

# SHIRE OF SHARK BAY MINUTES

22 February 2017

## ORDINARY COUNCIL MEETING



Stromatolites – Shark Bay



22 FEBRUARY 2017



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## MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

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 22 February 2017 commencing at 3.00 pm.

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# MINUTES ORDINARY COUNCIL MEETING

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## **1.0 DECLARATION OF OPENING**

The President declared the meeting open at 3.00pm.

## **2.0 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED**

### ATTENDANCES

Cr C Cowell	President
Cr K Capewell	Deputy President
Cr L Bellottie	
Cr E Fenny	
Cr K Laundry	
Cr G Ridgley	
Mr P Anderson	Chief Executive Officer
Ms A Pears	Executive Manager Finance and Administration
Ms L Butterly	Executive Manager Community Development
Mr B Galvin	Works Manager
Mrs R Mettam	Executive Assistant

### APOLOGIES

### VISITORS

3 Guests

## **3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE**

There are no previous public questions on notice.

## **4.0 PUBLIC QUESTION TIME**

The President opened Public Question Time at 3.00pm

Mr Hargreaves asked that Council come up with a resolution or to allow the Shark Bay Crisis Centre to ignore the rulings on the 3 days allowed for stays at the crisis centre.

The President advised Mr Hargreaves that he had been advised previously of what he is required to do to comply with the legislation in regards to his request and the council cannot ignore or make resolutions that do comply with current State and Local legislation.

The President closed Public Question Time at 3.14pm

## **5.0 APPLICATIONS FOR LEAVE OF ABSENCE**

There are no applications for leave of absence.

## **6.0 PETITIONS**

There were no petitions presented to Council.

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**7.0 CONFIRMATION OF MINUTES**

**7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 19 DECEMBER 2016**

Moved Cr Ridgley  
Seconded Cr Laundry

**Council Resolution**

**That the minutes of the Ordinary Council meeting held on 16 December 2016, as circulated to all Councillors, be confirmed as a true and accurate record.**

**6/0 CARRIED**

**8.0 ANNOUNCEMENTS BY THE CHAIR**

Nil

**9.0 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
Deputy Delegate	Works Committee
Deputy Delegate	Gascoyne Regional Collaboration Group
Deputy Delegate	The Aviation Community Consultation Group

**Other Committee Membership**

Member (Chair)	Local Emergency Management Committee
Member (Vice Chair)	Gascoyne Tourism Board
Delegate	Western Australian Local Government Association – State Council Gascoyne Zone Rep

**Meeting Attendance**

2 February	Gascoyne Tourism Board meeting (chaired)
13	Met with Ken Baston, MLC
13	Hosted Brendan Grylls, MLA and Vince Catania, MLA of National Party
16	Gascoyne Tourism Board Annual General meeting
22	Shire Audit Committee meeting
22	Shire Council February meeting

**Signatures**

Councillor	<i>Councillor Cowell</i>
Date of Report	13 February 2017

Moved Cr Ridgley  
Seconded Cr Capewell

**Council Resolution**

**That the President's activity report for February 2017 be received.**

**6/0 CARRIED**

MINUTES ORDINARY COUNCIL MEETING

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**10.0 COUNCILLORS' REPORTS**

10.1 CR FENNY  
GV00017

Nil report for the February 2017 Ordinary Council meeting.

10.2 CR BELLOTTIE  
GV00010

Nil report for the February 2017 Ordinary Council meeting.

10.3 CR CAPEWELL  
GV00005

Nil report for the February 2017 Ordinary Council meeting.

10.4 CR RIDGLEY  
GV00008

Nil report for the February 2017 Ordinary Council meeting.

10.5 CR LAUNDRY  
GV00013

Nil report for the February 2017 Ordinary Council meeting.

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**11.0 ADMINISTRATION REPORT**

**11.1 ANNUAL ELECTORS MEETING 30 NOVEMBER 2016**  
GV00011

Author

Executive Assistant

Disclosure of Any Interest

Disclosure of Interest: Cr Fenny

Nature of Interest: Proximity Interest as father owns 155 Knight Terrace.

Cr Fenny left Council Chamber at 3.32 pm.

Moved           Cr Ridgley  
Seconded       Cr Laundry

**Council Resolution**

- 1. The minutes of the annual electors meeting held on Wednesday 30 November 2016 be noted.**
- 2. That the decision of the electors meeting put forward by Mr P Wood and seconded by Ms F Castling being:**

***That Council remove the 6 stormwater diversion devices at the eastern end of Knight Terrace and leave in place of rockwork on the seaward side to help minimise erosion. The road to be re-instated with line marking and signage to delineate the road centre and parking bays***

**be considered**

**5/0 CARRIED**

Moved           Cr Ridgley  
Seconded       Cr Laundry

**Council Resolution**

**That the administration research and present to council options regarding above ground modifications to the storm water diversions devices on Knight Terrace to make them, in the council opinion more visually presentable, while remaining in place.**

**5/0 CARRIED**

Cