10/2016	CLEAN CLOTH COTTON TRADERS	COTTON - RAGS	-189.20
EFT20377	06/10/2016	SHARK BAY SUPERMARKET	MONTHLY ACCOUNT SEPT 16	-326.33
EFT20378	06/10/2016	GERALDTON DIESEL INJECTION	MAINTENANCE TO GENERATOR (PP126)	-348.87
EFT20379	06/10/2016	REFUEL AUSTRALIA	MONTHLY ACCOUNT SEPT 16	-24454.33
EFT20380	06/10/2016	ATOM-GERALDTON INDUSTRIAL	YELLOW RUBBISH BINS 240L	-1839.46
EFT20381	06/10/2016	HORIZON POWER	ELECTRICITY AUG-SEPT 16	-8994.51
EFT20382	06/10/2016	J & T FREIGHT	FREIGHT – FORTNIGHTLY ACCOUNT	-2051.20
EFT20383	06/10/2016	MCLEODS BARRISTERS	LEGAL COSTS	-876.46
EFT20384	06/10/2016	MARKET CREATIONS	SIGNAGE FOR SBDC FRONT WINDOW	-715.00
EFT20385	06/10/2016	MAX MARINE	CHAIN FOR PONTOON	-853.93
EFT20386	06/10/2016	MOORE STEPHENS	AUDIT FEES R4R PROJECTS	-1320.00
EFT20387	06/10/2016	PAUL GREGORY ANDERSON	SALARY SACRIFICE REIMBURSEMENT	-4121.74
EFT20388	06/10/2016	GET STITCHED	REPAIR SPECIMEN FOLDERS - SBDC	-50.00

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EFT20389	06/10/2016	TANGELO CREATIVE	SIGNAGE DEVELOPMENT FOR DENHAM VISITOR INFORMATION BAY	-1408.00
EFT20390	06/10/2016	UDLA	DESIGN, MANAGEMENT - DENHAM VISITOR INFORMATION BAY UPGRADE	-6380.00
EFT20391	06/10/2016	VISIT MERCHANDISE	STEEP POINT STICKER	-1847.23
EFT20392	06/10/2016	WA MUSEUM	HMAS SYDNEY II BOOKS	-514.50
EFT20393	06/10/2016	WELLARD CONTRACTING & PLANT HIRE	WET HIRE SEMI SIDETIPPER LABOUR	-13472.25
EFT20394	07/10/2016	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	-35861.00
EFT20395		TRUST		
EFT20396	17/10/2016	BUTCHART MARINE SERVICES	ROODBERG HYDRAULIC - JINKER	-104150.76
EFT20397	17/10/2016	ERTECH PTY LTD	CONTRACT FOR DENHAM FORESHORE	-1222540.13
EFT20398	-203400	TRUST		
EFT20401	24/10/2016	PLUMOVATION	REFURBISHMENT FORESHORE TOILETS	-15052.50
EFT20402	24/10/2016	AUSTRALIA POST	MONTHLY ACCOUNT SEPT 2016	-482.60
EFT20403	24/10/2016	BOC LIMITED	CONTAINER RENTAL	-32.95
EFT20404	24/10/2016	DENHAM PAPER SUPPLIES	BAGS FOR MAIN ROADS LITTER COLLECTION	-40.68
EFT20405	24/10/2016	DENHAM IGA X-PRESS	COUNTRY CREW SUPPLIES	-1417.31
EFT20406	24/10/2016	SHARK BAY FUEL	JERRY CAN AND FUEL	-264.30
EFT20407	24/10/2016	GRAY & LEWIS LAND USE PLANNERS	PLANNING ADVICE - GENERAL	-5823.96
EFT20408	24/10/2016	HORIZON POWER	STREET LIGHTING SEPT 2016	-3078.74
EFT20409	24/10/2016	TOLL IPEC PTY LTD	FREIGHT- WEEKLY ACCOUNT	-246.25
EFT20410	24/10/2016	J & T FREIGHT	FREIGHT – FORTNIGHTLY ACCOUNT	-328.40
EFT20411	24/10/2016	MCLEODS BARRISTERS	LEGAL FEES SEPT 16	-774.90
EFT20412	24/10/2016	TRUE VALUE HARDWARE	NUTS & BOLTS	-1309.20
EFT20413	24/10/2016	PEST-A-KILL	MONTHLY ACCOUNT SEPT 16	-418.00
EFT20414	24/10/2016	PROFESSIONAL PC SUPPORT	REMOTE SERVER MAINTENANCE	-175.00
EFT20415	24/10/2016	SKIPPERS AVIATION	FLIGHTS - F BURKE, D ALLANSON	-1795.00
EFT20416	24/10/2016	SHARK BAY FREIGHTLINES	FREIGHT – MONTHLY ACCOUNT SEPT16	-721.36
EFT20417	24/10/2016	SHARK BAY SKIPS	MAIN ROADS PICK UP SKIP BINS SEPT 16	-4895.00
EFT20418	24/10/2016	TELSTRA CORPORATION LIMITED	MOBILE ACCOUNT SEPT 2016	-441.96
EFT20419	24/10/2016	HOLIDAY GUIDE	COMMISSION SEPT 16	-119.70
EFT20420	25/10/2016	LGIS RISK MANAGEMENT	INSURANCE-OSH CONTRACTS 2016-17	-5940.00
EFT20421	25/10/2016	LGIS WORKCARE	INSURANCE -LIABILITY	-93982.34
EFT20422	26/10/2016	DIRK HARTOG ISLAND	BOOKEASY SEPTEMBER 2016	-371.00

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

EFT20423	27/10/2016	BURTON TILING MAINTENANCE	TILING WORKS FOR FORESHORE TOILETS	-10560.00
EFT20424	28/10/2016	ROBBRO ROAD CONSTRUCTION	DRY HIRE -24 TONNE MULTI TYRED ROLLER	-12650.00
<b>TOTAL</b>				<b>\$2,492,693.78</b>

**SHIRE OF SHARK BAY – TRUST CHEQUE  
OCTOBER 2016 TRUST CHEQUE # 161704**

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
161704	31/10/2016	COMMISSIONER OF POLICE	POLICE LICENSING OCTOBER 16	-29484.15

**SHIRE OF SHARK BAY – TRUST EFT  
OCTOBER 2016  
EFT 20347, 20349, 20351, 20395, 20398-20400, 20425, 20439, 20469-20501**

EFT	DATE	COMPANY	DESCRIPTION	AMOUNT
EFT20347	05/10/2016	KEVIN LAUNDRY	GYM CARD DEPOSIT REFUND	-20.00
EFT20349	05/10/2016	MICHAEL MASLIN	GYM CARD DEPOSIT REFUND	-20.00
EFT20351	06/10/2016	CRAIG DRUMMOND	CLEANING FEE / HALL HIRE 30/9/16	-275.00
EFT20395	10/10/2016	KATE STANLEY	GYM CARD DEPOSIT REFUND	-20.00
EFT20398	18/10/2016	NICHOLAS ROOT	GYM CARD DEPOSIT REFUND	-20.00
EFT20399	18/10/2016	KERRY ELAINE STEWART	GYM CARD DEPOSIT REFUND	-20.00
EFT20400	21/10/2016	GRANT WILLIAMS	GYM CARD DEPOSIT REFUND	-20.00
EFT20425	28/10/2016	DAVID DALE	LIBRARY CARD DEPOSIT REFUND	-50.00
EFT20439	28/10/2016	RHONDA COOK	GYM CARD DEPOSIT REFUND	-20.00
EFT20469	31/10/2016	JAMES SNR POLAND	BOOKEASY OCTOBER 2016	-112.00
EFT20470	31/10/2016	MAC ATTACK FISHING CHARTERS	BOOKEASY OCTOBER 2016	-595.00
EFT20471	31/10/2016	SHARK BAY AVIATION	BOOKEASY OCTOBER 2016	-2448.00
EFT20472	31/10/2016	BAY LODGE MIDWEST OASIS	BOOKEASY OCTOBER 2016	-1152.80
EFT20473	31/10/2016	BLUE LAGOON PEARLS	BOOKEASY OCTOBER 2016	-89.25
EFT20474	31/10/2016	CASSA'S COTTAGE	BOOKEASY OCTOBER 2016	-240.00

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

<b>EFT</b>	<b>DATE</b>	<b>COMPANY</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT20475	31/10/2016	CORAL COAST HELICOPTER	BOOKEASY OCTOBER 2016	-2274.98
EFT20476	31/10/2016	HOWARD COCK	BOOKEASY OCTOBER 2016	-660.00
EFT20477	31/10/2016	SHARK BAY COASTAL TOURS	BOOKEASY OCTOBER 2016	-1662.60
EFT20478	31/10/2016	DIRK HARTOG ISLAND TOURS	BOOKEASY OCTOBER 2016	-6436.65
EFT20479	31/10/2016	DENHAM SEASIDE CARAVAN PARK	BOOKEASY OCTOBER 2016	-1108.17
EFT20480	31/10/2016	SHARK BAY DISCOVERY TOURS	BOOKEASY OCTOBER 2016	-4249.25
EFT20481	31/10/2016	HARTOG COTTAGES	BOOKEASY OCTOBER 2016	-1575.50
EFT20482	31/10/2016	HINCHY PUBLICATIONS	BOOKEASY OCTOBER 2016	-22.16
EFT20483	31/10/2016	HERITAGE RESORT	BOOKEASY OCTOBER 2016	-954.80
EFT20484	31/10/2016	INTEGRITY COACH	BOOKEASY OCTOBER 2016	-459.85
EFT20485	31/10/2016	MONKEY MIA YACHT CHARTERS	BOOKEASY OCTOBER 2016	-8171.68
EFT20486	31/10/2016	MONKEYMIA WILDSIGHTS	BOOKEASY OCTOBER 2016	-6662.21
EFT20487	31/10/2016	NANGA BAY RESORT	BOOKEASY OCTOBER 2016	-182.75
EFT20488	31/10/2016	WA OCEAN PARK PTY LTD	BOOKEASY OCTOBER 2016	-8985.15
EFT20489	31/10/2016	OCEANSIDE VILLAGE	BOOKEASY OCTOBER 2016	-369.60
EFT20490	31/10/2016	SHARK BAY SCENIC QUAD BIKE	BOOKEASY OCTOBER 2016	-204.00
EFT20491	31/10/2016	RAC TOURISM ASSETS P/L	BOOKEASY OCTOBER 2016	-120.56
EFT20492	31/10/2016	SHARK BAY HOTEL MOTEL	BOOKEASY OCTOBER 2016	-212.50
EFT20493	31/10/2016	SHARK BAY COACHES AND TOURS	BOOKEASY OCTOBER 2016	-52.80
EFT20494	31/10/2016	SHARK BAY HOLIDAY COTTAGES	BOOKEASY OCTOBER 2016	-1576.75
EFT20495	31/10/2016	SHIRE OF SHARK BAY	BOOKEASY COMMISSION OCTOBER 16	-8287.20
EFT20496	31/10/2016	TRISH MILBURN PHOTOGRAPHY	BOOKEASY OCTOBER 2016	-21.60
EFT20497	31/10/2016	TRADEWINDS APARTMENTS	BOOKEASY OCTOBER 2016	-475.20
EFT20498	31/10/2016	WULA GUDA NYINDA (CAPES)	BOOKEASY OCTOBER 2016	-1489.84
EFT20499	31/10/2016	CONSTRUCTION TRAINING FUND	BCITF OCTOBER 2016	-191.75
EFT20500	31/10/2016	DEPARTMENT OF COMMERCE	BUILDING LEVY OCTOBER 16	-188.65
EFT20501	31/10/2016	SHIRE OF SHARK BAY	BCITF COLLECTION FEE OCTOBER 16	-18.25
			<b>TOTAL</b>	<b>\$61,716.50</b>

30 NOVEMBER 2016

13.2 FINANCIAL REPORTS TO 31 OCTOBER 2016

CM00017

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Moved            Cr Fenny  
Seconded       Cr Laundry

**Council Resolution**

**That the monthly financial report to 31 October 2016 as attached be received.**

**6/0 CARRIED**

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 October 2016 are attached.

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 that the finances of the Shire are in line with its adopted budget.

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

*C Wood*  
*P Anderson*  
22 November 2016

30 NOVEMBER 2016

<b>SHIRE OF SHARK BAY</b>					
<b>MONTHLY FINANCIAL REPORT</b>					
<b>For the Period Ended 31 October 2016</b>					
<b>LOCAL GOVERNMENT ACT 1995</b>					
<b>LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996</b>					
<b><u>TABLE OF CONTENTS</u></b>					
Compilation Report					
Monthly Summary Information					
Statement of Financial Activity by Program					
Statement of Financial Activity By Nature or Type					
Statement of Capital Acquisitions and Capital Funding					
Statement of Budget Amendments					
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Note 2	Explanation of Material Variances				
Note 3	Net Current Funding Position				
Note 4	Cash and Investments				
Note 6	Receivables				
Note 7	Cash Backed Reserves				
Note 8	Capital Disposals				
Note 9	Rating Information				
Note 10	Information on Borrowings				
Note 11	Grants and Contributions				
Note 12	Trust				
Note 13	Capital Acquisitions				

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(Statutory Reporting Program)							
For the Period Ended 31 October 2016							
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Operating Revenues</b>							
Governance		5,000	0	8,532	8,532	0.00%	▲
General Purpose Funding - Rates	9	1,242,752	1,235,420	1,217,598	(17,822)	(1.44%)	▼
General Purpose Funding - Other		1,955,540	484,918	504,119	19,201	4.0%	▲
Law, Order and Public Safety		52,830	28,022	20,234	(7,788)	(28%)	▼
Health		750	750	995	245	32.67%	▲
Housing		84,760	28,268	28,047	(221)	(0.8%)	▼
Community Amenities		284,000	227,582	228,820	1,238	0.54%	▲
Recreation and Culture		520,150	168,048	256,938	88,890	52.9%	▲
Transport		4,310,014	4,116,936	3,445,694	(671,242)	(16.3%)	▼
Economic Services		1,130,314	706,493	621,320	(85,173)	(12.1%)	▼
Other Property and Services		34,000	11,332	23,513	12,181	107.5%	▲
<b>Total Operating Revenue</b>		<b>9,620,110</b>	<b>7,007,769</b>	<b>6,355,810</b>	<b>(651,959)</b>	<b>(9.30%)</b>	
<b>Operating Expense</b>							
Governance		(307,761)	(174,535)	(134,104)	40,431	(23.2%)	▲
General Purpose Funding		(118,973)	(41,824)	(46,328)	(4,504)	10.8%	▼
Law, Order and Public Safety		(303,147)	(127,176)	(109,539)	17,637	(13.9%)	▲
Health		(65,372)	(8,836)	(19,586)	(10,750)	121.7%	▼
Housing		(184,713)	(69,604)	(58,288)	11,316	(16.3%)	▲
Community Amenities		(620,366)	(216,708)	(199,131)	17,577	(8.1%)	▲
Recreation and Culture		(2,099,333)	(698,739)	(788,211)	(89,472)	12.8%	▼
Transport		(5,266,537)	(4,313,261)	(3,629,201)	684,060	(15.9%)	▲
Economic Services		(1,773,085)	(895,021)	(859,831)	35,190	(3.9%)	▲
Other Property and Services		(33,500)	(41,496)	(14,302)	27,194	(65.5%)	▲
<b>Total Operating Expenditure</b>		<b>(10,772,787)</b>	<b>(6,587,200)</b>	<b>(5,858,521)</b>	<b>728,679</b>	<b>(11.1%)</b>	
<b>Funding Balance Adjustments</b>							
Add back Depreciation		1,782,700	594,232	597,206	2,974		
Adjust (Profit)/Loss on Asset Disposal	8	3,343	0	20,410	20,410		
Adjust Provisions and Accruals		0	0	0			
<b>Net Cash from Operations</b>		<b>633,366</b>	<b>1,014,801</b>	<b>1,114,905</b>	<b>100,104</b>	<b>9.86%</b>	
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	1,388,106	541,306	281,504	(259,802)	(48.0%)	▼
Proceeds from Disposal of Assets	8	115,000	55,062	55,062	0	0.0%	▲
<b>Total Capital Revenues</b>		<b>1,503,106</b>	<b>596,368</b>	<b>336,566</b>	<b>(259,802)</b>	<b>(43.6%)</b>	
<b>Capital Expenses</b>							
Land Held for Resale							
Land and Buildings	13	(200,000)	(104,001)	(40,147)	63,854	61.40%	▲
Infrastructure - Roads	13	(1,345,789)	(439,257)	(395,999)	43,258	9.8%	▲
Infrastructure - Public Facilities	13	(1,771,341)	(1,347,205)	(1,415,706)	(68,501)	(5.1%)	▼
Infrastructure - Streetscapes	13	(60,000)	(26,668)	(61,580)	(34,912)	(130.9%)	▼
Infrastructure - Footpaths	13	(50,000)	(8,333)	0	8,333	0.00%	▲
Infrastructure - Drainage	13	(40,000)	(4,445)	0	4,445	0.00%	▲
Heritage Assets	13	(110,000)	(104,000)	(52,715)	51,285	49.3%	▲
Plant and Equipment	13	(865,000)	(553,333)	(288,697)	264,636	47.8%	▲
Furniture and Equipment	13	(10,000)	(1,667)	(1,458)	209	0.00%	▲
<b>Total Capital Expenditure</b>		<b>(4,452,130)</b>	<b>(2,588,909)</b>	<b>(2,256,302)</b>	<b>332,607</b>	<b>12.8%</b>	
<b>Net Cash from Capital Activities</b>		<b>(2,949,024)</b>	<b>(1,992,541)</b>	<b>(1,919,736)</b>	<b>72,805</b>	<b>3.65%</b>	
<b>Financing</b>							
Proceeds from New Debentures					0		
Transfer from Reserves	7	1,382,458	1,012,895	1,012,895	0	0.00%	
Repayment of Debentures	10	(63,588)	(23,560)	(23,560)	0	0.0%	
Transfer to Reserves	7	(415,707)	(323,850)	(323,850)	0	0.0%	
<b>Net Cash from Financing Activities</b>		<b>903,163</b>	<b>665,485</b>	<b>665,485</b>	<b>0</b>	<b>0.00%</b>	
<b>Net Operations, Capital and Financing</b>		<b>(1,412,495)</b>	<b>(312,255)</b>	<b>(139,346)</b>	<b>172,909</b>	<b>55.37%</b>	<b>▲</b>
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,412,495</b>	<b>1,412,495</b>	<b>1,386,714</b>	<b>(25,781)</b>		
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>1,100,240</b>	<b>1,247,368</b>	<b>147,128</b>	<b>(13.37%)</b>	<b>▲</b>

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

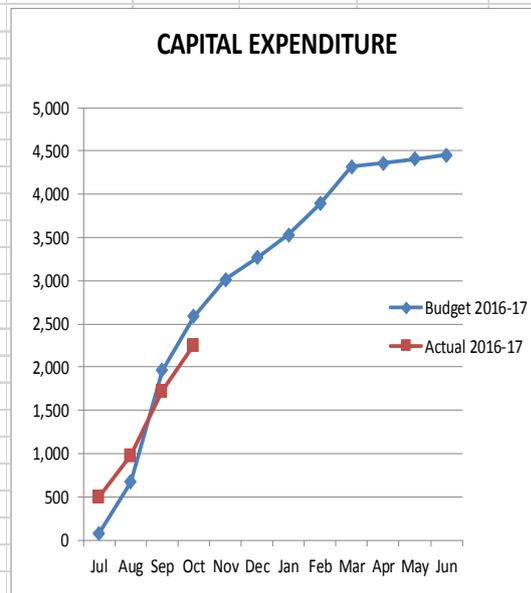
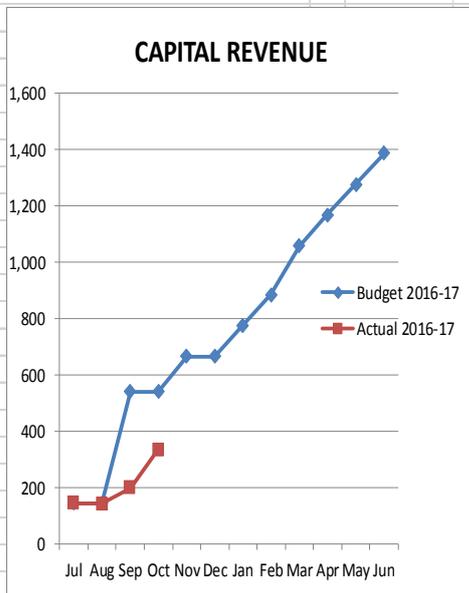
SHIRE OF SHARK BAY				
STATEMENT OF FINANCIAL ACTIVITY				
(By Nature or Type)				
For the Period Ended 31 October 2016				
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)
<b>Operating Revenues</b>		\$	\$	\$
Rates	9	1,233,252	1,232,252	1,211,172
Operating Grants, Subsidies and Contributions	11	6,896,734	5,082,418	3,665,835
Fees and Charges		1,201,174	549,767	574,407
Interest Earnings		68,540	13,336	30,101
Other Revenue		217,000	129,996	874,295
Profit on Disposal of Assets	8	3,410	0	0
<b>Total Operating Revenue</b>		<b>9,620,110</b>	<b>7,007,769</b>	<b>6,355,810</b>
<b>Operating Expense</b>				
Employee Costs		(2,158,915)	(716,771)	(627,528)
Materials and Contracts		(6,295,604)	(4,992,089)	(4,267,330)
Utility Charges		(145,960)	(47,321)	(45,595)
Depreciation on Non-Current Assets		(1,782,700)	(594,232)	(597,206)
Interest Expenses		(17,505)	(2,305)	(1,445)
Insurance Expenses		(160,850)	(159,150)	(158,010)
Other Expenditure		(204,500)	(75,332)	(140,998)
Loss on Disposal of Assets	8	(6,753)	0	(20,409)
<b>Total Operating Expenditure</b>		<b>(10,772,787)</b>	<b>(6,587,200)</b>	<b>(5,858,521)</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation		1,782,700	594,232	597,206
Adjust (Profit)/Loss on Asset Disposal	8	3,343	0	20,410
Adjust Provisions and Accruals		0	0	0
<b>Net Cash from Operations</b>		<b>633,366</b>	<b>1,014,801</b>	<b>1,114,905</b>
<b>Capital Revenues</b>				
Grants, Subsidies and Contributions	11	1,388,106	541,306	281,504
Proceeds from Disposal of Assets	8	115,000	55,062	55,062
<b>Total Capital Revenues</b>		<b>1,503,106</b>	<b>596,368</b>	<b>336,566</b>
<b>Capital Expenses</b>				
Land Held for Resale			0	0
Land and Buildings	13	(200,000)	(104,001)	(40,147)
Infrastructure - Roads	13	(1,345,789)	(439,257)	(395,999)
Infrastructure - Public Facilities	13	(1,771,341)	(1,347,205)	(1,415,706)
Infrastructure - Streetscapes	13	(60,000)	(26,668)	(61,580)
Infrastructure - Footpaths	13	(50,000)	(8,333)	0
Infrastructure - Drainage	13	(40,000)	(4,445)	0
Heritage Assets	13	(110,000)	(104,000)	(52,715)
Plant and Equipment	13	(865,000)	(553,333)	(288,697)
Furniture and Equipment	13	(10,000)	(1,667)	(1,458)
<b>Total Capital Expenditure</b>		<b>(4,452,130)</b>	<b>(2,588,909)</b>	<b>(2,256,302)</b>
<b>Net Cash from Capital Activities</b>		<b>(2,949,024)</b>	<b>(1,992,541)</b>	<b>(1,919,736)</b>
<b>Financing</b>				
Proceeds from New Debentures		0	0	0
Transfer from Reserves	7	1,382,458	1,012,895	1,012,895
Repayment of Debentures	10	(63,588)	(23,560)	(23,560)
Transfer to Reserves	7	(415,707)	(323,850)	(323,850)
<b>Net Cash from Financing Activities</b>		<b>903,163</b>	<b>665,485</b>	<b>665,485</b>
<b>Net Operations, Capital and Financing</b>		<b>(1,412,495)</b>	<b>(312,255)</b>	<b>(139,346)</b>
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,412,495</b>	<b>1,412,495</b>	<b>1,386,714</b>
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>1,100,240</b>	<b>1,247,368</b>

Confirmed at the Ordinary meeting of Council held on the 19 December 2016 – Signed by the President Cr Cowell \_\_\_\_\_

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

SHIRE OF SHARK BAY							
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING							
For the Period Ended 31 October 2016							
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	0	40,147	40,147	104,001	305,000	63,854
Infrastructure Assets - Roads	13	0	395,999	395,999	439,257	1,127,400	43,258
Infrastructure Assets - Public Facilities	13	184,662	1,231,044	1,415,706	1,347,205	1,746,341	(68,501)
Infrastructure Assets - Footpaths	13	0	0	0	8,333	50,000	8,333
Infrastructure Assets - Drainage	13	0	0	0	4,445	40,000	4,445
Infrastructure Assets - Streetscapes	13	0	61,580	61,580	26,668	278,389	(34,912)
Heritage Assets	13	0	52,715	52,715	104,000	30,000	51,285
Plant and Equipment	13	193,363	95,334	288,697	553,333	865,000	264,636
Furniture and Equipment	13	0	1,458	1,458	1,667	10,000	209
<b>Capital Expenditure Totals</b>		<b>378,025</b>	<b>1,878,277</b>	<b>2,256,302</b>	<b>2,588,909</b>	<b>4,452,130</b>	<b>332,607</b>



MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

<b>SHIRE OF SHARK BAY</b>	
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>	
<b>For the Period Ended 31 October 2016</b>	
<b>1. SIGNIFICANT ACCOUNTING POLICIES</b>	
<b>(a) Basis of Preparation</b>	
	This report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget are presented below and have been consistently applied unless stated otherwise.
	Except for cash flow and rate setting information, the report has also 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.
	<b>The Local Government Reporting Entity</b>
	All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.
	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 16 to this budget document.
<b>(b) Rounding Off Figures</b>	
	All figures shown in this report, other than a rate in the dollar, are rounded to the nearest dollar.
<b>(c) Rates, Grants, Donations and Other Contributions</b>	
	Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.
	Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.
<b>(d) Goods and Services Tax (GST)</b>	
	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.
<b>(e) Superannuation</b>	
	The Council contributes to a number of Superannuation Funds on behalf of employees.
	All funds to which the Council contributes are defined contribution plans.

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 31 October 2016					
<b>1. SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>					
<b>(f) Cash and Cash Equivalents</b>					
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments 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 shown as short term borrowings in current liabilities in the statement of financial position.					
<b>(g) Trade and Other Receivables</b>					
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 doubtful debts is raised when there is objective evidence that they will not be collectible.					
<b>(h) Inventories</b>					
<b>General</b>					
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.					
<b>Land Held for Resale</b>					
Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.					
Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.					
Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.					
<b>(i) Fixed Assets</b>					
Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.					
<b>Mandatory Requirement to Revalue Non-Current Assets</b>					
Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.					



MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 31 October 2016					
<b>1. SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>					
<b>(j) Fixed Assets (Continued)</b>					
<b>Revaluation</b>					
Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.					
<b>Transitional Arrangement</b>					
During the time it takes to transition the carrying value of non-current assets from the cost approach to the fair value approach, the Council may still be utilising both methods across differing asset classes.					
Those assets carried at cost will be carried in accordance with the policy detailed in the <b>Initial Recognition</b> section as detailed above.					
Those assets carried at fair value will be carried in accordance with the <b>Revaluation Methodology</b> section as detailed above.					
<b>Land Under Roads</b>					
In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government.					
Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.					
In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.					
Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.					
Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.					
<b>Depreciation</b>					
The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.					

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 October 2016				
<b>1. SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>				
<b>(j) Fixed Assets (Continued)</b>				
Major depreciation periods used for each class of depreciable asset are:				
Buildings				10 to 50 years
Furniture and Equipment				5 to 10 years
Plant and Equipment				5 to 10 years
Heritage				25 to 100 years
Sealed Roads and Streets				
- Subgrade				Not Depreciated
- Pavement				80 to 100 years
- Seal	Bituminous Seals			15 to 22 years
	Asphalt Surfaces			30 years
Formed Roads (Unsealed)				
- Subgrade				Not Depreciated
- Pavement				18 years
Footpaths				40 to 80 years
Drainage Systems				
- Drains and Kerbs				20 to 60 years
- Culverts				60 years
- Pipes				80 years
- Pits				60 years
The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.				
An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.				
Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.				
When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.				
<b>Capitalisation Threshold</b>				
Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.				
<b>(k) Fair Value of Assets and Liabilities</b>				
When performing a revaluation, the Council uses a mix of both independent and management valuations using the following as a guide:				
Fair Value is the price that Council would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.				

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 31 October 2016					
<b>1.</b>	<b>SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>				
	<b>(k) Fair Value of Assets and Liabilities (Continued)</b>				
	As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.				
	To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).				
	For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.				
	<b>Fair Value Hierarchy</b>				
	AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:				
	<b>Level 1</b>				
	Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.				
	<b>Level 2</b>				
	Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.				
	<b>Level 3</b>				
	Measurements based on unobservable inputs for the asset or liability.				
	The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.				
	<b>Valuation techniques</b>				
	The Council selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Council are consistent with one or more of the following valuation approaches:				
	<b>Market approach</b>				
	Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.				

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 31 October 2016					
<b>1.</b>	<b>SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>				
<b>(k)</b>	<b>Fair Value of Assets and Liabilities (Continued)</b>				
	<b>Income approach</b>				
	Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.				
	<b>Cost approach</b>				
	Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.				
	Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Council gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.				
	As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued at least every 3 years.				
<b>(l)</b>	<b>Financial Instruments</b>				
	<b>Initial Recognition and Measurement</b>				
	Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).				
	Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.				
	<b>Classification and Subsequent Measurement</b>				
	Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost.				
	Amortised cost is calculated as:				
	(a) the amount in which the financial asset or financial liability is measured at initial recognition;				
	(b) less principal repayments and any reduction for impairment; and				
	(c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.				

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 October 2016				
<b>1.</b>	<b>SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>			
<b>(I)</b>	<b>Financial Instruments (Continued)</b>			
	The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.			
	<i>(i) Financial assets at fair value through profit and loss</i>			
	Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short term profit taking. Assets in this category are classified as current assets. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.			
	<i>(ii) Loans and receivables</i>			
	Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.			
	Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.			
	<i>(iii) Held-to-maturity investments</i>			
	Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.			
	Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.			
	<i>(iv) Available-for-sale financial assets</i>			
	Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.			
	They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.			
	Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available for sale financial assets are classified as non-current.			
	<i>(v) Financial liabilities</i>			
	Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.			

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 October 2016				
<b>1. SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>				
<b>(l) Financial Instruments (Continued)</b>				
<b><i>Impairment</i></b>				
A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).				
In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.				
In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.				
For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.				
<b><i>Derecognition</i></b>				
Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.				
Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.				
<b>(m) Impairment of Assets</b>				
In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.				
Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.				
Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revaluation decrease in accordance with that other standard.				

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 31 October 2016					
<b>1. SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>					
<b>(m) Impairment of Assets (Continued)</b>					
	For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.				
<b>(n) Trade and Other Payables</b>					
	Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council 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.				
<b>(o) Employee Benefits</b>					
	<b>Short-Term Employee Benefits</b>				
	Provision is made for the Council'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 Council'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 statement of financial position. The Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.				
	<b>Other Long-Term Employee Benefits</b>				
	Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other 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 or 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 Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Council 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.				

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 31 October 2016					
<b>1. SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>					
<b>(p) Borrowing Costs</b>					
Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.					
<b>(q) Provisions</b>					
Provisions are recognised when the Council has a 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.					
<b>(r) Current and Non-Current Classification</b>					
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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Council's intentions to release for sale.					

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

Shire of Shark Bay					
EXPLANATION OF MATERIAL VARIANCES					
For the Period Ended 31 October 2016					
<b>Note 2: EXPLANATION OF MATERIAL VARIANCES</b>					
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	8,532	0.0%	▲	Permanent	Insurance Reimbursement.
General Purpose Funding - Rates	(17,822)	(1.4%)	▼	Permanent	Variance due to reversal of prepaid rates from 2015/16.
General Purpose Funding - Other	19,201	4.0%	▲	Timing	DFES administration fee received and Interest on Reserve received.
Law, Order and Public Safety	(7,788)	(27.8%)	▼	Permanent	1st quarter Grant for SES prepaid in June 16.
Health	245	32.7%	▲	Timing	Increase due to Itinerant food vendors licence.
Housing	(221)	(0.8%)	▼	Timing	No reporting variance.
Community Amenities	1,238	0.5%	▲	Timing	No reporting variance.
Recreation and Culture	88,890	52.9%	▲	Timing	Increase in Discovery Centre sales.
Transport	(671,242)	(16.3%)	▼	Timing	RBFS Trailer Parking Grant yet to be received.
Economic Services	(85,173)	(12.1%)	▼	Timing	Decrease in Private works revenue.
Other Property and Services	12,181	107.5%	▲	Permanent	Increase in refunds income.
<b>Operating Expense</b>					
Governance	40,431	(23.2%)	▲	Timing	Less Insurance, fees and legal expenditure at this time.
General Purpose Funding	(4,504)	10.8%	▼	Timing	Increase in Governance overheads.
Law, Order and Public Safety	17,637	(13.9%)	▲	Timing	Cyclone cleanup to be held in November.
Health	(10,750)	121.7%	▼	Timing	Consultant expenses higher than expected at this time.
Housing	11,316	(16.3%)	▲	Timing	Less pensioner house maintenance untaken.
Community Amenities	17,577	(8.1%)	▲	Timing	Planning project yet to commence.
Recreation and Culture	(89,472)	12.8%	▼	Permanent	Increase in Discovery Centre merchandise and Cape Inscription and shade sail maintenance.
Transport	684,060	(15.9%)	▲	Timing	DOT area project progressing.
Economic Services	35,190	(3.9%)	▲	Timing	Awaiting payment for 1616 Festival.
Other Property and Services	27,194	(65.5%)	▲	Timing	Overall under expenditure in overheads, plant and stock expenditure.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(259,802)	(48.0%)	▼	Timing	Foreshore Revitalisation grant yet to received.
Proceeds from Disposal of Assets	0	0.0%	▲	Timing	No reportable variance.
<b>Capital Expenses</b>					
Land and Buildings	63,854	61.4%	▲	Timing	Some projects are yet to commence.
Infrastructure - Roads	43,258	9.8%	▲	Timing	R2R Projects yet to commence.
Infrastructure - Public Facilities	(68,501)	(5.1%)	▼	Timing	Expenditure on Foreshore Project.
Infrastructure - Footpaths	8,333	0.0%	▲	Timing	Footpath Project yet to commence.
Infrastructure - Drainage	4,445	0.0%	▲	Timing	No reportable variance.
Infrastructure - Streetscapes	(34,912)	(130.9%)	▼	Timing	Expenditure on Info Bay commenced.
Heritage Assets	51,285	49.3%	▲	Timing	Awaiting accounts for Museum and art gallery.
Plant and Equipment	264,636	47.8%	▲	Timing	Plant replacement program progressing.
Furniture and Equipment	209	0.0%	▲	Timing	No reportable variance.
<b>Financing</b>					
Loan Principal	0	0.0%	▼	Timing	No reportable variance.

Note: YTD budgets are an estimation at the time of preparing the annual budget.

MINUTES OF THE ORDINARY COUNCIL MEETING

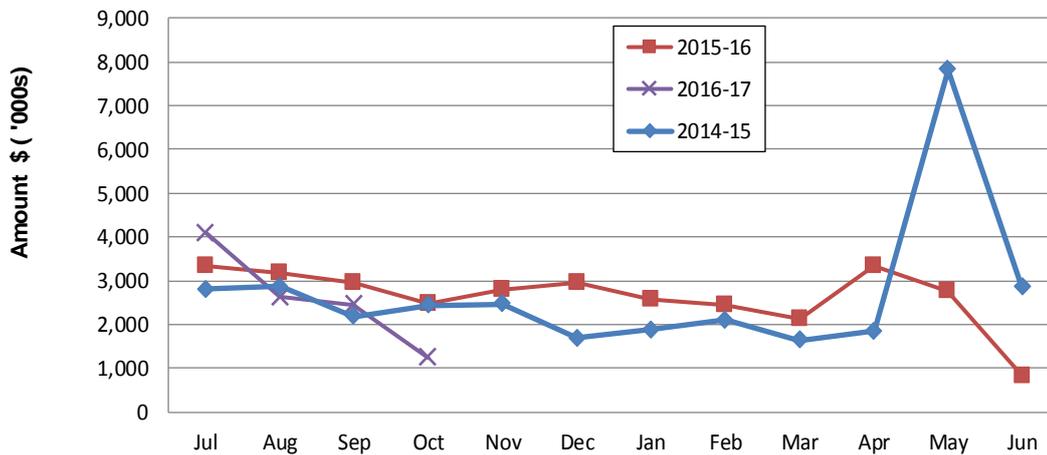
30 NOVEMBER 2016

**Shire of Shark Bay**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2016**

**Note 3: NET CURRENT FUNDING POSITION**

	Note	Positive=Surplus (Negative=Deficit)		
		31 October 2016	30th June 2016	31 October 2015
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	1,604,419	5,204,530	7,962,204
Cash Restricted	4	1,266,223	1,955,268	2,054,669
Receivables - Rates	6	494,695	32,321	483,909
Receivables -Other	6	519,745	687,966	137,636
Interest / ATO Receivable		17,111	8,541	11,044
Inventories		190,159	190,158	110,379
		4,092,352	8,078,784	10,759,841
<b>Less: Current Liabilities</b>				
Payables		(681,660)	(1,339,701)	(312,072)
Provisions		(197,101)	(197,101)	(226,945)
Royalties for Regions Funding		(700,000)	(3,200,000)	(5,700,000)
		(1,578,761)	(4,736,802)	(6,239,017)
Less: Cash Reserves	7	(1,266,223)	(1,955,268)	(2,054,669)
<b>Net Current Funding Position</b>		<b>1,247,368</b>	<b>1,386,714</b>	<b>2,466,155</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

Liquidity lower due to expenditure on Foreshore.

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

Shire of Shark Bay

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 October 2016

<b>Note 4: CASH AND INVESTMENTS</b>							
	<b>Interest Rate</b>	<b>Unrestricted \$</b>	<b>Restricted \$</b>	<b>Trust \$</b>	<b>Total Amount \$</b>	<b>Institution</b>	<b>Maturity Date</b>
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.10%	105,790			105,790	Bankwest	At Call
Reserve Bank Account	0.00%		66,223		66,223	Bankwest	At Call
Telenet Saver	1.10%	685,463			685,463	Bankwest	At Call
Trust Bank Account	0.00%			11,070	11,070	Bankwest	At Call
Cash On Hand		800			800		On Hand
<b>(b) Term Deposits</b>							
WATC Grant Funding	1.45%	812,366			812,366	WATC	At Call
Reserve Investment	2.30%		1,200,000		1,200,000	Bankwest	Jan 2017
<b>Total</b>		<b>1,604,419</b>	<b>1,266,223</b>	<b>11,070</b>	<b>2,881,712</b>		
<b>Comments/Notes - Investments</b>							
Surplus funds invested for terms conducive to cashflow requirements.							

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

Shire of Shark Bay

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

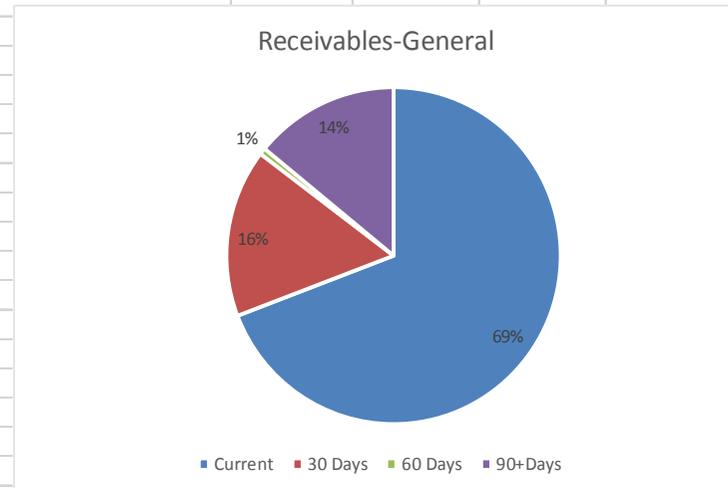
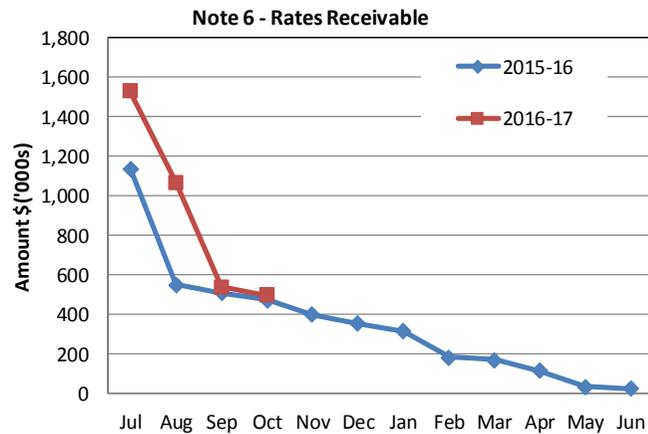
For the Period Ended 31 October 2016

**Note 6: RECEIVABLES**

Receivables - Rates Receivable	31 October 2016	30 June 2016
	\$	\$
Opening Arrears Previous Years	25,814	5,744
Levied this year	1,520,406	1,175,951
Less Collections to date	(1,048,710)	(1,155,881)
Equals Current Outstanding	497,510	25,814
<b>Net Rates Collectable</b>	<b>497,510</b>	<b>25,814</b>
% Collected	67.82%	97.82%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	358,469	83,698	3,240	72,730
<b>Total Receivables General Outstanding</b>				<b>518,137</b>

Amounts shown above include GST (where applicable)



**Comments/Notes - Receivables Rates**

Rates collection similar to last year.

No major issues at this time - awaiting payment from RAC, Tourism WA, ATO and Main Roads.

MINUTES OF THE ORDINARY COUNCIL MEETING

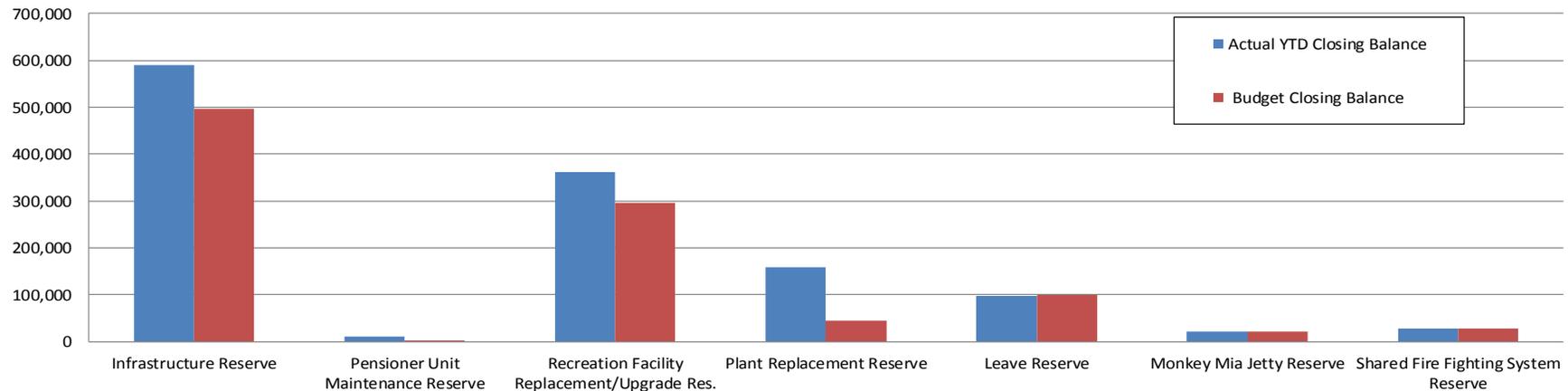
30 NOVEMBER 2016

Shire of Shark Bay  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 October 2016

**Note 7: Cash Backed Reserve**

2016-17 Name	Opening Balance	2016/17 Budget Interest Earned	Actual Interest Earned	2016/17 Budget Transfers In (+)	Actual Transfers In (+)	2016/17 Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Infrastructure Reserve	\$ 1,302,197	\$ 15,000	\$ 9,224	\$ 66,667		\$ (886,458)	\$ (721,958)		\$ 497,406	\$ 589,463
Pensioner Unit Maintenance Reserve	10,160	100	72	10,500		(20,000)			760	10,232
Recreation Facility Replacement/Upgrade Res.	366,294	6,400	2,595	0		(76,000)	(8,125)		296,694	360,764
Plant Replacement Reserve	140,462	4,000	995	300,000	300,000	(400,000)	(282,812)		44,462	158,645
Leave Reserve	87,921	2,100	623	10,000	10,000	0			100,021	98,544
Monkey Mia Jetty Reserve	20,627	400	146	0		0			21,027	20,773
Shared Fire Fighting System Reserve	27,607	540	195	0		0			28,147	27,802
	<b>1,955,268</b>	<b>28,540</b>	<b>13,850</b>	<b>387,167</b>	<b>310,000</b>	<b>(1,382,458)</b>	<b>(1,012,895)</b>		<b>988,517</b>	<b>1,266,223</b>

Note 7 - Year To Date Reserve Balance to End of Year Estimate



Confirmed at the Ordinary meeting of Council held on the 19 December 2016 – Signed by the President Cr Cowell \_\_\_\_\_

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

Shire of Shark Bay					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 31 October 2016					
<b>Note 7a: Cash Backed Reserve Detail</b>					
<b>2016-17</b>					
<b>Name</b>	<b>Opening Balance</b>	<b>Source of Funds</b>	<b>Transfers In (+)</b>	<b>Transfers Out (-)</b>	<b>Closing Balance</b>
	\$		\$	\$	\$
<b>Infrastructure Reserve</b>	<b>1,302,197</b>				
Interest		Investment	15,000		
Transfer of funds		General Revenue	66,667		
Foreshore project				216,458	
Jinker				200,000	
Admin Office Carpark				20,000	
Staff Housing				40,000	
Overlander Solar Relocation				10,000	
Museum Lighting				80,000	
Footpath Upgrades				50,000	
Drainage Upgrades				40,000	
Abultion Depot				10,000	
Information Signage				50,000	
Shade Shelters Eastern Foreshore				15,000	
Denham Hall				30,000	
SBDC Emergency Power				5,000	
Town Oval Bore 14-15 CFWD				40,000	
Town Oval Toilets				50,000	
Old Jail and Stables 14-15 CFWD				30,000	
Info Signage - extra approved Aug meeting				20,000	
	<b>1,302,197</b>		<b>81,667</b>	<b>906,458</b>	<b>477,406</b>
<b>Pensioner Unit Maintenance Reserve</b>	<b>10,160</b>				
Interest		Investment	100		
Transfer of Funds		General Revenue	10,500		
Upgrade to Units				20,000	
	<b>10,160</b>		<b>10,600</b>	<b>20,000</b>	<b>760</b>
<b>Recreation Facility Replacement/Upgrade Res.</b>	<b>366,294</b>				
Interest		Investment	6,400		
Childcare Centre Softfall				25,000	
Recreation Centre 3 Phase Power				5,000	
Rectification Works Rec Centre				20,000	
Cricket Practice Nets				6,000	
Recreation Centre Signage				20,000	
	<b>366,294</b>		<b>6,400</b>	<b>76,000</b>	<b>296,694</b>
<b>Plant Replacement Reserve</b>	<b>140,462</b>				
Interest		Investment	4,000		
Depreciation		General Funds	300,000		
Camp Upgrades				85,000	
Major Plant items				20,000	
Prime Mover				215,000	
Works Manager- Dual Cab Ute				27,000	
Town Supervisor- Dual Cab Ute				28,000	
Town- Single Cab Ute				25,000	
	<b>140,462</b>		<b>304,000</b>	<b>400,000</b>	<b>44,462</b>
<b>Leave Reserve</b>	<b>87,921</b>				
Interest		Investment	2,100		
Transfer of Funds		General Funds	10,000		
LSL Taken					
	<b>87,921</b>		<b>12,100</b>	<b>0</b>	<b>100,021</b>
<b>Monkey Mia Jetty Reserve</b>	<b>20,627</b>				
Interest		Investment	400		
	<b>20,627</b>		<b>400</b>	<b>0</b>	<b>21,027</b>
<b>Shared Fire Fighting System Reserve</b>	<b>27,607</b>				
Interest		Investment	540	0	
	<b>27,607</b>		<b>540</b>	<b>0</b>	<b>28,147</b>
<b>Total</b>	<b>\$1,955,268</b>		<b>\$415,707</b>	<b>\$1,402,458</b>	<b>\$968,517</b>

Confirmed at the Ordinary meeting of Council held on the 19 December 2016 – Signed by the President Cr Cowell \_\_\_\_\_

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

Shire of Shark Bay

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 October 2016

Note 8 CAPITAL DISPOSALS							
Actual YTD Profit/(Loss) of Asset Disposal					Original Budget		
Cost	Accum Depr	Proceeds	Profit (Loss)		Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$	Plant and Equipment	\$	\$	\$
				<b>Transport</b>			
0	0	0	0	Primemover Powerstar	0	0	0
43,000	(1,019)	30,000	(11,981)	Ute -Hilux 4x4	(3,718)	(11,981)	(8,263)
34,000	(509)	25,062	(8,429)	Ute -Dual Cab	(3,035)	(8,429)	(5,394)
0	0	0	0	Ute- Ford Ranger	3,410	0	(3,410)
					0		
<b>77,000</b>	<b>(1,528)</b>	<b>55,062</b>	<b>(20,410)</b>		<b>(3,343)</b>	<b>(20,410)</b>	<b>(17,067)</b>
<b>Comments - Capital Disposal/Replacements</b>							
Plant Replacement program just commencing							

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

Shire of Shark Bay											
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
For the Period Ended 31 October 2016											
Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2016/17 Budget Rate Revenue \$	2016/17 Budget Interim Rate \$	2016/17 Budget Back Rate \$	2016/17 Budget Total Revenue \$
RATE TYPE											
<b>Differential General Rate</b>											
GRV Rateable Property	0.092319	299	3,595,145	322,891	(681)	(723)	321,486	331,900			331,900
GRV Vacant	0.092319	18	345,894	28,041			28,041	31,933			31,933
GRV - Commercial	0.094872	43	2,041,029	191,231			191,231	193,637			193,637
GRV - Industrial/Residential	0.102160	44	610,127	61,093			61,093	62,331			62,331
GRV Industrial /Residential Vacant	0.092315	2	17,100	(474)			-474	1,579			1,579
GRV Rural Commercial	0.095949	5	304,200	29,188			29,188	29,188			29,188
GRV Resort	0.101279	2	1,112,800	112,703			112,703	112,700			112,700
UV General	0.190448	6	739,348	219,156			219,156	140,807			140,807
UV Mining	0.259757	1	21,367	4,579	(4,579)		0	5,550			5,550
UV Pastoral	0.130428	12	654,760	85,399			85,399	85,399			85,399
UV Exploration	0.249757	9	581,262	148,786			148,786	145,174			145,174
<b>Sub-Totals</b>		441	10,023,032	1,202,593	(5,260)	(723)	1,196,609	1,140,198	0	0	1,140,198
<b>Minimum Payment</b>											
GRV Rateable Property	800.00	67		53,600			53,600	53,600			53,600
GRV Vacant	800.00	85		68,000			68,000	68,000			68,000
GRV - Commercial	800.00	26		20,800			20,800	20,800			20,800
GRV - Industrial/Residential	800.00	4		3,200			3,200	3,200			3,200
GRV Industrial /Residential Vacant	500.00	1		0			0	500			500
Rural Commercial	800.00	0		0			0	0			0
GRV Resort	800.00	0		0			0	0			0
UV General	835.00	5		4,175			4,175	4,175			4,175
UV Mining	835.00	1		835			835	835			835
UV Pastoral	835.00	0		0			0	0			0
UV Exploration	835.00	1		0			0	835			835
<b>Sub-Totals</b>		190	0	5,010			150,610	151,945			151,945
Concessions							(174,515)				(98,361)
<b>Amount from General Rates</b>							<b>1,172,704</b>				<b>1,193,782</b>
Specified Area Rates							38,468				38,470
<b>Totals</b>							<b>1,211,172</b>				<b>1,232,252</b>
<b>Comments - Rating Information</b>											
The variance between the budget and the actual amounts is due to the transfer of rates paid in advance in 2015/16 being applied to 2015/16 and reversed in 2016/17. Should the same trend of excess payments continue in 2016/17 then the level of rates received should reach the budgeted amount.											

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MINUTES OF THE ORDINARY COUNCIL MEETING

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Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 31 October 2016								
10. INFORMATION ON BORROWINGS								
(a) Debenture Repayments								
Particulars	Principal 1-Jul-16	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2016/17 Actual	2016/17 Budget	2016/17 Actual	2016/17 Budget	2016/17 Actual	2016/17 Budget
			\$	\$	\$	\$	\$	\$
Loan 57 Monkey Mia Bore	222,287	0	13,888	28,060	208,399	194,227	1,986	9,425
Loan 53 - Staff Housing	62,945	0	9,672	19,660	53,273	43,285	66	3,200
Loan 56 - Staff Housing	79,415	0	0	15,870	79,415	63,545	(607)	4,880
	364,647	0	23,560	63,590	341,087	301,057	1,445	8,080

All debenture repayments are financed by general purpose revenue except Loan 57 which is funded through a Specified Area Rate.

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

Shire of Shark Bay  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 October 2016

**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details	Grant Provider	Approval	2016-17 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	1,455,000	0	1,455,000	0	362,921	1,092,079
Grants Commission - Roads	WALGGC	Y	418,000	0	418,000	0	103,526	314,474
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	8,130	0	8,130	0	1,770	6,360
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Y	35,000	0	35,000	0	12,180	22,820
<b>RECREATION AND CULTURE</b>								
Foreshore Revitalisation	Royalties for Regions	Y	396,306	0	0	396,306	0	396,306
Community Bus	Lotterywest	N	150,000	0	150,000	0	0	0
Grant- Foreshore	Stronger Communities	Y	20,000	0	0	20,000	20,000	0
Grant- Walking Trail		N	50,000		50,000	0	0	
<b>TRANSPORT</b>								
Road Preservation Grant	State Initiative	Y	99,000	0	99,000	0	99,131	(131)
Useless Loop Road - Mtce	Main Roads WA	Y	300,000	0	300,000	0	126,000	174,000
Contributions - Road Projects	Pipeline	Y	8,000	0	8,000	0	0	8,000
Roads to recovery Grant -Cap	Roads to Recovery	Y	659,800	0	0	659,800		
Foreshore - DOT Boat Area	Royalties for Regions	Y	2,893,604	0	2,893,604		2,500,000	393,604
RRG Grants - Capital Projects	Regional Road Group	Y	312,000	0	0	312,000	225,374	86,626
Grant-RBFS Trailer Parking	Recreational Boating Facilities Scheme	Y	750,000	0	750,000	0	0	0
DOT - Trailer Parking-Non Cash Contribution	Department of Transport	Y	250,000	0	250,000	0	0	0
<b>ECONOMIC SERVICES</b>								
Contribution - Monkey Mia	Dept. of Parks and Wildlife	Y	50,000	0	50,000	0	57,524	(7,524)
Grants - 2016 Celebrations	GDC and WA Tourism	Y	430,000	0	430,000	0	402,700	27,300
Tourism WA - Museum Lighting Grant	WA Tourism	y	0		0	36,130	36,130	0
<b>TOTALS</b>			<b>8,284,840</b>	<b>0</b>	<b>6,896,734</b>	<b>1,424,236</b>	<b>3,947,256</b>	<b>2,513,914</b>
			Operating		6,896,734		3,665,752	
			Non-operating		1,388,106		281,504	
					8,284,840		3,947,256	
<b>Comments - Operating and Non Operating Grants</b>								

Confirmed at the Ordinary meeting of Council held on the 19 December 2016 – Signed by the President Cr Cowell \_\_\_\_\_

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

<b>Shire of Shark Bay</b>					
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>					
<b>For the Period Ended 31 October 2016</b>					
<b>Note 12: TRUST FUND</b>					
Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:					
Description	Opening Balance 1 Jul 16	Amount Received	Amount Paid	Closing Balance 31-Oct-16	
	\$	\$	\$	\$	
BCITF Levy Income	112	200	(312)	0	
Library Card Bond	100	100	(200)	0	
Bookeasy- Sales	0	217,366	(217,366)	0	
Kerb/Footpath Deposit	4,300	0	0	4,300	
Building Completion Bond	0	0	0	0	
Bond Key	2,450	750	(600)	2,600	
Hall Bond	0	550	(550)	0	
Police Licensing	4,470	121,244	(122,244)	3,470	
Marquee Deposit	0	700	0	700	
Building Licence Levy	0	199	(199)	0	
Sunter Place - Recreation Reserve	95,343	1,438	(96,781)	0	
	<b>106,775</b>	<b>342,547</b>	<b>(438,252)</b>	<b>11,070</b>	

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

CAPITAL WORKS PROGRAM 2016/17								
Infrastructure Assets	Strategic Plan Reference	Responsible Officer	2016/17 Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
<b>Land and Buildings</b>								
<b>Governance</b>								
Admin Office Carpark	3.7.1	WKM	(20,000)	0	(25,491)	25,491	25,491	Project completed
<b>Governance Total</b>			<b>(20,000)</b>	<b>0</b>	<b>(25,491)</b>	<b>25,491</b>		
<b>Housing</b>								
Staff housing Capital Works								
Staff Housing - 5 Spaven Way	1.2.4	CEO	(10,000)	(1,667)	0	(1,667)	0	
Staff Housing - 65 Brockman St	1.2.4	EMCD	(10,000)	(1,667)	0	(1,667)	0	
Staff Housing - 51 Durlacher St	1.2.4	EMFA	(10,000)	(1,667)	0	(1,667)	0	
Staff Housing - 80 Durlacher St	1.2.4	EMCD	(10,000)	(1,667)	0	(1,667)	0	
Pensioner Units Capital	3.7.1	EMCD	(20,000)	(3,333)	0	(3,333)	0	
<b>Housing Total</b>			<b>(60,000)</b>	<b>(10,001)</b>	<b>0</b>	<b>(10,001)</b>		
<b>Recreation and Culture</b>								
Denham Town Hall	3.7.1	EMCD	(30,000)	(24,000)	(10,019)	(13,981)	10,019	Project commenced.
Recreation Centre - 3 Phase Power	3.7.1	EMCD	(5,000)	0	(1,737)	1,737	1,737	Project completed.
Discovery Centre-Emergency Power	3.7.1	EMCD	(5,000)	0	(2,900)	2,900	2,900	Project completed.
Town Oval Toilets	3.7.1	WKM	(50,000)	(50,000)	0	(50,000)	0	
Recreation Centre - Signage	3.7.1	EMCD	(20,000)	(20,000)	0	(20,000)	0	
<b>Recreation and Culture Total</b>			<b>(110,000)</b>	<b>(94,000)</b>	<b>(14,656)</b>	<b>(79,344)</b>		
<b>Transport</b>								
Depot- New Ablution	3.7.1	WKM	(10,000)	0	0	0		
<b>Transport Total</b>			<b>(10,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Land and Buildings Total</b>			<b>(200,000)</b>	<b>(104,001)</b>	<b>(40,147)</b>	<b>(63,854)</b>		
<b>Drainage/Culverts</b>								
<b>Transport</b>								
Drainage upgrades	3.7.1	WKM	(40,000)	(4,445)	0	(4,445)	0	
<b>Transport Total</b>			<b>(40,000)</b>	<b>(4,445)</b>	<b>0</b>	<b>(4,445)</b>		
<b>Drainage/Culverts Total</b>			<b>(40,000)</b>	<b>(4,445)</b>	<b>0</b>	<b>(4,445)</b>		
<b>Footpaths</b>								
<b>Transport</b>								
Footpath Construction-Denham Footpath Plan	3.7.1	WKM	(50,000)	(8,333)	0	(8,333)		
<b>Transport Total</b>			<b>(50,000)</b>	<b>(8,333)</b>	<b>0</b>	<b>(8,333)</b>		
<b>Footpaths Total</b>			<b>(50,000)</b>	<b>(8,333)</b>	<b>0</b>	<b>(8,333)</b>		

Confirmed at the Ordinary meeting of Council held on the 19 December 2016 – Signed by the President Cr Cowell \_\_\_\_\_

MINUTES OF THE ORDINARY COUNCIL MEETING

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Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
<b>Furniture &amp; Office Equip.</b>								
<b>Recreation And Culture</b>								
Discovery Centre - Furniture & Equipment	2.4.1	EMCD	(10,000)	(1,667)	(1,458)	(209)	1,458	
<b>Recreation And Culture Total</b>			<b>(10,000)</b>	<b>(1,667)</b>	<b>(1,458)</b>	<b>(209)</b>		
<b>Furniture &amp; Office Equip. Total</b>			<b>(10,000)</b>	<b>(1,667)</b>	<b>(1,458)</b>	<b>(209)</b>		
<b>Heritage Assets</b>								
<b>Recreation And Culture</b>								
Museum and Art Gallery Lighting	2.2.2	WKM	(80,000)	(80,000)	(42,746)	(37,254)	42,746	Project completed - awaiting accounts
Refurbishment of Old Jail and Stables - c/fwd	2.2.2	WKM	(30,000)	(24,000)	(9,969)	(14,031)	9,969	Project continuing.
<b>Recreation And Culture Total</b>			<b>(110,000)</b>	<b>(104,000)</b>	<b>(52,715)</b>	<b>(51,285)</b>		
<b>Heritage Assets Total</b>			<b>(110,000)</b>	<b>(104,000)</b>	<b>(52,715)</b>	<b>(51,285)</b>		
<b>Plant , Equipment and Vehicles</b>								
<b>Recreation and Culture</b>								
Community Bus	1.1.6	WKM	(150,000)	0	0	0	0	
<b>Recreation and Culture</b>			<b>(150,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Transport</b>								
Prime Mover	1.1.6	WKM	(265,000)	(265,000)	0	(265,000)	0	
Works Manager-Dual Cab Ute	1.1.6	WKM	(52,000)	0	(52,081)	52,081	52,081	Purchase completed.
Town- Dual Cab Ute	1.1.6	WKM	(48,000)	0	(43,253)	43,253	43,253	Purchase completed.
Town- Single Cab Ute	1.1.6	WKM	(45,000)	0	0	0	0	
Camp Upgrades	1.1.6	WKM	(85,000)	(85,000)	0	(85,000)	0	
Major Plant Items	1.1.6	WKM	(20,000)	(3,333)	0	(3,333)	0	
Boat Jinker	1.1.6	WKM	(200,000)	(200,000)	(193,363)	(6,637)		Awaiting arrival of Jinker
<b>Transport Total</b>			<b>(715,000)</b>	<b>(553,333)</b>	<b>(288,697)</b>	<b>(264,636)</b>		
<b>Plant , Equipment and Vehicles Total</b>			<b>(865,000)</b>	<b>(553,333)</b>	<b>(288,697)</b>	<b>(264,636)</b>		

Confirmed at the Ordinary meeting of Council held on the 19 December 2016 – Signed by the President Cr Cowell \_\_\_\_\_

MINUTES OF THE ORDINARY COUNCIL MEETING

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Infrastructure Assets	Strategic Plan Reference	Responsible Officer	2016/17 Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
<b>Public Facilities</b>								
<b>Community Amenities</b>								
Refuse Tip and Recycling	2.4.2	WKM	(378,341)	(57,574)	0	(57,574)	0	
<b>Community Amenities Total</b>			<b>(378,341)</b>	<b>(57,574)</b>	<b>0</b>	<b>(57,574)</b>		
<b>Recreation And Culture</b>								
Recreation Grounds	1.6.7	WKM	(52,000)	(8,667)	0	(8,667)	0	
Foreshore Revitalisation	3.7.1	CEO	(1,125,000)	(1,125,000)	(1,204,213)	79,213	1,204,213	Project Continuing.
Pontoon for Foreshore	3.7.1	WKM	(90,000)	(90,000)	(46,476)	(43,524)		Project Completed
Beach Access Ramp	3.7.1	WKM	(40,000)	(40,000)	(40,000)	0		Project Completed
Replace Shade shelters - Eastern Foreshore	3.7.1	WKM	(15,000)	(9,130)	(9,799)	669	9,799	Project Continuing.
Practice Cricket Nets	3.7.1	WKM	(6,000)	(6,000)	0	(6,000)	0	
Childcare Centre Softfall	3.7.1	WKM	(25,000)	(4,167)	(15,934)	11,767	15,934	Project Completed.
Town Oval Bore	3.7.1	WKM	(40,000)	(6,667)	(1,098)	(5,569)	1,098	
Playground	3.7.1	WKM	0	0	(98,186)	98,186	0	Project Completed.
<b>Recreation And Culture Total</b>			<b>(1,393,000)</b>	<b>(1,289,631)</b>	<b>(1,415,706)</b>	<b>126,075</b>		
<b>Public Facilities Total</b>			<b>(1,771,341)</b>	<b>(1,347,205)</b>	<b>(1,415,706)</b>	<b>68,501</b>		

Confirmed at the Ordinary meeting of Council held on the 19 December 2016 – Signed by the President Cr Cowell \_\_\_\_\_

MINUTES OF THE ORDINARY COUNCIL MEETING

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Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
<b>Roads (Non Town)</b>								
<b>Transport</b>								
Useless Loop Road - RRG 16/17	1.1.6	WKM	(377,600)	(110,901)	(170,645)	59,744	170,645	Project continuing.
R2R Nanga Road	1.1.6	WKM	(90,000)	0	0	0	0	
R2R Cycle Ways - Foreshore	1.1.6	WKM	(218,389)	(218,389)	(126,848)	(91,541)	126,848	Project continuing.
R2R 15/16 - Knight Terrace	1.1.6	WKM	0	0	(82,882)		82,882	Carry over from 15/16
R2R 15/16 -Hughes Street	1.1.6	WKM	0	0	(15,624)		15,624	Carry over from 15/16
Road Projects R2R 16/17	1.1.6	WKM	(659,800)	(109,967)	0	(109,967)	0	
<b>Transport Total</b>			<b>(1,345,789)</b>	<b>(439,257)</b>	<b>(395,999)</b>	<b>(141,764)</b>		
<b>Roads (Non Town) Total</b>			<b>(1,345,789)</b>	<b>(439,257)</b>	<b>(395,999)</b>	<b>(141,764)</b>	<b>0</b>	
<b>Streetscapes</b>								
<b>Economic Services</b>								
Overlander - Solar Light Improvements	2.1.3	EMCD	(10,000)	(10,000)	0		0	
Welcome Signage	2.1.3	EMCD	(50,000)	(16,668)	(61,580)	44,912	61,580	Project Commenced.
<b>Economic Services Total</b>			<b>(60,000)</b>	<b>(26,668)</b>	<b>(61,580)</b>	<b>0</b>		
<b>Capital Expenditure Total</b>			<b>(4,452,130)</b>	<b>(2,588,909)</b>	<b>(2,256,302)</b>	<b>(466,025)</b>		

Confirmed at the Ordinary meeting of Council held on the 19 December 2016 – Signed by the President Cr Cowell \_\_\_\_\_

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13.3 POLICY 2.7 – PURCHASING POLICY  
CM 00037

AUTHOR

EXECUTIVE MANAGER FINANCE AND ADMINISTRATION

DISCLOSURE OF ANY INTEREST

NIL

Moved           Cr Ridgley  
Seconded       Cr Capewell

**Council Resolution**

**That Council adopt the amended Policy 2.7 Purchasing Policy as attached.**

**6/0 CARRIED**

BACKGROUND

Section 11A of the Local Government (Functions and General) Regulations 1996 requires a local government to adopt and implement a purchasing policy for the supply of goods or services.

COMMENT

Council adopted the previous Policy 2.7 Purchasing Policy – Amounts under \$150,000 in October 2015. As part of the Audit Regulation review, it was recommended that Council consider amending the policy to reflect the legislation and best practice by including the purchasing requirements for purchases over \$150,000 which is the tender threshold.

The policy has been amended to reflect this and there has also been a clause included to allow the Chief Executive Officer to take advantage of extra funding and time expectations when managing large projects. The clause permits the inclusion of additional projects which are ancillary to a major project without compliance of the purchasing thresholds in this policy. The additional projects must represent value for money and be ratified by Council at the completion of the total project.

The new clause is as follows:

13. *Additional Work for Contracts Approved Under Tender*

*The Chief Executive Officer is authorised to add related projects to contracts approved under tender without adhering to the purchasing thresholds in this policy provided each related project does not exceed the tender threshold of \$150,000. The additional projects must be as a result of an increase in project funding or to ensure project completion and if any of the related projects exceed \$150,000 then tenders must be called for the works.*

*The additional work must represent value for money and be ratified by Council as soon as possible on total project completion.*

MINUTES OF THE ORDINARY COUNCIL MEETING

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There have been no changes to the purchasing thresholds in this amended policy.

LEGAL IMPLICATIONS

Section 11A of the Local Government (Functions and General) Regulations 1996 applies to this item.

POLICY IMPLICATIONS

This item amends Policy 2.7 Purchasing Policy – Amounts Under \$150,000.

FINANCIAL IMPLICATIONS

The amendment sets out the process required for all purchases.

STRATEGIC IMPLICATIONS

Outcome 4.1            The Shire is efficient in its operations, actively listens to the community and anticipates and responds to the community's needs.

Outcome 4.1.3        Maintain accountability and financial responsibility.

RISK MANAGEMENT

This policy minimises the risk of inappropriate purchasing by setting out the process for all purchases.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Executive Manager Finance  
and Administration

*C Wood*

Chief Executive Officer

*P Anderson*

Date of Report

10 November 2016

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## 2.7 Purchasing Policy

### Purpose

To provide guidelines for a consistent approach for obtaining quotations and tenders for the provision of materials, services and consultants for the Shire of Shark Bay.

This Policy will assist staff in ensuring the Shire of Shark Bay:

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

### Definitions:

**Value for Money** An overarching principle governing Shire of Shark Bay purchasing that allows the best possible outcomes to be achieved. It is important to note that compliance with specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

**Value of Purchase** The value of a purchase net of any claimable GST and any discount other than payment discount incentives.

Eg. Staff housing purchases where GST cannot be claimed the value of the purchase would include GST as against a purchase where the GST can be claimed i.e. through monthly Business Activity Statement (BAS).

### Policy:

#### Legislation

Section 3.57 of the *Local Government Act 1995* requires that "a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services".

Part 4 of the *Local Government (Functions and General) Regulations 1996* sets out the process that must be complied with in regard to tenders for the provision of goods and services where the consideration is, or is expected to be, worth more than \$150,000.

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The Regulations do not provide for the requirement for the purchase of goods or services that are worth less than \$150,000, however this policy prescribes the requirements for the implementation of fair and appropriate processes under the tender threshold.

Part 4A of the *Local Government (Functions and General) Regulations 1996* allows for the provision of Local Regional Price Preference, please refer to Policy 2.8.

### **Ethics & Integrity**

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

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

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

### **Guidelines for Purchasing**

\$0 - \$4,999	No quotes required but responsible officer to ensure that goods or services represent reasonable value for money.
\$5,000 - \$19,999	One verbal quote to be sought.
\$20,000 - \$49,999	Two verbal quotations be sought with copies of emails or file notes to be attached to the requisition or reference made to the relevant record number.

OR

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

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\$50,000 - \$99,999 Two written quotations be sought with copies of emails or file notes to be attached to the requisition or reference made to the relevant record number.

OR

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

\$100,000 - \$149,999 Written specification required and three written quotes sought (with procurement decision based on all value for money considerations). Prior to any documentation being issued a Request for Quote (RFQ) number must be obtained and utilised on all correspondence. RFQ file to be developed and stored electronically.

OR

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

\$150,000+ Public tender process to be undertaken unless excluded under Exemptions listed below. Prior to any documentation being issued a Request for Tender (RFT) number must be obtained from Governance and details as applicable provided to maintain Council's Tender Register.

OR

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

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases with a value of purchase under the \$150,000 threshold. If a decision is made to seek public tenders for contracts of less than \$150,000, a Request for Tender process must be followed.

### **Panels of pre-qualified suppliers**

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

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**Guidelines for Seeking Quotations**

1. For Goods and Services over \$100,000 (excluding multiple purchases) it is required that a specification be developed. The specification will vary in complexity depending on the nature and extent of the purchase. Refer Western Australian Local Government Association Procurement Handbook for further information.
2. Quotations should be assessed on a value for money basis, including cost, quality and availability. Assessment of purchase and relevant approvals should be documented and kept on file.
3. In determining the best value purchase, reference must be made to the Shire of Shark Bay Local Regional Price Preference policy.
4. A purchase order is to be raised and forwarded to the supplier, prior to goods and services being delivered by the supplier.

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

**Records Management**

A commitment to buy without a purchase order could represent unauthorised expenditure.

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

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

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

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

- Quotation documentation
- Internal documentation
- Order forms and requisitions

Record retention shall be in accordance with record keeping and audit requirements. The responsible officer for the purchase is to ensure that all correspondence is recorded to the relevant Synergy records file.

**Tender Process**

In conducting a tender process officers are required to comply the *Local Government Act 1995* and *Local Government (Functions and General) Regulations 1996*:

1. Exemptions

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

- (a) *the supply of the goods or services is to be obtained from expenditures authorised in an emergency under section 6.8(1)(c) of the Act; or*
  - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
  - (c) *with the last 6 months –*
    - (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
    - (ii) *The local government has, under regulation 21(1) sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenders; or*
  - (d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
  - (e) *the goods or services are to be supplied by or obtained through the government of the State of the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
  - (ea) *the goods or services are to be supplied –*
    - (i) *in respect of an area of land that has been incorporated into a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
    - (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*
- or*
- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
  - (g) *the goods to be supplied under the contract are –*
    - (i) *petrol or oil; or*
    - (ii) *any other liquid, or any gas, used for internal combustion engines;*
- or*
- (h) *the following apply –*
    - (i) *the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and*

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- (iii) *the consideration under the contract is \$250 000 or less, or worth \$250,000 or less; and*
- (iv) *the local government is satisfied that the contract represents value for money;*  
*or*
- (i) *the goods or services are to be supplied by an Australian Disability Enterprise;*  
*or*
- (j) *the contract is a renewal or extension of the term of a contract (the **original contract**) where –*
  - (i) *the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*
  - (ii) *the invitation for tenders contained a provision for the renewal or extension of a contract entered into with a successful tenderer; and*
  - (iii) *the original contract contains an option to renew or extend its term; and*
  - (iv) *the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;*  
*or*
- (k) *the goods or services are to be supplied by a pre-qualified supplier under Division 3".*

### 2. Sole Source of Supply

The procurement of goods and/or services available from only one private sector source of supply (manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be authorised by the Chief Executive Officer, recorded and attached to the requisition for later audit.

### 3. Anti-Avoidance

Contracts for supply of Goods or Services, with a combined value of purchase >\$150,000 must not be split into multiple contracts to avoid the requirement to obtain these goods or services via Public Tender. This also applies to all purchasing thresholds.

As indicated in the Department of Local Government and Communities Circular 16-2015, no timeframe for the tender threshold has been included in the regulations. However, staff should consider the importance of testing the market through a public tender process for low value, repetitive contracts.

### 4. Tender Criteria

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

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

- For tenders between \$100,000 and \$149,999, the panel must contain two (2) members.
- For tenders \$150,000 and above, the panel must contain three members.

5. Advertising of Tenders

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

Tenders may also be advertised in the Shark Bay Inscription Post if the responsible officer deems appropriate.

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

The notice must include:

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

6. Issuing Tender Documentation

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

7. Tender Deadline

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

8. Opening of Tenders

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

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

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

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

9. No Tender Received

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

- A sufficient number of quotations are obtained;
- The process follows the guidelines for seeking quotations between \$50,000 and \$149,999 as indicated above;
- The specification for goods and/or services remains unchanged;
- A contract is formed within 6 months of the closing date of the lapsed tender.

10. Tender Evaluation

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

It is Council's preference that, unless otherwise directed, evaluation panels are to consist of Shire staff.

11. Addendum to Tender

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

12. Minor Variation

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

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

13. Additional Work for Contracts Approved Under Tender

The Chief Executive Officer is authorised to add related projects to contracts approved under tender without adhering to the purchasing thresholds in this policy provided each related project does not exceed the tender threshold of \$150,000. The additional

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projects must be as a result of an increase in project funding or to ensure project completion and if any of the related projects exceed \$150,000 then tenders must be called for the works.

The additional work must represent value for money and be ratified by Council as soon as possible on total project completion.

14. No Tender Accepted

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

15. Notification of Outcome

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

16. Feedback to Unsuccessful Tenderers

The responsible officer for the tender is authorised to provide feedback to individual tenderers on deficiencies in their respective tenders, if requested.

### **Authorising Payment**

Invoices or requests for payment must be certified by the person who placed the order that:

1. The works, goods and services have been received or supplied in a satisfactory condition or standard; and
2. The invoiced amount is correct and in accordance with the purchase order.

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13.4 DENHAM FORESHORE REDEVELOPMENT - VARIATIONS AND ADDITIONAL PROJECTS  
RC00011 / LS00055

AUTHOR

EXECUTIVE MANAGER FINANCE AND ADMINISTRATION

DISCLOSURE OF ANY INTEREST

Nil

Officer Recommendation

That Council:-

1. Ratifies the actions taken by the Chief Executive Officer in authorising the variations and additional projects associated with the Denham Foreshore Redevelopment project without complying with Council's Policy 2.7 – Purchasing Policy;
2. Acknowledges that the variations and associated projects arose through the securing of further funding for the project and the time constraints placed on the completion of the project; and
3. Acknowledges that all variations and associated projects represented the most advantageous prices and best value for money to the Shire of Shark Bay.

**AMENDMENT TO OFFICERS RECOMMENDATION**

**Reason:** The Executive Manager Financial Services tabled a recommendation with amendments to the recommendation tabled in the agenda which Council resolved to adopt.

Moved            Cr Laundry  
Seconded       Cr Ridgley

**Council Resolution**

**That Council:-**

1. **Ratifies the actions taken by the Chief Executive Officer in authorising the variations and additional projects associated with the Council approved and managed Denham Foreshore Redevelopment project without complying with Council's Policy 2.7 – Purchasing Policy;**
2. **Acknowledges that the variations and associated projects arose through the securing of further funding for the project and the time constraints placed on the completion of the project; and**
3. **Acknowledges that all variations and associated projects represented the most advantageous prices and best value for money to the Shire of Shark Bay; and**
4. **Acknowledges that:**
  - I. **The variations for the Department of Transport area were in excess of the Council approved tender; and**
  - II. **The variations were treated as a separate project by the Department of Transport and therefore managed under the State Government purchasing policies; and**
  - III. **Council has since received full reimbursement for these variations.**

**6/0 CARRIED**

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### BACKGROUND

The Denham Foreshore Redevelopment project was a Council project separated into two distinct areas and it was tendered on this basis.

One area was the Council owned land of Town Centre and Gordon Peters Park which extended south from the Recreation Jetty and was project managed by the Shire and the other area was the Department of Transport owned Marine Area which extended north from the Recreation Jetty and was managed by Department of Transport. Both projects came under the auspices of the Shire of Shark Bay.

Funding for the project was provided from the Royalties for Regions as follows:

Town Centre and Town Square works – \$1,339,053  
Gordon Peters Park - \$967,343  
Department of Transport Marine Area works - \$3,393,604

Further funding had been sourced from a number of areas including:

Royal Boating Funding Scheme - \$825,000  
Stronger Communities - \$20,000  
Lotterywest - \$89,310  
Roads to Recovery - \$466,839

This item serves to seek Council's ratification for the variations and additional projects which were approved during the course of the project and also acknowledge and ratify the non-compliance with Council's purchasing policy.

### COMMENT

The tenders for each area were approved by Council as follows:

#### Department of Transport Marine Area

Relocation of Fuel Tanker - \$591,510.77  
Maritime and Civil Detailed Design - \$218,000.00  
Upgrade Civil Works and Marine Structures - \$3,469,573.82

Variations to the contracts for the Upgrade Civil Works and Marine Structures are as follows:

Variation No 1	Construction of New Jinker Jetty	Already Council	Approved by
Variation No 2	Refurbishment of existing revetment Area A	Already Council	Approved by
Variation No 3	Condition assessment survey of the existing slipway	Already Council	Approved by
Variation No 4	Delete Schedule of Rates Item Repairs to Existing Revetment A	-\$	3,972.05
Variation No 5	Jinker Planks JP1 and JP2	\$	23,688.68
Variation No 6	Water Corporation Fees	\$	2,906.35
Variation No 7	Demolition of Jinker Trailer	\$	4,270.00
Variation No 8	Revised Fenders and Bollards - Jinker Jetty	\$	15,135.68
Variation No 9	Additional Piles - Jinker Jetty	\$	22,058.30
Variation No 10	Increased Length of Piles - Jinker Jetty	\$	1,100.00

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Variation No 11	Re-location of FRP Groyne	\$	11,832.35
Variation No 12	Mobe/Demobe of Longreach	\$	11,000.00
Variation No 13	Revetment A Sand Fill/Batter Construction	\$	8,148.84
Variation No 14	Removal of Concrete Slab at Boat Ramp	\$	4,240.00
Variation No 15	Water Corporation Fees - Second Submission	\$	4,027.13
Variation No 16	Fuel Marshalling System	\$	3,219.50
Variation No 17	Car Park Construction (Basecourse Changes)	\$	118,584.54
Variation No 18	Supply and Install of Bollards	\$	9,328.28
Variation No 19	Landscaping	\$	173,989.20
Variation No 20	Jinker Jetty Abutment	\$	20,688.50
Variation No 21	Rework to Lot 302 Switchboard	\$	1,947.60
Variation No 22	Additional Work to Boat Ramp ACO Drain	\$	8,287.56
Variation No 23	Dredging of Old Groyne	\$	30,177.00
Variation No 24	Additional Crane Costs for Jinker Jetty Install	\$	16,944.95
Variation No 25	Delete SOR Item 13.5.2 - 3.1	-\$	7,200.18
Variation No 26	Re-Armouring to Existing Revetment B	\$	58,675.32
Variation No 27	Reno Mattress Installation	\$	9,784.91
Variation No 28	Spreading of Dredge Material	\$	4,455.00
Variation No 29	Concrete Infill Works	\$	6,847.50
Variation No 30	Service Jetty Existing Cables & Pit Works	\$	3,388.44
Variation No 31	Delete SOR Item 13.5.2 - 3.2 Regrades to Existing Revetment B	-\$	1,478.95
Variation No 32	Jinker Jetty - Handrail and Caps	\$	13,400.97
Variation No 33	Stainless Steel Cages for Water Meters	\$	3,940.82
Variation No 34	Additional Concrete Work around Pit Lids	\$	6,526.69
Variation No 35	Bitumen Seal Additional Costs	\$	14,287.07
Variation No 36	Slipway Mortar Revetments	\$	5,213.71
Variation No 37	Fire Fighting Services	\$	4,570.30
Variation No 38	Civil Works Tender to Construction	\$	12,462.70
Variation No 39	Delete Provisional Items	-\$	400,000.00
Variation No 40	Additional Minor Works	\$	1,600.00
Variation No 41	Additional Power	\$	2,679.27
Variation No 42	Department of Transport Costs - Landscaping	\$	18,543.00
Variation No 43	Linemarking Tender to Construction	\$	1,933.83
<b>Total</b>		<b>\$</b>	<b>247,232.81</b>

Variations to the Relocation of the Fuel Tanker are as follows:

Variation No 1	Service Relocation	\$	45,427.99
Variation No 2	Temporary Ramp	\$	3,975.00
Variation No 3	Associated costs of relocation	\$	2,568.90
Variation No 4	Provisional sum not utilised	-\$	10,000.00
Variation No 5	Waste oil relocation	-\$	8,563.01
<b>Total</b>		<b>\$</b>	<b>33,408.88</b>

Variations to the Maritime and Civil Detailed Design are as follows:

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

Variation No 1	Carpark Layout	\$ 2,430.00
Variation No 2	Services Relocation under New Fuel Tank	\$ 6,774.00
Variation No 3	Feasibility options for fire hydrant systems	\$ 6,168.00
Variation No 4	Preliminary Cost estimate	\$ 7,095.00
Variation No 5	Effect of Plot Boundaries on Electrical Distribution	\$ 5,323.00
Variation No 6	Solar Options for lighting at Lot 347	\$ 1,520.00
Variation No 7	Additional Jetty Service Pillar Drawings	\$ 3,919.00
Variation No 8	Geotechnical investigations	\$ 12,477.17
Variation No 9	Change in project datum	\$ 2,017.00
Variation No 10	Tri-Axle Truck Turning Circle Assessment	\$ 1,581.00
Variation No 11	Sandbay groyne feasibility study	\$ 5,570.00
Variation No 12	Additional Works Marine Structures Design	\$ 13,941.00
Variation No 13	Additional Works Coastal Structures	\$ 3,728.00
Variation No 14	Tri-Axle Kerb Adjustments Outcome of Study	\$ 6,938.00
Variation No 15	Landscape detailed design	\$ 18,408.00
Variation No 16	Realignment of Jinker Jetty	\$ 8,440.00
	<b>Total</b>	<b>\$ 106,329.17</b>

The above variations were authorised:

1. To ensure that the works were carried out to a high quality and would be a long term asset;
2. To account for unforeseen events which were not expected in the initial project scope; and
3. To take advantage of extra funding which became available during the project.

Town Centre and Gordon Peters Park

Design and Construct - \$2,200,000. The following variations increased the contract value to \$2,340,920 which was within the amount allocated for this part of the project.

Variations to the Design and Construct are as follows:

Variation No 1	Install Shower	\$ 7,250.00
Variation No 2	Extra Stonework	\$ 7,500.00
Variation No 3	Extra Design	\$ 17,500.00
Variation No 4	Playground Concrete Path	\$ 32,750.00
Variation No 5	Museum Works	\$ 20,000.00
Variation No 6	Extra Signage	\$ 18,920.00
Variation No 7	Extra Lighting and Sewer Works	\$ 24,500.00
Variation No 8	Stone Walling	\$ 12,500.00
	<b>Total</b>	<b>\$ 140,920.00</b>

The above variations were authorised:

MINUTES OF THE ORDINARY COUNCIL MEETING

30 NOVEMBER 2016

1. To ensure that the works were carried out to a high quality and would be a long term asset;
2. To improve facilities and add to the amenity of the project area.

Additional projects for Shire area of the Foreshore are listed below together with the funding sources for those projects.

Royalties for Regions	Project No 1	Groyne, Revetment	\$ 28,572.00
	Project No 2	Wayfinding and Node Signage	\$ 15,750.00
	Project No 3	Power Supply Preparation	\$ 5,725.95
		<b>Sub-Total</b>	<b>\$ 50,047.95</b>
Roads to Recovery	Project No 4	Concrete paving to Hoult's Landing	\$ 11,987.50
	Project No 5	Concrete paving to Knight Terrace/Town Centre Interface	\$ 44,225.00
	Project No 6	Traffic Management to Knight Terrace	\$ 12,187.50
	Project No 7	Drainage to Knight Terrace	\$ 16,900.00
	Project No 8	Timber - Reuse Jetty Extra	\$ 6,500.00
	Project No 9	Bollards Knight Terrace	\$ 10,050.00
	Project No 10	Kerbing Flushed and Raised	\$ 19,600.00
	Project No 11	Concrete Ramp and Paving Sand and Sub Base	\$ 32,100.00
	Project No 12	Cycle Paths	\$ 133,270.00
		<b>Sub-Total</b>	<b>\$ 286,820.00</b>
R4R/Stronger Communities	Project No 13	Foreshore Ramp	\$ 40,000.00
		<b>Sub-Total</b>	<b>\$ 40,000.00</b>
Lotterywest	Project No 14	Playground	\$ 90,000.00
		<b>Sub-Total</b>	<b>\$ 90,000.00</b>
		<b>Total</b>	<b>\$ 466,867.95</b>

During the course of the project, Council was successful in securing further funding for the project and this presented an opportunity to increase the scope and make improvements to the original scope without breaching contractual arrangements. The above projects reflect these improvements.

Compliance with Local Government Act 1995 and Policy 2.7 Purchasing Policy

*Local Government Act 1995*

30 NOVEMBER 2016

The Local Government Act requires that purchases over \$150,000 to be put out to tender. The initial contracts were all approved through the tender process, however there is one project which exceeds the \$150,000 threshold and was not approved under the tender process.

This project was a variation to the landscaping on the Department of Transport owned land and its value was \$173,989.20. Although this did not comply with the Local Government Act, it did comply with the Public Service tender requirements under which the Department of Transport operate. Therefore there was no intention to avoid the local government tender requirements but merely a misunderstanding from Department of Transport on what threshold was relevant.

#### Policy 2.7 – Purchasing Policy

Council's Purchasing Policy contains thresholds at which point quotations are required. These thresholds have been set to ensure that there is transparency in the purchasing process. Under Council's policy, purchases from \$20,000 to \$149,999 require varying levels of quotations.

As stated previously, the extra funding received provided an opportunity to provide an improved project outcome and therefore, in order to ensure that the project continued seamlessly to its completion, the quotation thresholds were not adhered to.

Value for money was the principal criterion in allocating additional projects and where possible, every effort was made to allocate purchases to local providers. However, the completion of the project in time for the 1616 celebrations meant that the skills of the existing contractor, approved in accordance with the tender process, were utilised.

#### LEGAL IMPLICATIONS

Section 11 of the Local Government (Functions and General) Regulations 1996 states that tenders need to be called for goods and services for \$150,000 and over.

#### POLICY IMPLICATIONS

This item refers to Policy 2.7 Purchasing Policy – Amounts Under \$150,000.

#### FINANCIAL IMPLICATIONS

The Foreshore Redevelopment project had a total budget, including all funding sources, of \$8.58m. Overspends on the Department of Transport Marine area have been recouped from the Department of Transport.

#### STRATEGIC IMPLICATIONS

Outcome 4.1           The Shire is efficient in its operations, actively listens to the community and anticipates and responds to the community's needs.

Outcome 4.1.3        Maintain accountability and financial responsibility.

#### RISK MANAGEMENT

MINUTES OF THE ORDINARY COUNCIL MEETING

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30 NOVEMBER 2016

This is a low risk item. Council acknowledges the reasons for the non-compliance and accepts that all extra expenditure was authorised with the best intention of value for money.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Executive Manager

Finance and Administration

*C Wood*

Chief Executive Officer

*P Anderson*

Date of Report

10 November 2016

30 NOVEMBER 2016

**14 TOWN PLANNING REPORT**

**14.1 PROPOSED ACQUISITION OF CLOSED ROAD – ADJACENT TO LOT 6 KNIGHT TERRACE, DENHAM P1003**

AUTHOR

Liz Bushby, Gray and Lewis Land Use Planners

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Gray and Lewis

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

Moved Cr Capewell  
Seconded Cr Fenny

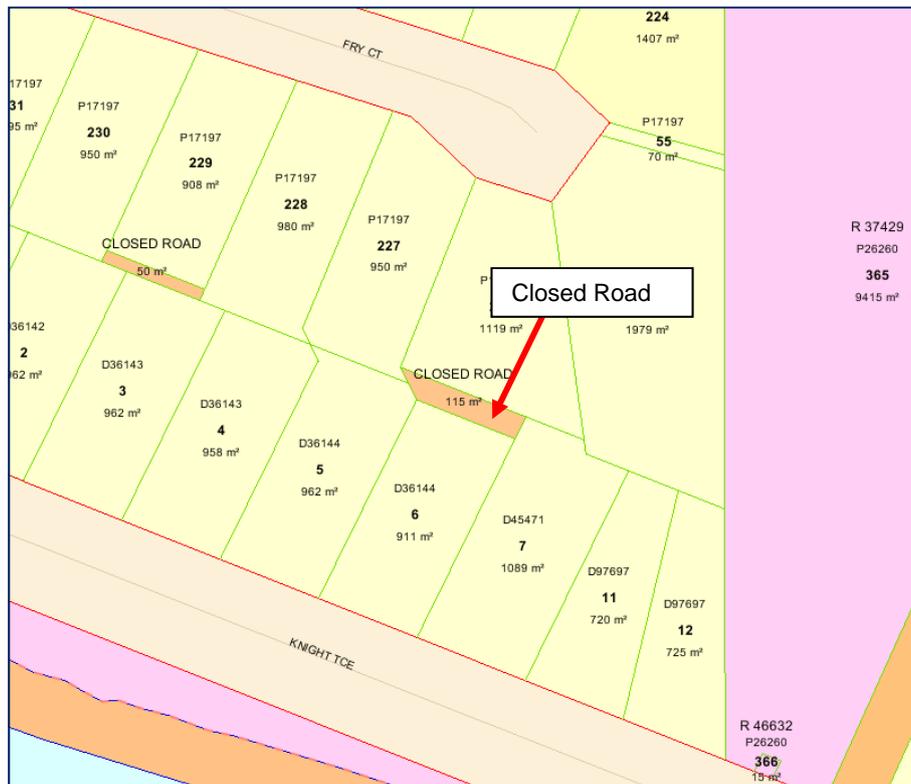
**Council Resolution**  
**That Council:**

- 1. Resolve to advise the Department of Lands that the Shire of Shark Bay has no objections to the proposed acquisition of closed road by the owners of Lot 6 Knight Terrace, Denham.**

**6/0 CARRIED**

BACKGROUND

There are sections of landlocked closed road between Knight Terrace and Fry Court.



## MINUTES OF THE ORDINARY COUNCIL MEETING

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The closed road is zoned 'Residential' under the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme').

### COMMENT

The Department of Lands has requested the Shires comments as the owners of Lot 6 Knight Terrace seek to acquire a 114m<sup>2</sup> section of closed road which is located to the north of their property.

It is recommended that the proposal be supported as:

- The closed road is landlocked and would be difficult to maintain.
- The closed road only has an area of 114m<sup>2</sup> so is not a useable land parcel in it's own right.
- Amalgamation with an adjacent land parcel provides a practical solution.

### LEGAL IMPLICATIONS

There are no legal implications relative to this report.

### POLICY IMPLICATIONS

There are no known policy implications associated with this matter.

### FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Gray & Lewis for advice.

### STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this matter.

### RISK MANAGEMENT

Not Applicable – the Shire is only commenting on a proposal.

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Author

*L Bushby*

Chief Executive Officer

*P Anderson*

Date of Report

4 November 2016

30 NOVEMBER 2016

14.2 PLANNING APPLICATION – LOT 556 (100) OCEAN PARK ROAD  
P4392

AUTHOR

Liz Bushby, Gray and Lewis Land Use Planners

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Gray and Lewis

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

Declaration of Interest: Cr Fenny

Nature of Interest: Financial Interest as Managing Director of Ocean Park

Declaration of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as Executive Officer of Shark Bay World Heritage Advisory Committee

Cr Fenny Left Council Chambers at 5.13pm

Moved            Cr Bellottie  
Seconded       Cr Capewell

Council Resolution

That Council:

1. **Note that an application has been lodged for a camping area (for students) & ancillary amenities (BBQ/pool area), workers accommodation and carparking on Lot 556 Ocean Park Road and it is being advertised to the following authorities:**
  - (i) **The Department of Fire and Emergency Services;**
  - (ii) **The Department of Parks and Wildlife;**
  - (iii) **The Shark Bay World Heritage Advisory Committee; and**
  - (iv) **The Department of Lands.**
  
2. **Advise the applicant that the application will be referred to a future Council meeting for determination once:**
  - (a) **Additional information is lodged to address State Planning Policy 2.6 – State Coastal Policy (which will be referred to the Department of Transport and Department of Planning).**
  - (b) **Bushfire Management is addressed satisfactorily; and**
  - (c) **Comments have been received by referral / government authorities.**
  
3. **Note that the plan originally lodged with the application contained incorrect lot boundaries, and a revised (corrected) site plan was received on the 11 November 2016. As a result some documentation such as the Bushfire Management Plan will require revision to reflect the correct layout of the proposed development and include Reserve 52019.**
  
4. **Note that Gray & Lewis has advised the applicant that the Bushfire Management Plan requires modification, as outlined in this Council report.**

**5/0 CARRIED**

30 NOVEMBER 2016

BACKGROUND

- *Amendment 1 to the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme')*

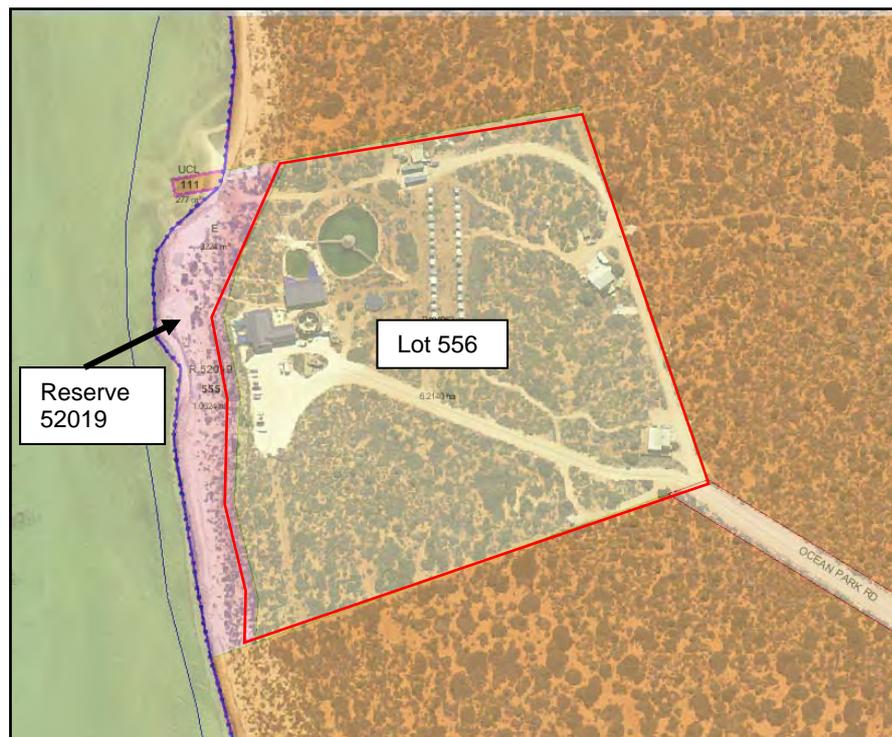
In 2008 a request was lodged by Taylor Burrell Barnett (planning consultants) on behalf of WA Ocean Park Pty Ltd to re-zone Edel Location 110 from 'Rural' to 'Special Use' zone with specific provisions in Schedule 4 of the Shire of Shark Bay Town Planning Scheme No 3.

The amendment was formally initiated by Council (without modification) at the Ordinary Meeting held on the 28 May 2008. Following advertising, Amendment No 1 was adopted by Council (without modification) at the Ordinary Meeting held on the 24 September 2008. Amendment 1 was approved by the Minister for Planning and gazetted on the 17 April 2009.

- *Location and existing development*

Edel Location 110 is now known as Lot 556 (100) Ocean Park Road.

The lot has been developed with an oceanarium, restaurant, and ancillary development such as a dwelling and solar infrastructure. The site is known as 'Ocean Park' colloquially.



Source: Landgate

To the west of Lot 556 lies Reserve 52019 which is for foreshore management.

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- *Revised site plan*

The original site plan included development that encroached into Reserve 52019 and did not reflect the correct lot boundaries.

The applicant lodged a corrected revised site plan on the 11 November 2016 at the request of Gray & Lewis.

- *Existing Scheme Provisions*

The provisions applicable to Lot 556 as listed in Schedule 4 of the Scheme are as follows:

No.	Description of Land	Special Use	Conditions
SU13	Edel Location 110	The following uses are permitted: <ul style="list-style-type: none"> <li>• Oceanarium and associated incidental uses</li> <li>• Shop</li> <li>• Café/ restaurant</li> <li>• Camping ground</li> <li>• Workers accommodation</li> </ul>	i) The intent of this Special use Zone is to allow the development of an Oceanarium and associated uses incidental to the operation of the Oceanarium for both tourist and research purposes.  ii) The Use of the Camping Area is restricted to students involved in educational programs or research on site and is not for use by the general public.  iii) A maximum of two dwellings for workers

COMMENT

- *Description of Application*

The applicant has advised that besides being involved in the Western Australian State Governments research projects into passive shark attack mitigation technologies, Department of Fisheries fish population surveys and the Department of Parks and Wildlife's Monkey Mia dolphins project on a regular basis, Ocean Park is also very open to encouraging co-operation with local and international universities to support scientific studies.

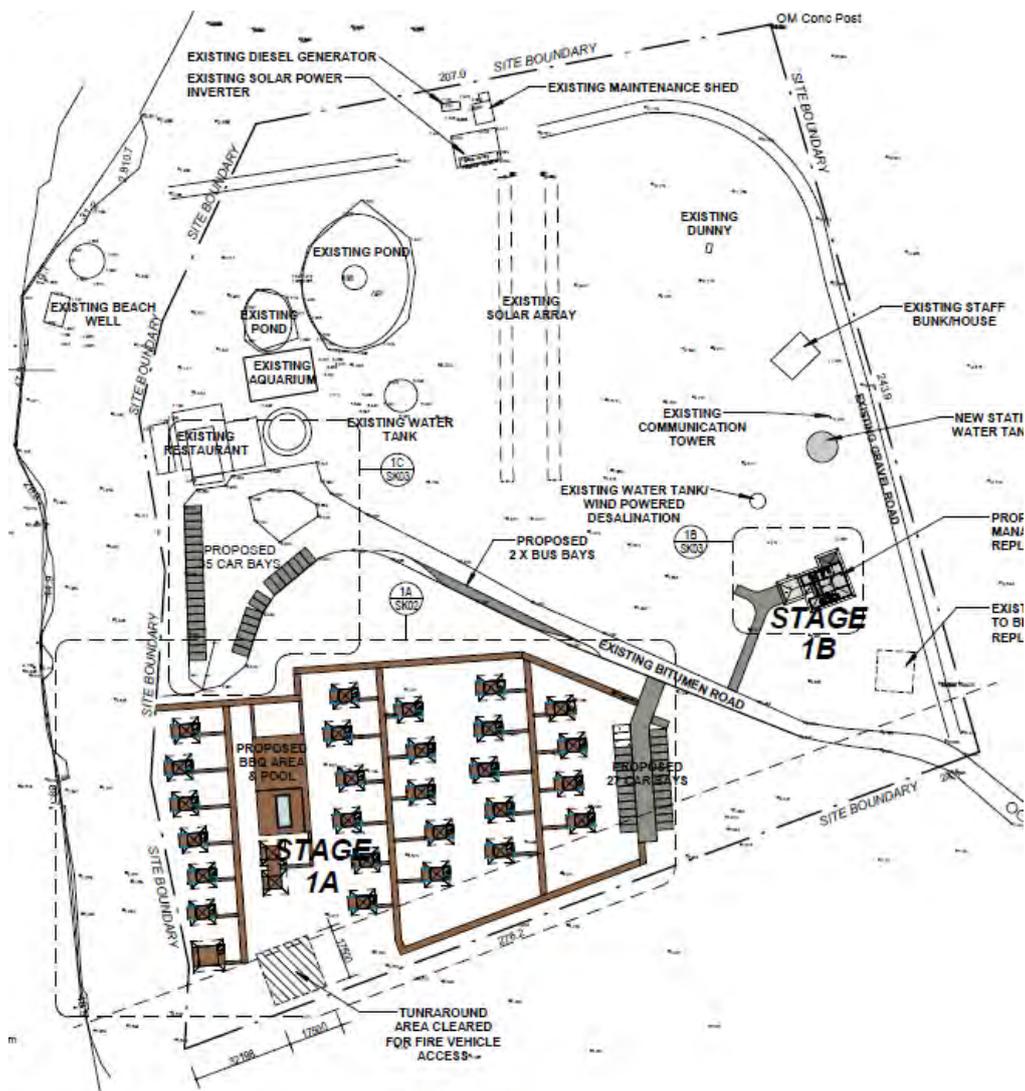
There are already student researchers from Curtin University accessing the facility for research studies, and the park has received good responses from an overseas marine researcher organisation who would benefit from working alongside a team at Ocean Park.

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The application proposes:

- 27 accommodation 'eco-tents' for students doing research in the park and the World Heritage Area;
- 2 of the accommodation tents are designed for wheelchair accessibility;
- 27 carparking bays are proposed to cater for patrons;
- The eco-tents are proposed for a minimum stay of 2 days but no more than 7 consecutive nights;
- Each eco-tent will incorporate it's own ensuite;
- A Communal BBQ and pool area is also proposed. More detailed information on the pool will be submitted to the Department of Health WA for separate approval;
- Ramps and walkways will connect each eco-tent and the communal area;
- The existing managers house will be demolished and replaced with a new house. The new house will be made of up of modular boxes constructed off site, and transported to the lot for installation.
- Meals will be provided by the existing restaurant and no cooking facilities are proposed for the eco-tents.
- Provision of 2 bus bays on the main entrance driveway.
- Roadbase for 35 carparking bays to the south of the existing restaurant.

The site plan is included below:



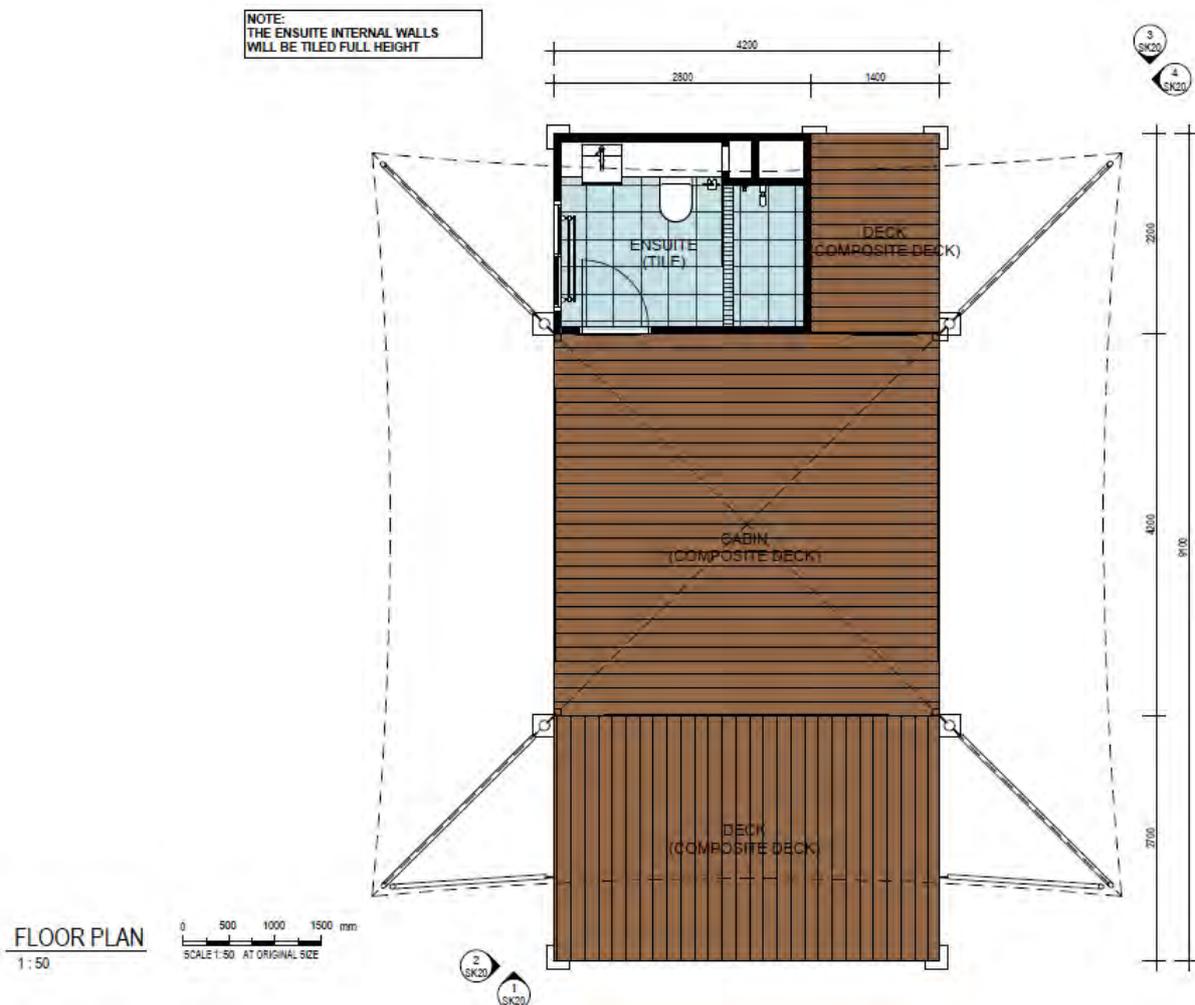
30 NOVEMBER 2016

In regards to the 'tent' design, the applicant advises as follows:

- The eco-tent is a pre-fabricated modular structure and is environmentally sustainable for coastal sites. Each structure is supplied in kit form which includes structural steel, footing tie downs, fixings, canvas ceiling/walls, and floor decking.
- The deck level/ floor level is a minimum of 625mm from ground level and is fixed temporarily but securely to the ground using eco anchor footings and pins.
- No site excavation is required to install the structures and the anchor footings and pins are designed to be adjustable.
- 26 of the eco-tents will measure 4.2 metres by 4.2 metres with a 2.7 metre deck, and will accommodate up to 2 people.
- One of the eco-tents will measure 6.3 metres by 6.3 metres and accommodate a maximum of 4 people.

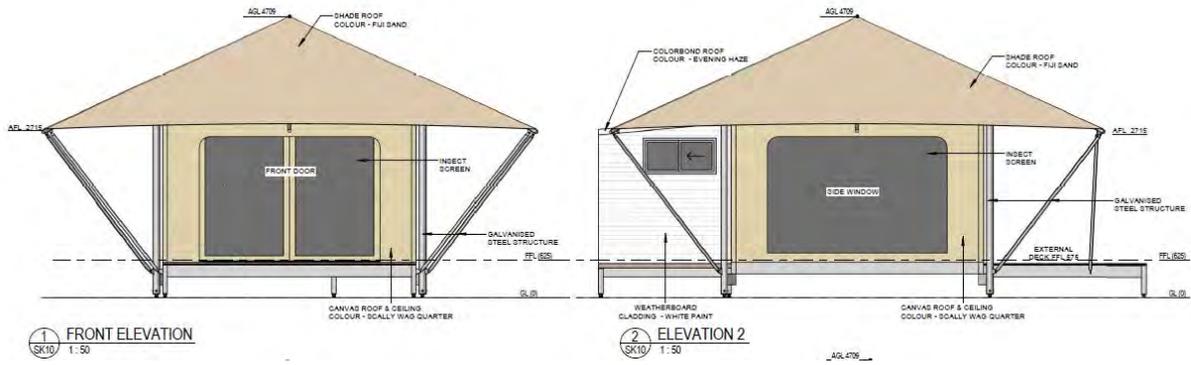
Example floor plans and elevations of the eco-tents are included below and overpage:

1. 4.2m x 4.2m design

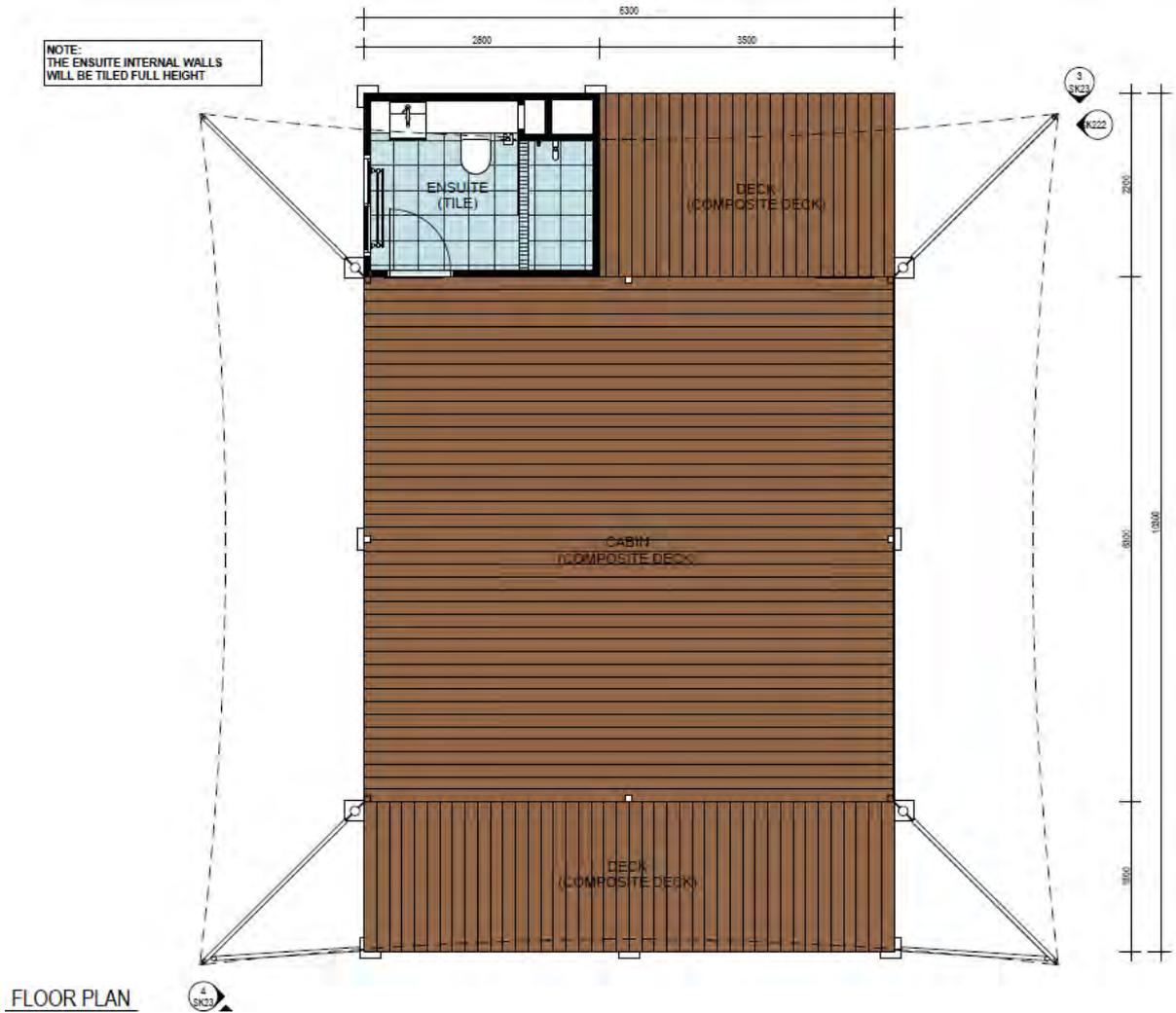


MINUTES OF THE ORDINARY COUNCIL MEETING

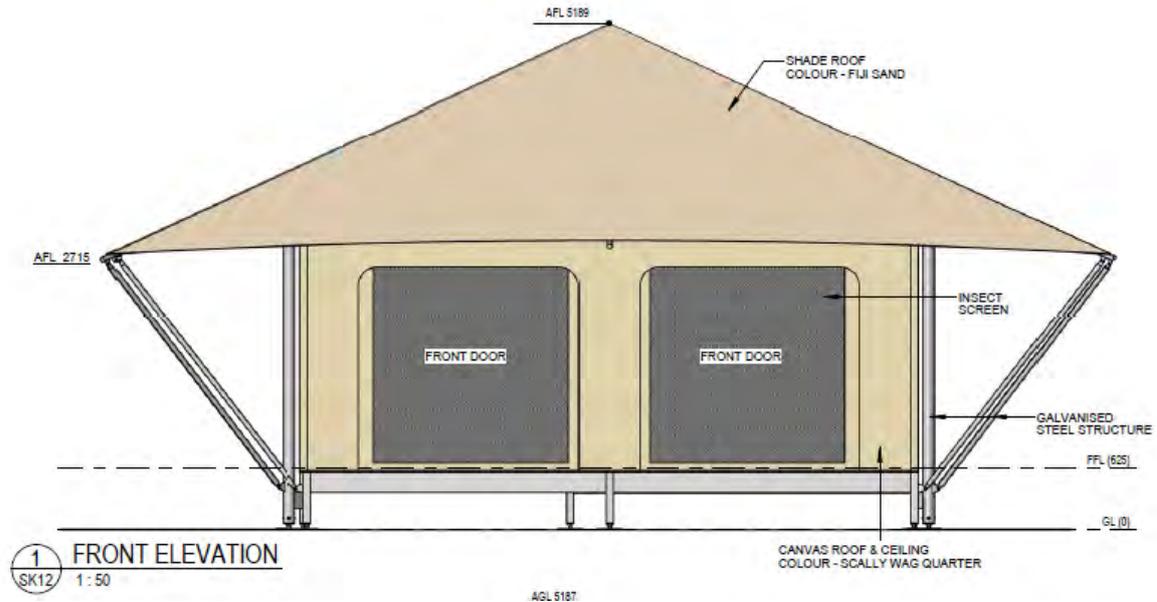
30 NOVEMBER 2016



2. 6.3m x 6.3m design



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- *Proposed Landuse*

As explained in the background section of this report, the Scheme limits accommodation to ‘camping ground’ for student accommodation, and a maximum of 2 workers accommodation.

There is an anomaly as normally landuses listed in any Schedule of the Scheme correlate (exactly) to a landuse term / definition in the Scheme.

Whilst there is no definition for ‘camping ground’, the Scheme has a definition for ‘camping area’ which is defined as *‘means an area of land set aside for the purpose of camping involving the erection of tents and other forms of temporary shelter not involving trailers, caravans, chalets or mobile homes’*.

The Caravan Parks and Camping Grounds Act 1995 (‘Caravan Act’) defines ‘camping ground’ as *‘means an area of land on which camps, but not caravans, are situated for habitation but does not include any land prescribed for the purposes of this definition’*.

Gray & Lewis is of the view it is reasonable for the proposed ‘eco-tent’ proposal to be considered as a camping ground based on the camping area definition. It covers the same type of development described in the ‘camping ground’ definition contained in the Caravan Act.

The ‘eco-tent’ is not construed as a ‘chalet’ which is excluded from the ‘camping area’ definition as a chalet is defined in the model provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 as *‘means a dwelling forming part of a tourist development or caravan park that is:*

- (a) *a self contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
- (b) *designed to provide short term accommodation for guests.’*

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The proposed managers house is construed as 'workers accommodation' defined in the Scheme as '*means a dwelling or residential building occupied by a person who is:*

- (a) *engaged in active employment on the subject land;*
- (b) *the owner (whether in whole or n part) and operator of a business, where that person is also currently actively involved in the operation of the business on a day to day basis in Shark Bay; or*
- (c) *a spouse, partner or dependent child of a person referred to in paragraph (a) or (b). '*

- *Management / general operation of premises*

The applicant has advised that Ocean Park runs an on line booking system through its' existing webpage for entry tickets, 4WD tour, dive adventure, marine safari and restaurant dining. The booking system will be extended to the eco-tent student accommodation.

All laundry is currently carried out off site which will continue with the new eco-tent development. No washing facilities are proposed.

Room service cleaning will be carried out by an external sub-contractor.

- *Servicing/ infrastructure*

The applicant has advised that:

- Ocean Park has one of the largest private solar array installations in Western Australia which powers the parks lighting, pump systems, and reverse osmosis desalination unit for processing fresh water. The existing system has capacity to provide power to the proposed eco-tents.
- Ocean Park is provided by water supply by rain water and a desalination plant. Existing bulk water storage tanks have capacity to cater for water use associated with the proposed development. Water saving showerheads are proposed.

- *State Planning Policy 3.7 and Bushfire Guidelines*

Under the 'deemed provisions' of the Planning and Development (Local Planning Schemes) Regulations 2015 Council is to have 'due regard' to any state planning policy. This essentially means Council has an obligation to give proper, genuine and realistic consideration to the requirements of 'State Planning Policy 3.7: Planning in Bushfire Prone Areas'.

The Western Australian Planning Commission released State Planning Policy 3.7 and associated Guidelines for Planning in Bushfire Prone Areas ('the Guidelines') in December 2015. These documents apply to all land identified as Bushfire Prone.

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. Lot 556 is within the declared bushfire prone area.

The applicant has submit a Bushfire Management Plan prepared by Entire Fire Management.

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The Bushfire Management Plan has been referred to the Department of Fire and Emergency Services for assessment, as the proposed student accommodation is a 'vulnerable landuse' under the guidelines. Department of Fire and Emergency Service has advised they cannot comment until the 23 December 2016.

The Bushfire Management Plan is not based on correct lot boundaries and will need to be updated to include the revised site plan lodged by the applicant.

Gray & Lewis has advised the Department of Fire and Emergency Service of the revised plan, and recommended the applicant liaise with the fire consultant direct to ascertain the extent that the revised plan impacts on their recommendations.

Gray & Lewis recommends changes to the Bushfire Management Plan as follows:

- (i) The maps included in the Bushfire Management Plan include development that do not form part of this planning application (eg jetties and cabins in the ocean). The maps should be revised to be consistent with the revised site plan dated 11 November 2016.

Reason: For clarity and to recognise that a separate Reserve 52019 exists to the west of Lot 556 and does not form part of the boundary of Lot 110.

- (ii) The Bushfire Management Plan recommends the lot be maintained to the standard of a Hazard Separation zone (including within Reserve 52019). It needs to recognise that existing vegetation in Reserve 52019 will remain as is. The Bushfire Attack Level map needs to be amended to include Reserve 52019.

- (iii) Replace references to 'City of Mandurah' throughout the document with the 'Shire of Shark Bay' (eg under section 9.2 and Declaration).

Reason: This is an error in the document.

- (iv) Under section '9.3 Local Government Responsibilities' modify the following:
- Replace '*Ensure the developer and / or individual landowner complies with this Bushfire Management Plan*' with '*Require the landowner to comply with the Bushfire Management Plan through conditions placed on any planning approval*'.

Reason: The onus should be on the owner to comply with the Bushfire Management Plan, not the Shire.

- Replace '*Review this Bushfire Management Plan when necessary*' with '*Require the owner to review the Bushfire Management Plan as part of future planning applications or building permit applications*'.

Reason: The onus should not be on the Shire to review the plan.

- Clarify the location of the proposed dedicated 50,000 litre water tank for fire fighting, and the statement that it will 'vested in the local government'. The Shire may not want to be responsible for the tank, vesting or any ongoing maintenance.

30 NOVEMBER 2016

- *State Planning Policy 2.6 – State Coastal Policy*

The applicant has been requested to address State Planning Policy 2.6.

The applicant has liaised with the Department of Planning regarding the policy requirements and will engage a suitably qualified person for advice.

The Shire Chief Executive Officer has agreed to accept the application and refer this report to Council, on the basis that the applicant lodge additional information regarding compliance with State Planning Policy 2.6.

Once additional information is received it will be referred to the Department of Transport and Department for Planning (Coastal Branch) for advice, prior to referring the application to a future Council meeting for determination.

- *World Heritage*

The lot is located within a Special Control Area under the Scheme applicable to the world heritage area.

The application has been referred to the Shark Bay World Heritage Advisory Committee and the Department of Parks and Wildlife for comment.

#### LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 – outlined in the body of this report.

#### POLICY IMPLICATIONS

There are no policy implications relative to this report.

#### FINANCIAL IMPLICATIONS

The Shire pays fees to Gray & Lewis for planning advice.

#### STRATEGIC IMPLICATIONS

- *Shire of Shark Bay Local Planning Strategy*

The Shire of Shark Bay Local Planning Strategy has been endorsed by Council and the Western Australian Planning Commission. The Strategy does not earmark any changes to the scheme in relation to Lot 556.

- *Shire of Shark Bay Tourism Strategy*

The Shire of Shark Bay Tourism Strategy was pursued as a recommendation of the Local Planning Strategy.

The Tourism Strategy states:

*'There is no obvious reason to restrict the uses on this site as it has proved to have longevity and to be operated responsibly.*

*It is a suitable distance from town so that it does not compete with the Denham based tourist uses and subject to being able to provide suitable services it should be permitted to develop a range of workers and visitors accommodation.'*

MINUTES OF THE ORDINARY COUNCIL MEETING

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30 NOVEMBER 2016

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

15 November 2016

30 NOVEMBER 2016

14.3 INFORMAL SCHEME AMENDMENT REQUEST – LOT 556 (100) OCEAN PARK ROAD  
P4392 / LP00002

AUTHOR

Liz Bushby, Gray and Lewis Land Use Planners

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Gray and Lewis

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

Declaration of Interest: Cr Fenny

Nature of Interest: Financial Interest as Managing Director of Ocean Park

Moved Cr Capewell

Seconded Cr Laundry

Council Resolution

**That Council:**

**1. Authorise the Chief Executive Officer to advise Mr Rick Fenny (Fenny Group) and Mr Edmund Fenny (Ocean Park Management) that:**

- (i) **The Shire would be prepared to consider a formal scheme amendment to increase flexibility for tourist accommodation on Lot 556 Ocean Park Road.**

**The amendment will be assessed on merit however needs to address normal planning considerations, including State Planning Policy 2.6 – State Coastal Planning Policy, State Planning Policy 3.7 – Planning in Bushfire Prone Areas, and the Western Australian Planning Commission Guidelines for Planning in Bushfire Prone Areas.**

**Any scheme amendment has to be advertised and requires approval by the Minister for Planning.**

- (ii) **The owners need to engage a town planning consultant to compile formal scheme amendment documents to be considered at a future Council meeting.**

- (iii) **It is recommended that the scheme amendment have regard to existing landuses and any future landuses. Any landuses listed in Schedule 4 should have correlating landuse definitions.**

- (iv) **Any formal scheme amendment would be classified as a ‘complex’ scheme amendment under the Planning and Development (Local Planning Schemes) Regulations 2015 as:**

- **The amendment is not earmarked in the Shire of Shark Bay Local Planning Strategy; and**
- **The amendment relates to development that is of a scale that is significant relative to development in the locality.**

- (v) **Scheme amendment fees would be payable by the proponent.**

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- (vi) **Option 1 outlined in this report is favoured by Council, in relation to Structure Plans.**

**5/0 CARRIED**

Cr Fenny returned to Council Chambers at 5.21pm

BACKGROUND

- *Amendment 1 to the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme')*

In 2008 a request was lodged by Taylor Burrell Barnett (planning consultants) on behalf of WA Ocean Park Pty Ltd to re-zone Edel Location 110 from 'Rural' to 'Special Use' zone with specific provisions in Schedule 4 of the Shire of Shark Bay Local Planning Scheme No 3.

The amendment was formally initiated by Council (without modification) at the Ordinary Meeting held on the 28 May 2008. Following advertising, Amendment No 1 was adopted by Council (without modification) at the Ordinary Meeting held on the 24 September 2008. Amendment 1 was gazetted on the 17 April 2009.

- *Location and existing development*

Edel location 110 is now known as Lot 556 (100) Ocean Park Road.

The lot has been developed with an oceanarium, restaurant, and ancillary development such as a dwelling and solar infrastructure. It is known as Ocean Park.

The oceanarium includes aquarium tours, dive tours, shark feeding and the operators also organise a range of dive adventures and marine safaris.

The restaurant is open daily for breakfast and lunch, between 9.00am and 3.00pm. It includes a licenced bar and caters for functions, such as kids parties and weddings. A location plan with aerial underlay is included overpage.

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Source: Landgate

- *Draft Local Planning Scheme No 4 – Scheme Review*

Gray & Lewis has previously provided advice to the proponents on options to examine the provisions relating to Lot 556 as part of the Scheme Review process.

The proponents were given an opportunity to lodge a preliminary submission on the Scheme Review in April 2015, however did not lodge a submission at the time.

Gray & Lewis has more recently advised the proponents that:

- Advertising material for Draft Scheme 4 is currently being prepared with the objective to commence advertising by the end of November 2016.
- A specific letter will be sent to them during advertising so they have an opportunity to lodge a submission on the Draft Scheme.

If they pursue an amendment to the existing Scheme No 3 as a shorter term solution, then changes to Draft Scheme No 4 can still be considered after advertising.

COMMENT

- *Existing Scheme Provisions*

The provisions applicable to Lot 556 as listed in Schedule 4 of the Scheme are as follows:

No.	Description of Land	Special Use	Conditions
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MINUTES OF THE ORDINARY COUNCIL MEETING

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SU13	Edel Location 110	<p>The following uses are permitted:</p> <ul style="list-style-type: none"> <li>• Oceanarium and associated incidental uses</li> <li>• Shop</li> <li>• Café/ restaurant</li> <li>• Camping ground</li> <li>• Workers accommodation</li> </ul>	<p>i) The intent of this Special use Zone is to allow the development of an Oceanarium and associated uses incidental to the operation of the Oceanarium for both tourist and research purposes.</p> <p>ii) The Use of the Camping Area is restricted to students involved in educational programs or research on site and is not for use by the general public.</p> <p>iii) A maximum of two dwellings for workers</p>
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- *Scheme Amendment request*

The Shire has been approached by Mr Rick Fenny (Fenny Group) and Mr Edmund Fenny (Oceanpark Management) seeking support for a future amendment to the existing Scheme for the Ocean Park site.

The proponents seek increased flexibility as currently the Scheme limits accommodation to 'camping ground', and only allows camping for student accommodation.

The proponents have lodged a planning application for student accommodation, however would like flexibility in future to cater for tourist accommodation.

- *State Planning Policies*

Any scheme amendment will also be assessed by the Western Australian Planning Commission for compliance with any relevant State Planning Policies.

A scheme amendment is a statutory document and would need to be prepared by a suitably qualified town planning consultant (at the proponents cost).

Any scheme amendment will need to address elements of State Planning Policy 2.6 – State Coastal Planning Policy.

As Lot 556 is located in a bushfire prone area, any amendment also needs to address elements of State Planning Policy 3.7 – Planning in Bushfire Prone Areas, and the Western Australian Planning Commission Guidelines for Planning in Bushfire Prone Areas.

The Bushfire guidelines are especially important as they identify any tourism development as a 'vulnerable' landuse.

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- *World Heritage*

The lot is located within a Special Control Area under the Scheme applicable to the world heritage area.

Any scheme amendment would be referred to the Shark Bay World Heritage Advisory Committee and the Department of Parks and Wildlife for comment.

- *Structure Plans – Options for Councillor discussion*

The Scheme requires an Outline Development Plan prior to development of other 'Special Use' zones applicable to coastal tourist sites such as Monkey Mia, Nanga, and Hamelin Pool.

The term 'Outline Development Plan' has been replaced by the term 'Structure Plan' under the Planning and Development (Local Planning Schemes) Regulations 2015.

Council has two options in considering any future scheme amendment for Lot 556 as follows:

**Option 1 –** Require any scheme amendment to require future development to be in accordance with a Structure Plan endorsed by the Western Australian Planning Commission.

Option 1 provides a consistent approach with other coastal tourist sites and a structure plan would provide the strategic basis to guide future development.

**Option 2 –** Not request that a structure plan requirement be included as part of any scheme amendment, and allow future development to proceed as a planning application.

Option 2 allows the 'status quo' for Lot 556 to continue.

From a planning perspective, Gray & Lewis sees merit in any substantial development being comprehensively planned for through the structure plan process. However, any requirement for a Structure Plan does add to the complexity of the planning process.

**The Structure Plan issue is highlighted for Council discussion. Council can include it's preferred option in point vi of the recommendation/ resolution.**

It should be noted that the Department of Planning has indicated an interest in coastal lots and support structure plan requirements for sites such as Monkey Mia. There is potential that the Minister for Planning may consider it suitable for future development at Lot 556 to be guided by a Structure Plan. Ultimately the Minister is the final decision maker on all scheme amendments.

- *Scheme Amendment process*

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The Scheme Amendment process is governed by the Planning and Development (Local Planning Schemes) Regulations 2015.

Any Scheme Amendment entails:

- i. Referral of a formal scheme amendment to Council to consider adoption (with or without modification) for the purpose of initiating advertising. The Regulations describe amendments as either simple, standard or complex.

Any amendment that is not covered by a Local Planning Strategy is classified as a 'complex' amendment.

If an applicant does not agree with the classification of an amendment they can request advice from the Western Australian Planning Commission.

- ii. Lodgement of the amendment to the Western Australian Planning Commission for assessment prior to advertising.
- iii. Lodgement to the Environmental Protection Authority. Environmental Protection Authority advice is required prior to advertising commencing.
- iv. Advertising for a minimum of 60 days (for complex amendments).
- v. Referral of the amendment (and any submissions) to Council. Council is to consider each submission, and determine whether to adopt the amendment for final approval (with or without modification).
- vi. Lodgement of the amendment to the Western Australian Planning Commission with a request that the Minister for Planning determine the amendment.
- vii. If the Minister for Planning approves the amendment then a notice of the decision is published in the Government Gazette.

#### LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 – outlined in the body of this report.

Shire of Shark Bay Local Planning Scheme No 3 - outlined in the body of this report.

#### POLICY IMPLICATIONS

There are no policy implications relative to this report.

#### FINANCIAL IMPLICATIONS

The Shire pays fees to Gray & Lewis for planning advice.

Fees for scheme amendments are charged based on hourly rates, and the number of staff hours spent on the scheme amendment process.

#### STRATEGIC IMPLICATIONS

- *Shire of Shark Bay Local Planning Strategy*

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The Shire of Shark Bay Local Planning Strategy has been endorsed by Council and the Western Australian Planning Commission. The Strategy does not earmark any changes to the scheme in relation to Lot 556.

The Strategy was advertised for public comment and the owner aspirations were not known at the time of its development.

- *Shire of Shark Bay Tourism Strategy*

The Shire of Shark Bay Tourism Strategy was pursued as a recommendation of the Local Planning Strategy.

The Tourism Strategy states:

*'There is no obvious reason to restrict the uses on this site as it has proved to have longevity and to be operated responsibly.'*

*It is a suitable distance from town so that it does not compete with the Denham based tourist uses and subject to being able to provide suitable services it should be permitted to develop a range of workers and visitors accommodation.'*

The proposed amendment is in line with the Tourism Strategy.

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

16 November 2016

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14.4 PROPOSED STRUCTURE PLAN LOTS 130 AND 501 MONKEY MIA ROAD, MONKEY MIA P2024

AUTHOR

Liz Bushby, Gray and Lewis Landuse Planners

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Gray and Lewis

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

Declaration of Interest: Cr Ridgley

Nature of Interest: Proximity Interest as works at Monkey Mia

Declaration of Interest: Cheryl Cowell

Nature of Interest: Impartiality Interest as an Executive Officer of Shark Bay World Heritage Advisory Committee

Cr Ridgley left Council Chambers at 5.24pm

Moved            Cr Capewell  
Seconded       Cr Fenny

Council Resolution

That Council:

1. **Adopt the Structure Plan lodged by TPG (planning consultants) for Lots 130 and 501 Monkey Mia Road, Monkey Mia for the purposes of commencing advertising in accordance with Regulation 18 (1) and 18 (2) of the Planning and Development (Local Planning Schemes) Regulations 2015.**
2. **Resolve to advertise the Structure Plan for Monkey Mia for 28 days by publishing an advertisement in the Midwest Times, on the Shire website, and displaying a Public Notice in the Shire Administration office, advertising to commence on the 7 December 2016.**
3. **Resolve to refer the Structure Plan to the following authorities / agencies for comment within 28 days :**
  - **Department of Parks and Wildlife;**
  - **Shark Bay World Heritage Advisory Committee;**
  - **Main Roads Western Australia;**
  - **Department of Fire and Emergency Services;**
  - **Department of Aboriginal Affairs;**
  - **Water Corporation;**
  - **Horizon Power;**
  - **Department of Transport (Coastal Planning);**
  - **Department of Planning;**
  - **Tourism WA; and**
  - **Department of Lands.**
4. **Note that due to the upcoming Christmas / New Year period, Gray & Lewis has commenced consultation by referring the Structure Plan to some of the key agencies including the Department of Parks and Wildlife, Shark Bay World Heritage Advisory Committee, Department of Fire and Emergency**

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Service, Main Roads WA, Department of Transport and Department of Planning.

5. Authorise the Chief Executive Officer to refer the Structure Plan to the Department of Aboriginal Affairs, Water Corporation, Western Power, Tourism WA and Department of Lands by the 7 December 2016.
6. Note that a report will be referred to a future Council meeting to consider any public submissions lodged during advertising.

5/0 CARRIED

Cr Ridgley returned to Council Chambers at 5.28pm

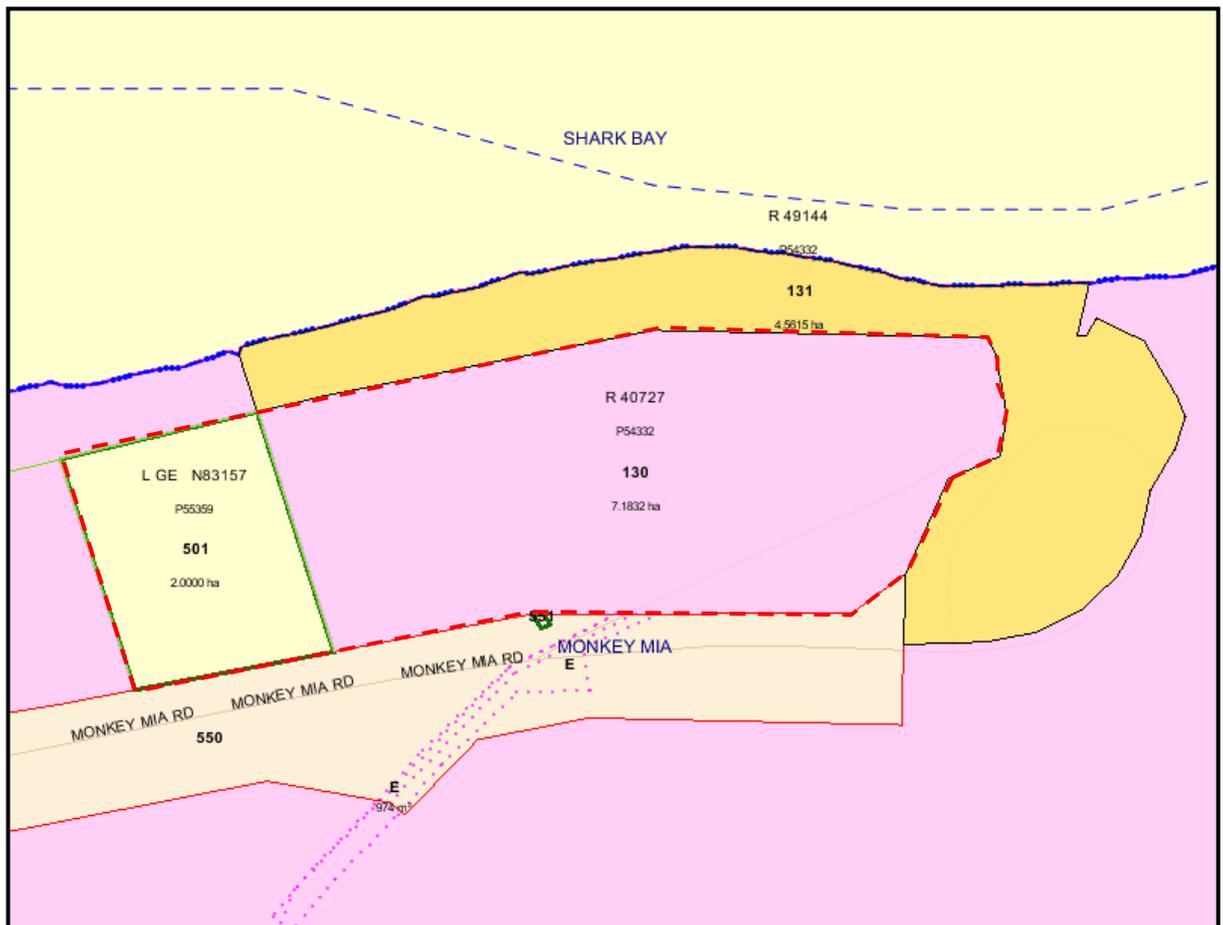
BACKGROUND

• **Location and surrounds**

The Monkey Mia Dolphin Resort is located within Reserve 40727. The Structure Plan will include Reserve 40727 and adjacent Lot 501 to the west (which is a vacant lot).

Adjacent Reserve 49144 is under the care and control of the Department of Parks and Wildlife, and includes the Monkey Mia Visitor Centre and associated carpark.

The dolphins frequent the beach in front of the resort and public attendance to observe the dolphins is managed by the Department of Parks and Wildlife.



Source: Landgate

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- ***Existing Development***

Existing development has occurred over an extended time period and includes backpacker accommodation, a lodge, camping, caravan park, short stay accommodation, a shop, pool, restaurant, amenities and recreation facilities – refer map over page.

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Figure 4 - Existing Resort Land Uses (Source: PGA)



Confirmed at the Ordinary meeting of Council held on the 19 December 2016 – Signed by the President Cr Cowell \_\_\_\_\_

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A photograph of existing development (as viewed from the north east) is included below.



Source: Structure Plan Explanatory report by TPG

- **Ownership**

Reserve 40727 (Lot 130) is crown land vested to the Shire of Shark Bay under a Management Order. There is a 99 year lease agreement with RAC Tourism Assets Pty Ltd, expiring in April 2114.

Lot 501 to the west is crown land owned by the State of Western Australia. It has no vesting and is leased to RAC Tourism Assets Pty Ltd.

- **Zoning**

The majority of Reserve 40727 is zoned 'Special Use' under the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme'). There are specific landuse controls and conditions applicable to Monkey Mia listed in Schedule 4 of the Scheme.

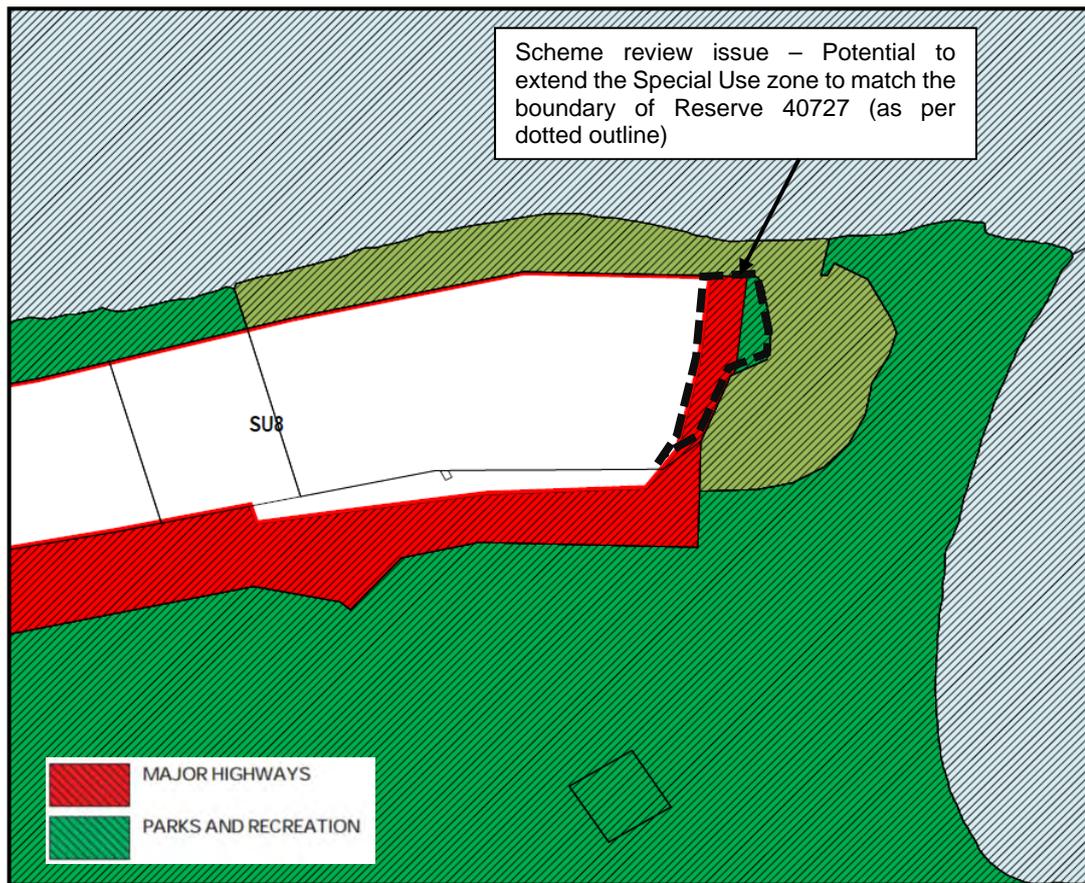
Permissible landuses include motel, short term accommodation, special facility, park home park, caravan park, reception centre, residential building, office, shop, restaurant, carpark, staff accommodation, power generation plant and desalination plant.

The Scheme also lists special conditions including that development be generally in accordance with an Outline Development Plan. The term Outline Development Plan is superseded by the term 'Structure Plan'.

An eastern portion is also reserved as 'Highway' and 'Parks and Recreation' – refer zoning map over page.

This is an anomaly on the existing Scheme map which will be corrected as part of the Scheme Review, as the Special Use zone boundary should align with the boundary of Reserve 40727.

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The Local Scheme reserves for 'Highway' and 'Parks and Recreation' are not a major impediment as Council has discretion to consider a wide range of landuses within reserves.

- ***Draft Monkey Mia Outline Development Plan 1995***

A Draft Monkey Mia Outline Development Plan was prepared in 1995 by O'Brien Planning Consultants. The purpose of the draft Outline Development Plan was to define the extent and type of development appropriate for the Monkey Mia locality.

The Outline Development Plan was not formally approved and the Scheme specifically requires preparation of a new Outline Development Plan (now Structure Plan).

- ***Structure Plan Requirement and Format***

The Structure Plan is required to meet the conditions of the Special Use zone and will provide an overall layout to guide future development.

A Structure Plan comprises of a structure plan report, a structure plan map along with supporting plans, technical investigations and studies.

The Structure Plan report has three main components:

- Executive Summary;

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➤ Part 1: Implementation Section;

Part 1 outlines the purpose of the structure plan, includes the structure plan map, and development requirements.

Part 1 provides the guidance for any future development and would be utilised for the assessment of any new development.

➤ Part 2: Explanatory section and technical appendices;

Part 2 provides the background and explanation of the structure plan, including design methodology, compliance with relevant state planning policies, and supporting technical reports.

COMMENT

• ***Description of Structure Plan – Executive Summary***

The applicant has advised as follows:

- (i) Some of the accommodation within the Monkey Mia Dolphin Resort is approaching economic obsolescence and the resort is generally run down. Development across the subject site has evolved in a piecemeal approach over a long period. Consequently, the existing layout of the resort is not as optimal as it could be.
- (ii) RAC purchased the Monkey Mia Dolphin Resort lease and improvements in 2015 in support of its Tourism Assets Strategy, its intent to invest in and redevelop the Monkey Mia Dolphin Resort into a family beach resort to target a 4-star rating (Star Ratings Australia).
- (iii) This Structure Plan provides a guiding planning framework to facilitate the redevelopment and expansion of the Monkey Mia Dolphin Resort for tourism purposes.
- (iv) The redevelopment and expansion of the Monkey Mia Dolphin Resort will provide a variety of accommodation types including beachfront family cabins, garden villas, Dolphin Lodge accommodation with beachside rooms, shared en-suite and dormitories, sites for all types of accommodation vehicles; and camping facilities.
- (v) The redevelopment will increase the number of accommodation units from approximately 204 to 318.

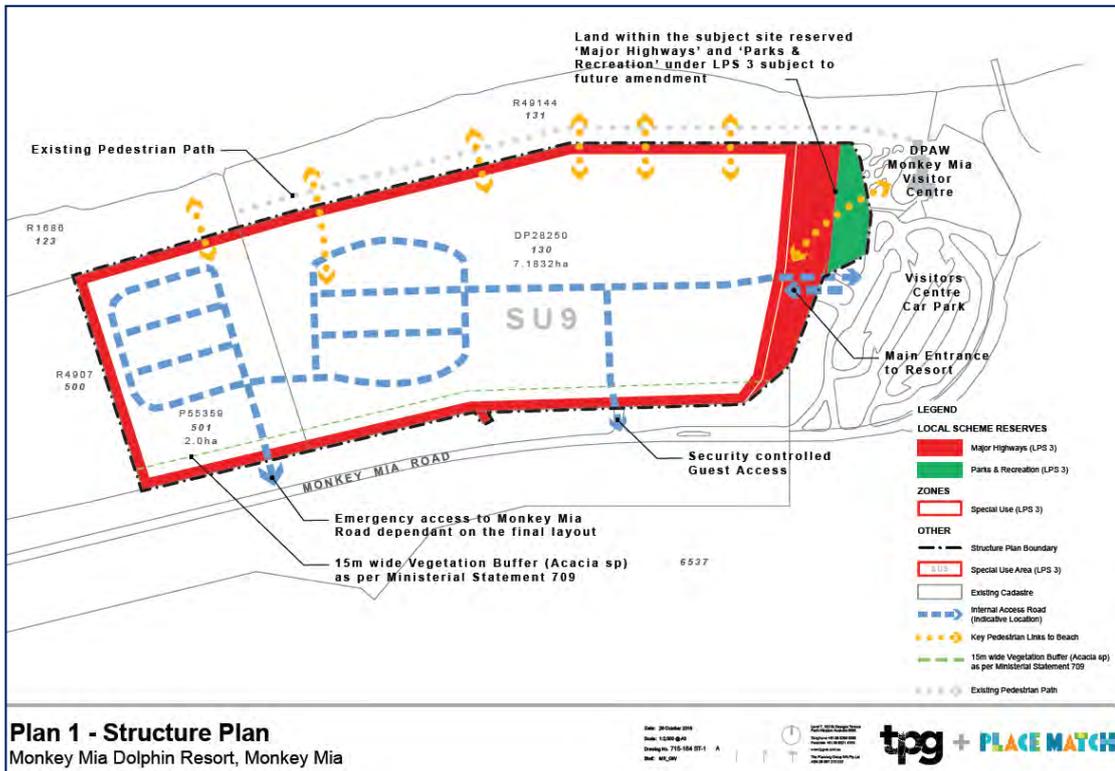
• ***Description of Structure Plan - Part 1***

The Structure Plan provides a broad framework to guide future development proposals in the site, and will be considered by the Shire when determining any future applications.

A complete copy of Part 1 (Implementation) is included as Attachment 2 at the end of this report.

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The Structure Plan map identifies existing zones/reservations, an internal road layout, new road connections, vegetation buffers and key pedestrian links to the beach.



Source: Structure Plan Implementation report by TPG

The Structure Plan objectives are to:

- provide an overarching blueprint which shall guide the redevelopment and expansion of the Monkey Mia Dolphin Resort into a quality tourist development, which shall fulfil its role as a strategic tourism site for the region;
- achieve beneficial economic, environmental and community outcomes that enhances the management and welfare of the Shark Bay World Heritage Property, and maintain a positive relationship with the adjoining dolphin experience area (whilst maintaining the welfare of the dolphins);
- design for and manage coastal and bushfire hazard processes; and
- respect sites of heritage significance.

Development requirements under the Structure Plan include:

- Bushfire mitigation and management measures are to be addressed in accordance with the Monkey Mia Dolphin Resort Bushfire Management Plan.
- Development is to be in accordance with the Coastal Hazard Risk Management and Adaptation Plan which provides guidance on required adaptation and management actions associated with existing and proposed assets within the Monkey Mia Dolphin Resort.
- A Site Identification Survey will be conducted for the Structure Plan area should it be deemed required.
- A Landscape Strategy will be prepared as part of detailed design at landscaping stage.
- The Shark Bay World Heritage Committee's preferred colours will be considered as part of new structures at development stage.

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- Environmental Management will be through the Environmental Management System (which includes a number of documents such as a construction management plan, drainage management plan, nutrient and irrigation management plan, foreshore management plan and compliance assessment plan).

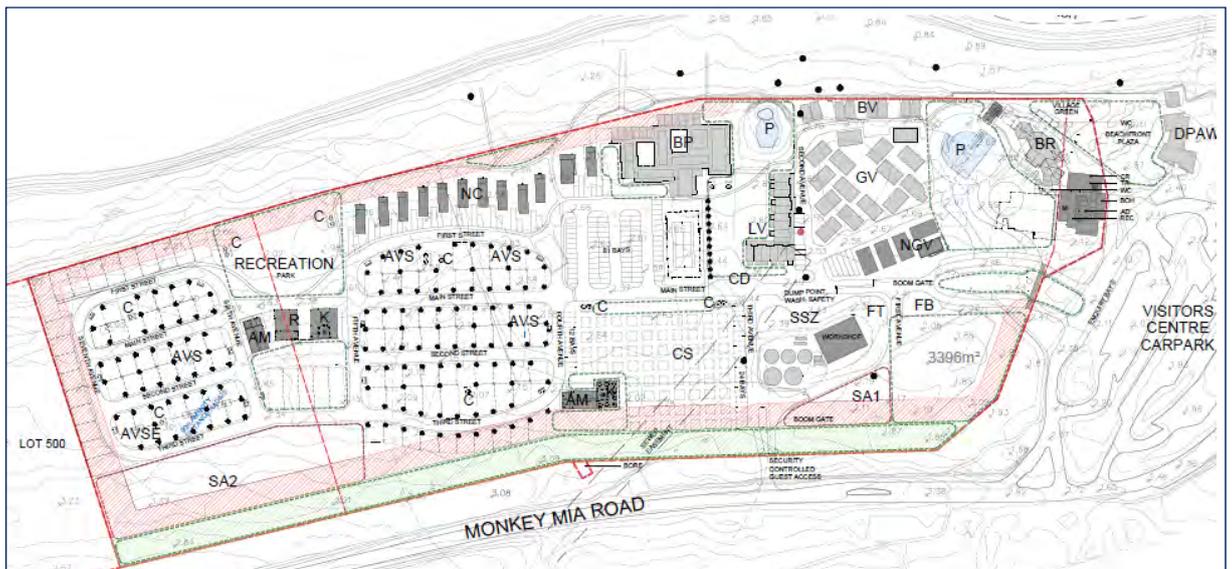
- **Description of Structure Plan - Part 2**

The explanatory report describes the planning framework, relevant state planning policies, environmental considerations, site conditions, opportunities / constraints, bushfire management, and coastal issues.

A copy of the Concept Masterplan is included as Attachment 3 (at the end of the report) with an extract below for convenience.

The Concept Masterplan proposes:

- A Beachfront Plaza to the south east of the existing Boughshed restaurant incorporating convenience retail, tourist retail, administration, reception and Malgana centre. This will include a landscape interface with the Department of Parks and Wildlife visitor centre;
- Twelve new beachside cabins to the west of the existing backpackers accommodation;
- Five garden villas;
- Over 85 Accommodation Vehicle Sites (AVS);
- 11 Accommodation Vehicle Sites with ensuites (AVSE);
- Amenities and camp kitchens
- BBQ and seating cabanas;
- staff accommodation;
- Associated carparking.



Source: Structure Plan Explanatory report by TPG

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It is important to note that the Concept Masterplan is simply an indication of future development and does not have any statutory weight.

The most significant matters are discussed in the body of this report:

A. *State Coastal Planning Policy No. 2.6 State Coastal Planning Policy*

The State Government's coastal planning policy *State Coastal Planning Policy No. 2.6 State Coastal Planning Policy* supports a risk management approach and provides the framework for undertaking risk management and adaptation planning for coastal hazards in Western Australia.

State Coastal Planning Policy 2.6 provides guidance in the form of a methodology to assess the potential extent of coastal hazard impacts, as well as for the development of a Coastal Hazard Risk Management and Adaptation Plan. The key requirement of a Coastal Hazard Risk Management and Adaptation Plan is to develop a risk based adaptation framework for assets or infrastructure that could be at risk of impact by coastal hazards over the relevant planning timeframe. It takes into consideration the expected lifetime of the infrastructure / development.

RAC commissioned coastal engineers M. P. Rogers to produce a Coastal Hazard Risk Management and Adaptation Plan.

The coastal hazard risk assessment identifies that there is a risk of coastal hazards adversely impacting the subject site, however, over the initial planning horizon associated with the facilities (to the year 2040) the risk is deemed to be at an acceptable level (as advised by RAC).

Despite the level of risk being acceptable, risk mitigation strategies have been proposed including both a built form response for newly constructed assets as well as an overall management approach.

The Department of Planning and Department of Transport can provide advice on the Coastal Hazard Risk Management and Adaptation Plan.

B. *State Coastal Planning Policy No. 3.7 – Planning in Bushfire Prone Areas*

The Western Australian Planning Commission released State Coastal Planning Policy 3.7 and associated Guidelines for Planning in Bushfire Prone Areas ('the Guidelines') in December 2015. These documents apply to all land identified as Bushfire Prone.

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. Lots 130 and 501 are within the declared bushfire prone area.

The applicant submitted a Bushfire Management Plan on the 15 November 2016. Gray & Lewis has not assessed the Bushfire Management Plan due to time constraints.

The Bushfire Management Plan has been referred to the Department of Fire and Emergency Services for assessment, as tourist accommodation is a 'vulnerable landuse' under the guidelines.

C. *Environmental considerations*

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Approval was granted under the Environmental Protection Act to expand the resort through issue of Ministerial Statement No.709 on 28 December 2005. It was issued to the former proponent Monkey Mia Dolphin Resort Pty Ltd.

An approval extending the period for substantial commencement was granted under Ministerial Statement No. 919 on 18 December 2012.

The Office of the Environmental Protection Authority on 8 April 2015 confirmed that the project had substantially commenced through the completion of the waste water treatment plant.

Strategen Environmental have prepared environmental management planning documentation which have been lodged as part of the Structure Plan Explanatory Report :

- Construction Management Plan
- Drainage Management Plan
- Nutrient & Irrigation Management Plan
- Foreshore Management Plan
- Compliance Assessment Plan
- Environmental Management System

The applicant has advised that all of the environmental management documents are applied and managed through the Environmental Management System (Strategen 2016) providing a structured environmental management approach for the expansion of the Monkey Mia Dolphin Resort.

The Environmental Management System aims to fulfil the commitments of Ministerial Statement No.709.

The applicant advises that a Section 38(6) (Notice of Nomination as Proponent) was issued by the Minister for Environment on 24 June 2016 to nominate RAC as the entity responsible for the expansion of the Monkey Mia Dolphin Resort.

*D. Access, Traffic and Parking*

The existing entry into Monkey Mia is through the carpark on adjacent Reserve 49144 (under the Department of Parks and Wildlife control) – refer plan over page.

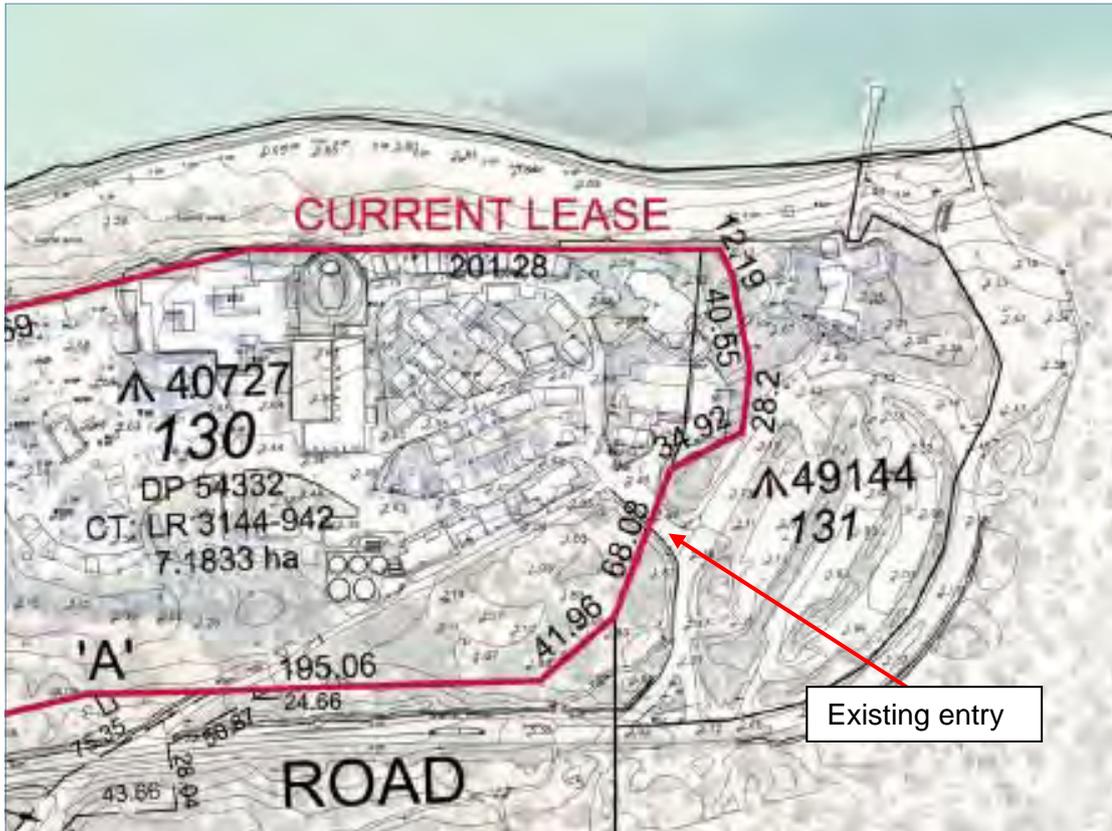
Gray & Lewis has liaised with Department of Lands and there does not seem to be any formal access right established. This matter has been referred to the applicant to investigate.

The applicant has shown indicative parking on the Concept Masterplan and confirmed all carparking will be provided on site.

A Vegetation and Traffic Management Plan has been lodged, along with a Traffic Impact Statement which has been referred to Main Roads WA for comment.

A new security controlled crossover to Monkey Mia Road is proposed for service vehicles and returning guests who have already checked in and been through the Department of Parks and Wildlife toll booth.

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Source: Structure Plan Explanatory report by TPG (with noted by Gray & Lewis)

*E. Heritage*

The applicant has identified through a desktop search of the Department of Aboriginal Affairs Heritage Enquiry system that there are 2 recorded sites, 2 lodged sites and one stored site within the vicinity of the Structure Plan area.



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The applicant advises that the RAC recognises the special cultural significance of the Monkey Mia area to the Malgana People, and is committed to working with the Malgana People to ensure aboriginal heritage issues are managed by agreement with the traditional owners.

A Deed of Covenant has been executed by RAC to establish a contractual relationship with Malgana People who are the traditional owners of the land and water around Shark Bay.

• **Consultation**

Under the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations') the Structure Plan has to be advertised for a minimum of 14 days but no more than 28 days.

*Gray & Lewis has recommended a 28 day advertising period to allow sufficient time for government agencies to provide meaningful comments.*

*Advertising must be conducted through one or more of the following ways:*

- (i) Letters to nearby owners and occupiers;
- (ii) A newspaper advert;
- (iii) Local government website; or
- (iv) A sign on site.

Following the November Council meeting an advert can be published in the Midwest Times on Wednesday 7 December 2016. A newspaper advertisement is not compulsory however is recommended due to the unique nature of Monkey Mia and potential for public interest in future development.

LEGAL IMPLICATIONS

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

*Overview:*

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

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Shark Bay Local Planning Scheme No 3.

The Regulations contain specific provisions applicable to Structure Plans which override the Shire's outdated Scheme provisions relating to Outline Development Plans.

The Western Australian Planning Commission is the approval authority for Structure Plans.

*Fees:*

The applicant has been provided with an estimated fee schedule in accordance with Regulation 17(1)(b) of the Regulations.

*Timeframes:*

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Under Regulation 17(2)(c) the structure plan is taken to have been accepted on the date the fee is paid (where the applicant has been provided with a fee estimate).

*Shire of Shark Bay Local Planning Scheme No 3 – Refer extract Schedule 4 as Attachment 4 (at the end of this report).*

*Aboriginal Heritage Act 1972 - protects all Aboriginal heritage sites in Western Australia, whether they are registered with the Department of Aboriginal Affairs or not. Where land users conclude that impact to a Site is unavoidable, the consent of the Minister may be sought under Section 18 of the Act to impact the Site by giving notice to the [Aboriginal Cultural Material Committee](#) accompanied by the information as to the intended use of the land and Sites on the land.*

POLICY IMPLICATIONS

There are no known policy implications associated with this matter.

FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Gray & Lewis for advice.

The applicant will be responsible for payment of an application fee and newspaper advertising costs.

STRATEGIC IMPLICATIONS

The Shire of Shark Bay Local Planning Strategy recognises potential for expansion of Monkey Mia and states:

*'To the immediate west of the Monkey Mia resort is undeveloped land also within the same 'Special Use' zone consisting of Lot 501 which is unallocated crown land and Reserve 49107. There is potential for more tourist uses subject to meeting environmental requirements. The land could also cater for any future expansion of Monkey Mia.'*

The Shire of Shark Bay Local Tourism Strategy states:

*'The combination of all the attributes at Monkey Mia result in it being considered a "Strategic Tourism Site" and that its priority should always be to cater to tourist visitation, accommodation and activity. There is no justification to allow permanent residential use other than when associated with tourist activity for operators and staff.'*

RISK MANAGEMENT

Not Applicable – the Western Australian Planning Commission is the determining authority.

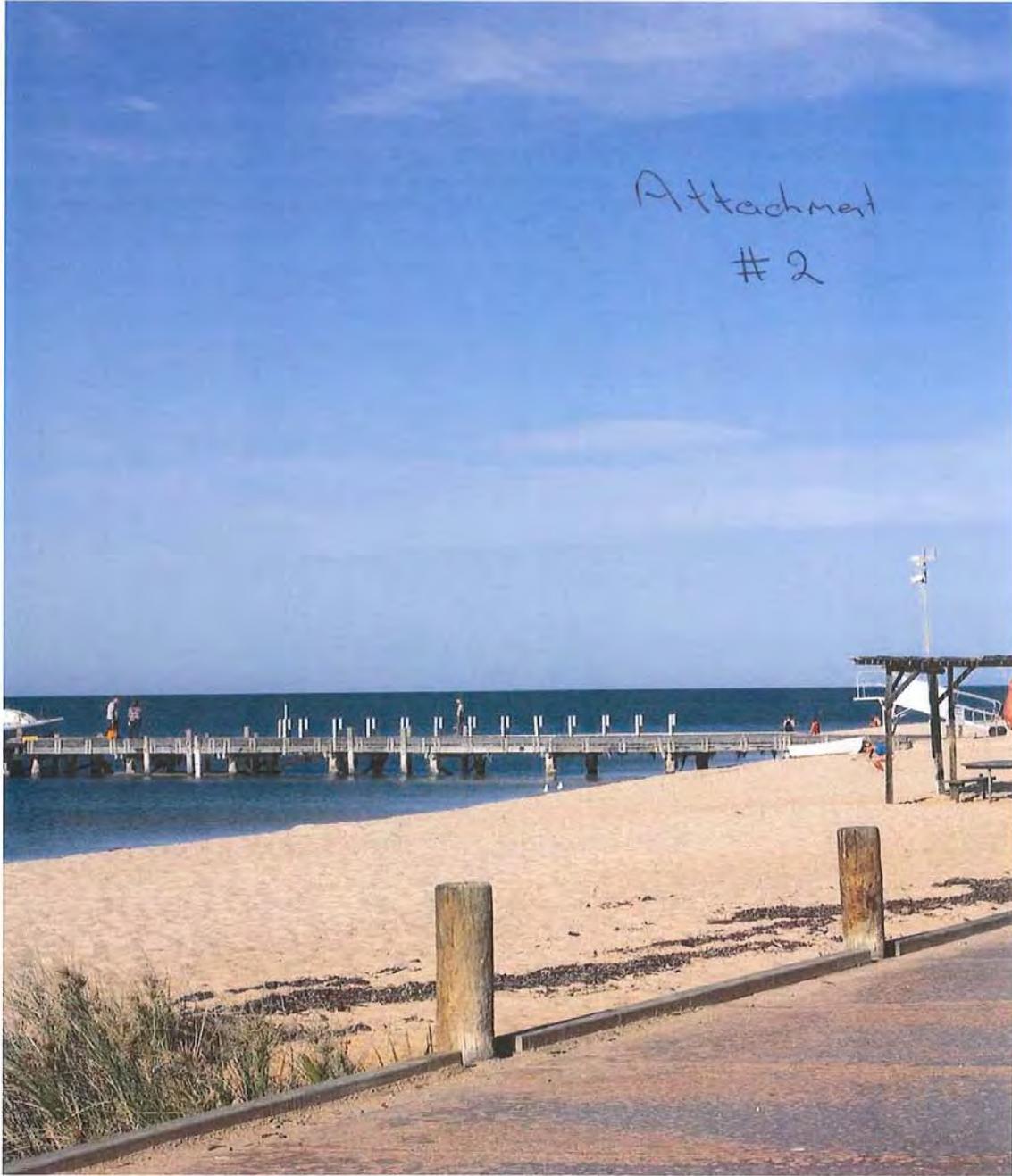
VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author  
Chief Executive Officer  
Date of Report

*L Bushby*  
*P Anderson*  
17 November 2016



**PART ONE – IMPLEMENTATION**

## Implementation

### Structure Plan Area

The Monkey Mia Dolphin Resort Structure Plan (Structure Plan) shall apply to the area defined by the black dashed line on Plan 1 – Structure Plan.

### Purpose

The Structure Plan provides a broad framework to guide the Shire of Shark Bay when it considers subsequent development proposals within the site. This Structure Plan constitutes a Structure Plan prepared pursuant to the Shire of Shark Bay Local Planning Scheme No. 3 (LPS 3).

### Operation

This Structure Plan comes into operation when it is approved by the Western Australian Planning Commission (WAPC) pursuant to section 16 of the *Planning and Development Act 2005*.

### Objectives

The objectives of the Structure Plan are to:

- provide an overarching blueprint which shall guide the redevelopment and expansion of the MMDR into a quality tourist development, which shall fulfill its role as a strategic tourism site for the region;
- achieve beneficial economic, environmental and community outcomes that enhances the management and welfare of the Shark Bay World Heritage Property, and maintain a positive relationship with the adjoining dolphin experience area (whilst maintaining the welfare of the dolphins);
- design for and manage coastal and bushfire hazard processes; and
- respect sites of heritage significance.

### Staging

Staging does not apply to this Structure Plan.

### Development Requirements

#### Bushfire Management

Portions of the site are located within a designated bushfire prone area, as per the Western Australia State Map of Bush Fire Prone Areas (DFES 2016). Prior to the lodgement of a development application in these areas, bushfire mitigation and management measures are to be addressed in accordance with the Monkey Mia Dolphin Resort Bushfire Management Plan (Appendix B).

#### Coastal Hazard

The subject site is located on low-lying land and is therefore vulnerable to inundation from storm tide. Development is to be in accordance with the Coastal Hazard Risk Management and Adaptation Plan (Appendix H) which provides guidance on required adaptation and management actions associated with existing and proposed assets within the MMDR.

#### Heritage

A Site Identification Survey will be conducted for the Structure Plan area should it be deemed required. The results of the survey will determine whether section 18 consent is required prior to development approval.

#### Land Use Zones and Reserves

The Zones and Reserves of the Structure Plan area are shown on Plan 1. Land use permissibility within the Structure Plan area shall be in accordance with the corresponding Special Use Area – SU9 zone under LPS 3.

### Landscape Strategy

A Landscape Strategy will be prepared as part of the detailed design during the development application stage and shall be cognisant of the Bushfire Regulations.

### Colour Scheme

The Shark Bay World Heritage Committee's preferred colour schedule shall be considered as part of new structures at the development application stage.

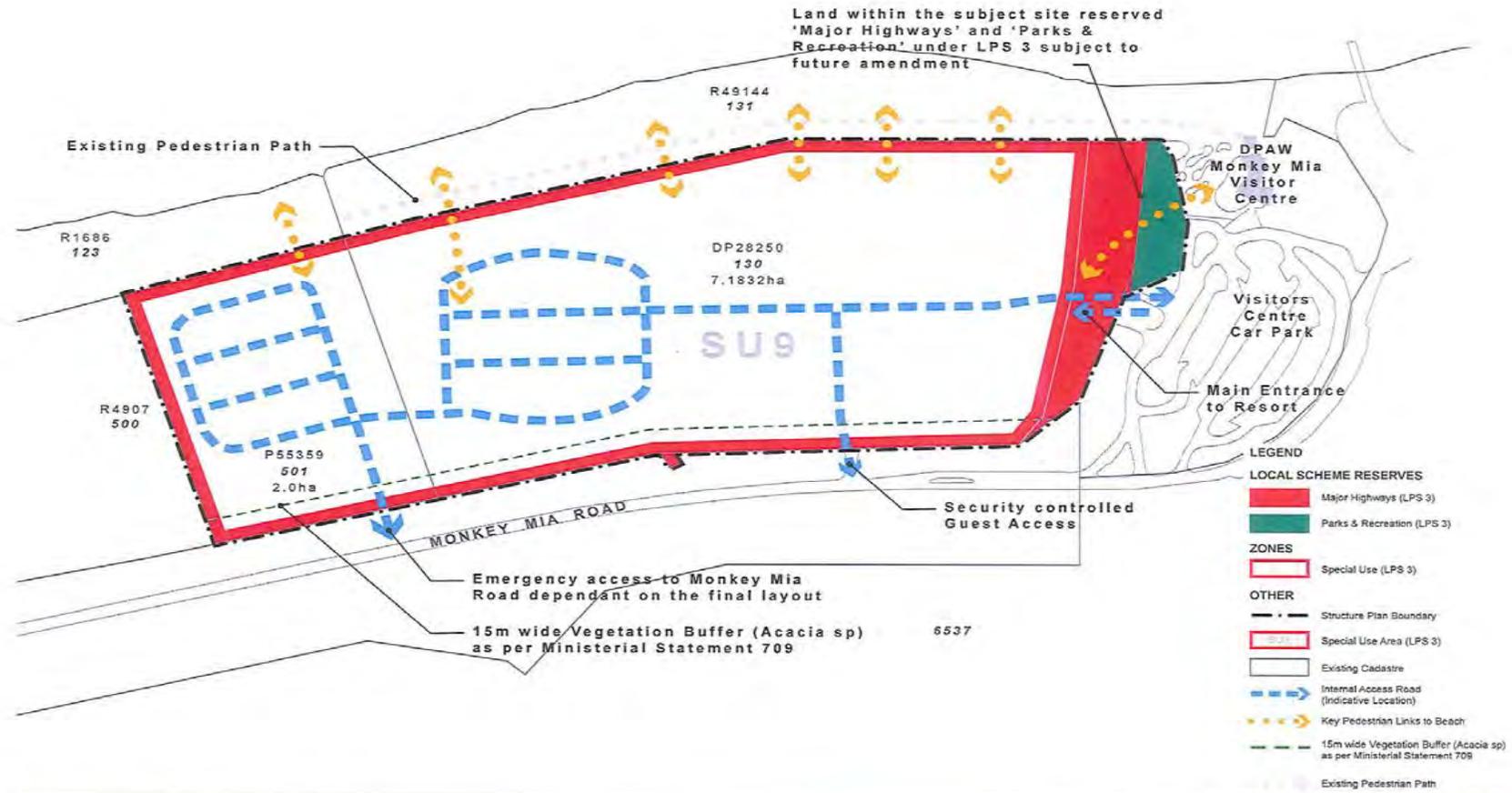
### Environmental Considerations

A suite of environmental management documents are applied and managed through the Environmental

#### Management System (EMS):

- Construction Management Plan (refer to Appendix C);
- Drainage Management Plan (refer to Appendix D);
- Nutrient & Irrigation Management Plan (refer to Appendix E);
- Foreshore Management Plan (refer to Appendix F); and
- Compliance Assessment Plan.

The EMS provides a structured environmental management approach for the expansion of the Monkey Mia Dolphin Resort. One of the key elements of the EMS is to fulfill the requirements of commitment 1 of Ministerial Statement 709.

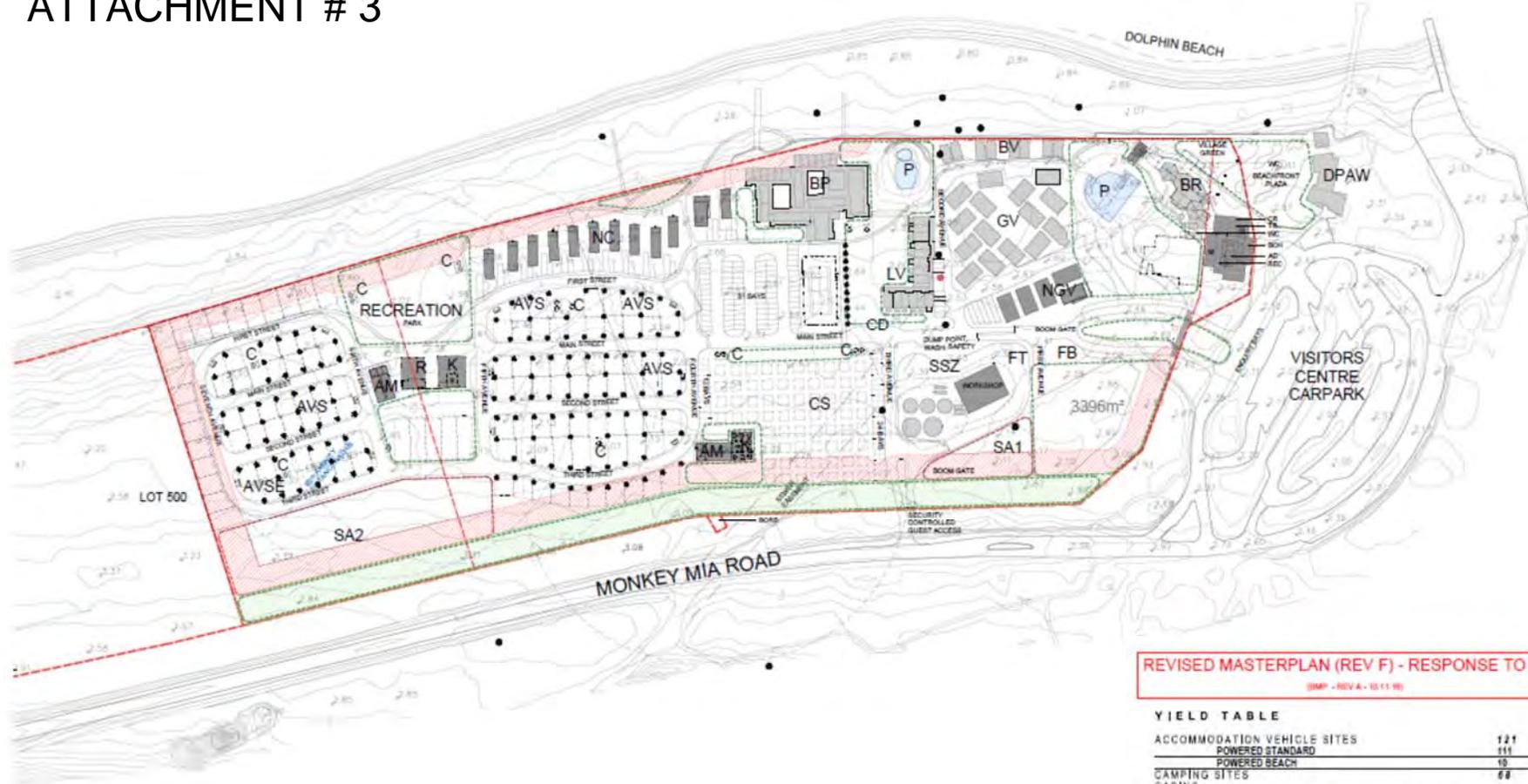


**Plan 1 - Structure Plan**  
Monkey Mia Dolphin Resort, Monkey Mia

Date: 20 October 2016  
Scale: 1:250 @ A3  
Drawing No: 715-184 ST-1 A  
Drawn: MLJ/Jan



ATTACHMENT # 3



**REVISED MASTERPLAN (REV F) - RESPONSE TO BMP**  
 (BMP - REV A - 10.11.16)

**YIELD TABLE**

ACCOMMODATION VEHICLE SITES	121
POWERED STANDARD	111
POWERED BEACH	10
CAMPING SITES	60
CABINS	
BP EXISTING BACKPACKERS OR REDEVELOPED	
FAMILY SUITES	TBC
LV EXISTING LIMESTONE VILLAS	14
BV EXISTING BEACHFRONT VILLAS	5
GV EXISTING GARDEN VILLAS	15
NGV NEW GARDEN VILLAS	5
NC NEW CABINS ON BEACHFRONT	12
TOTAL	TBC
STAFF ACCOMMODATION	
SA1 STAFF ACCOMMODATION	TBC
TOTAL ON COMPLETION	TBC

**AREA TABLE**

MAIN ARRIVAL BUILDING	122m²
WORKSHOP	182m²
CAMP KITCHEN - JOUARDRY REC ROOM	224m²
RECREATION ROOM	192m²
CAMPING AREA KITCHEN	150m²
NEW CABINS	19C
AMENITY BUILDINGS	19C

- RESTRICTED DEVELOPMENT ZONE - REFER BMP - BAL F2 AND BAL 40 AREA
- PROPOSED BUFFER ZONE

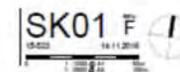
**LEGEND**

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #cccccc; margin-right: 5px;"></span> EXISTING BUILDINGS / INFRASTRUCTURE</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #808080; margin-right: 5px;"></span> NEW BUILDINGS</li> <li><span style="display: inline-block; width: 10px; height: 10px; border: 1px solid black; margin-right: 5px;"></span> EXISTING BUILDINGS</li> <li>BR BOUGHSHED RESTAURANT</li> <li>LV LIMESTONE VILLAS</li> <li>GV GARDEN VILLAS</li> <li>BV BEACH FRONT VILLAS</li> <li>BP CURRENT BACKPACKERS OR REDEVELOPED FAMILY SUITES</li> <li>DPAW MONKEY MIA VISITORS CENTRE</li> <li><b>NEW BUILDINGS:</b></li> <li>K CAMP KITCHEN</li> <li>R RECREATION BUILDING</li> <li>NC NEW CABINS</li> <li>AM AMENITY AREAS</li> </ul> | <ul style="list-style-type: none"> <li>C BBQ AND SEATING CABANA</li> <li>REC RECEPTION</li> <li>AD ADMINISTRATION</li> <li>WC TOILETS, STAFF AND GUEST AMENITY ZONE</li> <li>BOH BACK OF HOUSE</li> <li>M MALGANA CENTRE</li> <li>MR MEETING ROOM</li> <li>P POOL</li> <li>TR TOURIST RETAIL</li> <li>CR CONVENIENCE RETAIL</li> <li>SA1 STAFF AREA</li> <li>SA2 STAFF AREA</li> <li>NGV NEW GARDEN VILLAS</li> <li>AVS ACCOMMODATION VEHICLE SITES</li> </ul> | <ul style="list-style-type: none"> <li>AVSE ACCOMMODATION VEHICLE SITES WITH ENSUITES</li> <li>CS CAMPING SITES (MIN REGULATION SIZE 5x5m AND SEPARATION SHOWN)</li> <li>SSZ SITE SERVICING ZONE (LAUNDRY, WORKSHOP, ETC.)</li> <li>FB FUEL BOWSER</li> <li>FT FUEL TANK</li> <li>CD COACH DROP OFF</li> <li>LANDSCAPED AREA</li> <li>STAFF AREA</li> <li>GROUND WATER MONITORING WELL LOCATION</li> <li>MACERATOR PIT</li> </ul> |
|--|--|---|

Monkey Mia Dolphin Resort

Concept Yield Masterplan

Monkey Mia Road  
 Monkey Mia WA



**SCHEDULE 4: SPECIAL USE ZONE [CL. 4.7.1] (Cont'd)**

No.	Description of Land	Special Use	Conditions
9.	Monkey Mia Reserve 1686 (Edel Loc 80) Reserve 40727 (Edel Loc 67)	The following uses are permitted: <ul style="list-style-type: none"> <li>• Motel</li> <li>• Short Term Accommodation</li> <li>• Special Facility</li> <li>• Park Home Park</li> <li>• Caravan Park</li> <li>• Camping Area</li> <li>• Reception Centre</li> <li>• Residential Building</li> <li>• Office</li> <li>• Shop</li> <li>• Restaurant</li> <li>• Carpark</li> <li>• Staff Accommodation</li> <li>• Power Generation Plant</li> <li>• Desalination Plant</li> </ul>	The following conditions of development apply: <ol style="list-style-type: none"> <li>i. The intent of this Special Use Zone is to provide for the needs of tourists in a manner that enhances the management and welfare of the Shark Bay World Heritage Property, and particularly, the welfare of the dolphins.</li> <li>ii. Development shall be generally in accordance with the Monkey Mia Outline Development Plan (O'Brien 1995), and development shall only occur following, and generally in accordance with, the preparation of an Outline Development Plan (formerly Concept Development Plan) and its approval by the local government and the Commission. The Outline Development Plan should incorporate, and have regard for, the relevant management provisions required in the current lease agreement in respect of the land.                             <p data-bbox="935 1104 1262 1234">                                 Note: The purpose of the 1995 O'Brien Outline Development Plan report was to establish the principles for the preparation of an Outline Development Plan, and is not itself an Outline Development Plan.                             </p> </li> <li>iii. If the local government or the Commission:                             <ol style="list-style-type: none"> <li>(a) fail to make a determination in respect of the Outline Development Plan within 5 months of lodgement of such a plan with the local government, or within such other time frame agreed by the proponent; or</li> <li>(b) makes a determination or imposes a requirement in respect of the Outline Development Plan and the proponent is dissatisfied with such a determination;</li> </ol> </li> </ol>

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**SCHEDULE 4: SPECIAL USE ZONE [CL. 4.7.1] (Cont'd)**

No.	Description of Land	Special Use	Conditions
9.	Monkey Mia Reserve 1686 (Edel Loc 80) Reserve 40727 (Edel Loc 67)  (Cont'd)	The following uses are permitted:  <ul style="list-style-type: none"> <li>• Motel</li> <li>• Short Term Accommodation</li> <li>• Special Facility</li> <li>• Park Home Park</li> <li>• Caravan Park</li> <li>• Camping Area</li> <li>• Reception Centre</li> <li>• Residential Building</li> <li>• Office</li> <li>• Shop</li> <li>• Restaurant</li> <li>• Carpark</li> <li>• Staff Accommodation</li> <li>• Power Generation Plant</li> <li>• Desalination Plant</li> </ul>	the proponent may appeal in accordance with Part V of the Act.  iv. Any minor variation to the Outline Development Plan, including uses considered incidental to the primary activity of the tourist development, may be approved by the local government.  No structure shall exceed 7.75 m in height above finished ground level unless it forms part of the essential services (water or fuel tanks, powerlines or communication aerials). The location, intensity and design of two-storey development shall comply with an enforced Outline Development Plan.
10.	Monkey Mia Lot 63	Loading Area and associated uses	As required by the local government.
11.	Edel Loc 90 Peron Road	Pearl Farming, aquaculture, Residential, Staff Accommodation, plantation tree farming and associated uses	Development of the site shall be in accordance with an approved Outline Development Plan. The Outline Development Plan shall be prepared generally in accordance with the requirements of Clause 5.9.
12.	Useless Loop	Extractive Industry, Incidental Community Uses, Accommodation, Industrial uses, incidental commercial uses.	As required by the local government.
13.	Lot 296 Stella Rowley Drive	Residential Dwellings, Tourist Accommodation	Conditions of Development  Limit height of all development to 4.5 m above the height of Stella Rowley Drive (calculated in accordance with the Residential Design Codes)

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**15. BUILDING REPORT**

There are no Building Reports for the November 2016 Ordinary Council meeting.

**16. HEALTH REPORT**

There are no Health Reports for the November 2016 Ordinary Council meeting.

**17. WORKS REPORT**

**17.1 BARNARD STREET  
RD00026**

AUTHOR  
Works Manager

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Mr Galvin

Nature of Interest: Proximity Interest as owns a house on Hughes Street adjoining Barnard Street

Moved            Cr Bellottie  
Seconded       Cr Ridgely

Mr Galvin left Council Chambers at 5.30pm

**Council Resolution**

**That Council:**

- 1       Retain Barnard Street between Brockman Street and Paget Street as an undeveloped road, clear and mulch all vegetation that may pose a threat to property or persons.**
- 2       Implement an annual maintenance program to maintain the undeveloped section of Barnard Street to Council's satisfaction.**

**6/0 CARRIED**

Mr Galvin returned to Council Chambers at 5.33pm

BACKGROUND

At the Ordinary Council meeting held on the 26 June 2013 the following resolution was carried:

**Council Resolution**

***That the Works Committee recommendation to Council that the Administration research further information in regard to the following options***

- 1. Closure of the road between Brockman Street and Stella Rowley Drive, the property owner's sale of adjacent properties and the possible sale by Regional Development and Lands to adjacent land owners***

30 NOVEMBER 2016

2. **Costs associated with the retention and development of the road as;**
  - a. **Vehicle access or**
  - b. **Pedestrian access**
3. **Retain as a undeveloped road and continue a maintenance program to regard to the vegetation undergrowth**
4. **Clearing of all vegetation that may pose a threat to property or persons from the access way**

**5/0 CARRIED**

COMMENT

Further information on the options from the Council Resolution have been investigated and are presented below.

**Option 1: Closure of the road between Brockman Street and Stella Rowley Drive, the property owner's sale of adjacent properties and the possible sale by Regional Development and Lands to adjacent land owners**

Although no official survey was undertaken anecdotal evidence from conversations with adjacent land owners indicate that few if any would be inclined to purchase the land offered. The high cost of retaining walls required to enable the land to be utilised seems to be a major reason.

If any of the land owners did take up the opportunity to purchase the available land the optimistic chance of any development on the land in the near future would be minimal leaving the land in the same state as it is and there would be no recourse for the Shire to insist that the land owners maintain the land in question.

**Costs associated with the retention and development of the road as;  
Vehicle access or  
Pedestrian access**

**Option 2: Vehicle Access:**

Conservative estimated costs associated with civil works required to construct a sealed road on Barnard Street from Brockman Street to Paget Street would be in the vicinity of \$700,000.00.

There is deep sewage running along Barnard Street from Brockman Street to Paget Street. At this point in time the exact depth and alignment is unknown but needs to be considered as it could have a significant impact on costs associated with civil works required to enable vehicle access.

The following table represents the estimated costings. Accurate costings can only be prepared and presented if council authorized a full survey and design process.

<b>Process</b>	<b>Estimated Cost</b>
Clearing	\$63,820.00
Cut and Fill	\$88,140.00
Cart Base Material	\$19,350.00
Lay Out and Form	\$35,824.00

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Survey and Design	\$65,000.00
Retaining Walls	\$150,000.00
Single Coat Seal	\$13,000.00
Asphalt	\$70,000.00
Kerbing	\$25,000.00
Footpath	\$50,000.00
Drainage	\$50,000.00
Streetlights	\$70,000.00
Signs	\$2,000.00
<b>Total</b>	<b>\$702,134.00</b>

**Option 3: Pedestrian Access:**

The overall cost to install pedestrian access along Barnard Street would be considerably cheaper than the vehicle access option though some costs would be equivalent. ie street lights.

In this scenario it would be prudent to install a cycle way of three metres wide increasing the path cost to \$70,000.00. Retaining walls would be less but still required at certain locations along the footpath. Dealing with the vegetation would be the same as the preferred option as listed below. Earthworks would also be considerable due to the topography of the land we will be dealing with.

The following table represents estimated costings associated with the pedestrian access option.

<b>Process</b>	<b>Estimated Cost</b>
Clearing and Mulching	\$18,400.00
Cut and Fill	\$30,000.00
Cart Base Material	\$7,000.00
Lay Out and Form	\$10,000.00
Survey and Design	\$15,000.00
Retaining Walls	\$50,000.00
Footpath	\$70,000.00
Streetlights	\$70,000.00
Signs	\$2,000.00
<b>Total</b>	<b>\$272,400.00</b>

**Option 4: Retain as an undeveloped road and continue a maintenance program in regard to the vegetation undergrowth and;  
Clearing of all vegetation that may pose a threat to property or persons from the access way**

A contractor could be engaged to remove all vegetation that may pose a threat to property or persons. The vegetation would be mulched and utilised on the undeveloped road to suppress any dust issues associated with the removal of vegetation in question. Undergrowth would be slashed and also utilised for dust suppression. Major Tamarisk trees would be removed from the Shire Road Reserve.

An ongoing maintenance program would be budgeted and incorporated with the verge maintenance program associated with normal street maintenance.

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On discussions with the contractor whom currently performs our fire break maintenance program it is envisaged that an initial cost to perform the required works would be \$18,400.00.

Considering the options presented and the estimated cost associated with each option whilst taking into consideration the footpaths and road access on both Knight Terrace and Hughes Street it is difficult to recommend any option other than the mulched and slashed option with a planned maintenance program.

LEGAL IMPLICATIONS

There are no legal implications associated with this report

POLICY IMPLICATIONS

There are no policy implications associated with this report

FINANCIAL IMPLICATIONS

As described in the comments the estimated associated costs to construct a road on Barnard Street from Brockman Street to Paget Street is as follows:

<b>Process</b>	<b>Estimated Cost</b>
Clearing	\$63,820.00
Cut and Fill	\$88,140.00
Cart Base Material	\$19,350.00
Lay Out and Form	\$35,824.00
Survey and Design	\$65,000.00
Retaining Walls	\$150,000.00
Single Coat Seal	\$13,000.00
Asphalt	\$70,000.00
Kerbing	\$25,000.00
Footpath	\$50,000.00
Drainage	\$50,000.00
Streetlights	\$70,000.00
Signs	\$2,000.00
<b>Total</b>	<b>\$702,134.00</b>

As described in the comments the costs associated with the pedestrian access option is as follows.

<b>Process</b>	<b>Estimated Cost</b>
Clearing and Mulching	\$18,400.00
Cut and Fill	\$30,000.00
Cart Base Material	\$7,000.00
Lay Out and Form	\$10,000.00
Survey and Design	\$15,000.00
Retaining Walls	\$50,000.00
Footpath	\$70,000.00
Streetlights	\$70,000.00
Signs	\$2,000.00
<b>Total</b>	<b>\$272,400.00</b>

The estimated cost associated with the clearing/mulching option is \$18,400.00.

MINUTES OF THE ORDINARY COUNCIL MEETING

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Clearly there are large cost differences between the options presented reflecting the work required with each option.

No budget allowance has been made in the 2016/2017 for any of the options presented here. Council can make a budget amendment if so required or a budget allocation can be included in the 2017/2018 draft budget.

STRATEGIC IMPLICATIONS

Administration is seeking to implement a street scape program for the beautification of the town. Option 3 would make an ideal starting place to kick off a street scape program.

RISK MANAGEMENT

There is no risk associated with this report

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Works Manager

*B Galvin*

Chief Executive Officer

*P Anderson*

Date of Report

11 November 2016

**Minutes Extract from 26 June 2013 URGENT BUSINESS Item 19.4 Barnard Street**

Barnard Street

30 NOVEMBER 2016

Author  
Works Manager

Disclosure of Any Interest

Declaration of Interest: Mr Galvin

Nature of Interest: Proximity Interest as owns a house on Hughes Street adjoining Barnard Street

Mr Galvin departed Council Chambers at 3:46pm

Declaration of Interest: Cr Hanscombe

Nature of Interest: Proximity Interest as leases land on Knight Terrace adjoining Barnard Street

Cr Hanscombe departed Council Chambers at 3:46pm

Moved            Cr Ridgley  
Seconded       Cr Capewell

Council Resolution

**That the Works Committee recommendation to Council that the administration research further information in regard to the following options:**

- 1. Closure of the road between Brockman Street and Stella Rowley Drive, the property owner's sale of adjacent properties and the possible sale by Regional Development and Lands to adjacent land owners**
- 5. Costs associated with the retention and development of the road as;  
c. Vehicle access or  
d. Pedestrian access**
- 6. Retain as a undeveloped road and continue a maintenance program to regard to the vegetation undergrowth**
- 7. Clearing of all vegetation that may pose a threat to property or persons from the access way**

**5/0 CARRIED**

Cr Ridgley departed council chambers at 3:49pm  
Cr Hanscombe returned to council chambers at 3:49pm  
Mr Galvin returned to council chambers at 3:49pm  
Cr Ridgley returned to council chambers at 3:50pm

Comment

Barnard Street between Brockman Street and Paget Street is a 10 metre road reserve with no road having been constructed. There is little likely hood there will ever be a road constructed between Barnard Street and Paget Street as the minimum road width requirements is 6 metres leaving only 2 metres either side of the road. This would not

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leave enough room to construct a footpath to the dual use standards required. The cost of retaining walls to retain the dirt on the properties along Hughes Street and to stop the dirt falling onto the properties along Knight Terrace would be a large financial impost for the Shire of Shark Bay.

This section of Barnard Street is still under control of the Shire of Shark Bay and as such needs to be maintained. There are a number of trees along the reserve that require a reasonable amount of attention. This work is carried out by the Shire of Shark Bay's outside staff whose time could be better spent on other parts of the township.

There is good reason to inquire amongst the landowners of Hughes Street and Knight Terrace, whose properties lie adjacent to the Barnard Street road reserve between Brockman and Paget Streets, to gauge if there would be any objection to de-gazetting and rezoning the road reserve. This land could then be divided into parcels of land which could be purchased by the individual landowners whose properties lie adjacent to those parcels.

It is recommended that an onsite examination of the road reserve in question be carried out so as the works committee can see the situation that the Shire of Shark Bay find its self in.

Legal Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

*Simple Majority Required*

Date of Report

18 June 2013

30 NOVEMBER 2016

**18. TOURISM, RECREATION AND CULTURE REPORT**

**18.1 NINETY DEGREE FIVE 2016 INSCRIPTION EXHIBITION**  
**ED00005**

AUTHOR

Executive Manager Community Development

DISCLOSURE OF ANY INTEREST

Nil

Moved            Cr Cowell  
Seconded       Cr Ridgley

**Council Resolution**

**That Council accepts the additional pieces of the ND5 – 2016 Inscription Collection and supports the Shire Administration to source a grant and deliver a series of photography workshops in 2017.**

**6/0 CARRIED**

BACKGROUND

The 2016 Inscription Exhibition is on display in the Rose de Freycinet Gallery as part of the Dirk Hartog Commemorations.

The Shire of Shark Bay agreed to purchase up to 20 pieces of the Exhibition however Ninety Degree Five (ND5) have now gifted entire collection (40 pieces) for the same price of \$5,500 (GST incl.) and not for resale.

COMMENT

As a token of goodwill and in response to the additional 2016 Inscription collection, the Community Development unit agreed to source a grant in 2017 to engage ND5 photographers and conduct a series of photographic workshops. It is anticipated the workshops will go over a two-week period and promoted throughout the region.

LEGAL IMPLICATIONS

There are not legal implications relating to this report.

POLICY IMPLICATIONS

There are no policy implication relating to this report

FINANCIAL IMPLICATIONS

To be advised. Costings not in place as yet however, potentially the use of funds from the Community Development budget to match a dollar for dollar grant application.

STRATEGIC IMPLICATIONS

Outcome 3

RISK MANAGEMENT

There are no risks associated with this report.

VOTING REQUIREMENTS

MINUTES OF THE ORDINARY COUNCIL MEETING

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30 NOVEMBER 2016

Simple Majority Required

SIGNATURES

Author

*L Butterly*

Chief Executive Officer

*P Anderson*

Date of Report

11 November 2016

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18.2 SHARK BAY YOUTH GROUP ASSOCIATION INCORPORATED  
CS00003

AUTHOR

Executive Manager Community Development

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Bellottie

Seconded Cr Ridgley

**Council Resolution**

**That Council agrees to support the Shark Bay Youth Group Association Inc., for the free use of the Shark Bay Recreation Centre, kitchen, meeting room and equipment for Youth Group Sessions every second Friday throughout school terms in 2017.**

**6/0 CARRIED**

BACKGROUND

Over time, the Shark Bay Parents and Citizens Association has provided ongoing support to the activities of the Shark Bay Youth Group. The Youth Group has grown in strength and is keen to extend its reach in terms of what it can offer young people in our community.

Due to the restrictions of being under the auspice of the P&C which only recognises activities relating to education outcomes, it cannot secure funding outside these parameters.

On 30 October 2016 the Youth Group held a meeting where a Committee was elected and they are now officially known as the Shark Bay Youth Group Association Incorporated. They are in the process of applying for an ABN, bank account and insurance.

The Shark Bay Youth Group's Objectives are:

1. To afford the opportunity for personal development through the provision of programs that enhance life skills, self-image and vocational motivation in youth attending high school
2. To provide an opportunity for social interaction for youth attending high school
3. To generate in young people a sense of responsibility and ownership for the actions they undertake and to develop their citizenship and involvement in their communities
4. To provide an opportunity for youth attending high school to develop as individuals and enjoy new challenges.

COMMENT

Under their own incorporation, the Shark Bay Youth Group will be able to apply for youth development grants and able to allocate fundraising monies to meeting their stated objectives.

With sessions running every second Friday between 6pm-10pm, the Shark Bay Youth Group is formally seeking support for free and ongoing use of the Recreation Centre for Youth Group Sessions throughout 2017 and would access to the kitchen, courts and meeting room (including use of equipment).

MINUTES OF THE ORDINARY COUNCIL MEETING

---

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LEGAL IMPLICATIONS

There are not legal implications relating to this report.

POLICY IMPLICATIONS

There are no policy implication relating to this report

FINANCIAL IMPLICATIONS

There are no financial implications relating to this report

STRATEGIC IMPLICATIONS

Social Objective: 3.1.2

Attract and retain youth and families.

RISK MANAGEMENT

The Shark Bay Youth Group Association will provide the Shire Administration with a copy of their Insurance Policy.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

*L Butterly*

Chief Executive Officer

*P Anderson*

Date of Report

11 November 2016

30 NOVEMBER 2016

18.3 SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE  
CM00024

AUTHOR

Executive Manager Community Development

DISCLOSURE OF ANY INTEREST

Nil

Moved            Cr Fenny  
Seconded       Cr Ridgley

**Council Resolution**

**That the Shark Bay 2016 Commemoration Advisory Committee be congratulated on their contribution towards the 2016 Dirk Hartog Voyage of Discovery Festival and Commemorations and that the role and function of this Committee be disbanded.**

**6/0 CARRIED**

Background

The inaugural meeting of the Shark Bay 2016 Commemoration Advisory Committee was held on the 18 March 2014.

The membership of the Committee changed over the past two years however was predominantly made up of the following:

Cr C Cowell (Chair)  
Cr G Ridgely  
Mr M Grenside  
Mr D Matthews  
Mr K Wardle  
Ms N Needham  
Ms J Dwyer (Gascoyne Development Commission)  
Gascoyne Development Commission (Chief Executive Officer)

Mr P Anderson (Chief Executive Officer, Shire of Shark Bay)  
Executive Manager Community & Economic Development  
Shark Bay World Heritage Discovery and Visitor Centre - Coordinator

The role of the Committee was to consider the activities that may form part of the 2016 celebrations of the 400 year anniversary of the landing of Dirk Hartog.

- Develop and recommend events to Council
- Prioritise submissions in order of local importance and impact
- Provide local input and report to Council on status of projects
- Provide collective leadership and strategic direction to the Shark Bay community.

LEGAL IMPLICATIONS

There are no legal implications related to this report.

MINUTES OF THE ORDINARY COUNCIL MEETING

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POLICY IMPLICATIONS

There are no policy implications related to this report

FINANCIAL IMPLICATIONS

There are no financial implications related to this report.

STRATEGIC IMPLICATIONS

Outcome 3.1 – Social Objective

A safe and welcoming community where everyone is valued and has the opportunity to contribute and belong

RISK MANAGEMENT

There are no risk management implications related to this report.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

*L Butterly*

Chief Executive Officer

*P Anderson*

Date of Report

10 November 2016

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18.4 DIRK HARTOG – PRESERVATION OF MODA 1616 PERIOD GARMENTS  
ED00005

AUTHOR

Executive Manager Community Development

DISCLOSURE OF ANY INTEREST

Nil

Moved           Cr Fenny  
Seconded       Cr Ridgley

**Council Resolution**

- 1       That Council endorse the preservation of the MODA 1616 replica garments as a time capsule celebrating the 2016 - 400 year commemorations, and**
  
- 2       That Council approves for the Administration to conduct research, consultation and to establish project costs for the preservation and effective display in the Shark Bay World Heritage Discovery and Visitor Centre of the MODA 1616 replica garments for future generations.**

**6/0 CARRIED**

BACKGROUND

As part of the Dirk Hartog Voyage of Discovery Festival, the Shark Bay Arts Council presented the MODA 1616 exhibition, featuring 17<sup>th</sup> century hand-crafted replica garments.

The exhibition was displayed in the Spiegel tent and open daily to the public. The creative expertise was driven by local artists Claire Cooper and Sietske Hunn, along with many hours of delicate needlework contributions from others keen to be a part of the historical celebrations.

MODA 1616 also featured the very popular 'Portrait Corner' which provided a unique opportunity for festival attendees to engage with the designers and have their photo taken in a 1600's setting, in 1600's fashion with 2016 technology.

The success of the MODA 1616 exhibition was demonstrated through the high visitor numbers and of individual and family portraits taken. The exhibition lent additional authenticity to the historical ambience inside the Spiegel tent.

COMMENT

Four of the five garments are currently on display in the Shark Bay World Heritage Discovery and Visitor Centre along with some of the research information around the fashion of this bygone era. The display has been well-received and allows the visitor to get a real sense of how life was lived 400 years ago.

With support from the Shark Bay Arts Council, the Shark Bay community has an opportunity to preserve these replica 1600's garments and to create a time capsule of this year's 400 year celebrations and display them in the Shark Bay Discovery Centre for future generations.

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The process of preserving such a collection would require a high degree of research and consultation with the view to ensuring the garments are effectively preserved and displayed.

LEGAL IMPLICATIONS

There are not legal implications relating to this report.

POLICY IMPLICATIONS

There are no policy implication relating to this report

FINANCIAL IMPLICATIONS

There will be financial implications relating to the research, consultation and engagement of expertise in the first instance. To be advised.

STRATEGIC IMPLICATIONS

Outcome 31. Existing strong community spirit and pride will be fostered, promoted and encouraged.

RISK MANAGEMENT

There is no risks associated with this report.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author  
Chief Executive Officer

*L Butterly*  
*P Anderson*

Date of Report

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**19. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

There are no motions of which previous notice having been given.

**20. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

Items 20.1 and 20.2 were brought forward in the agenda to follow item 11.5 on page 7

**21. MATTERS BEHIND CLOSED DOORS**

**22. DATE AND TIME OF NEXT MEETING**

The next Ordinary meeting of the Shark Bay Shire Council will be held on MONDAY, 19 December 2016 commencing at 3.00 pm.

**23. CLOSURE OF MEETING**

As there was no further business the President closed the Ordinary Council meeting at 5.42pm.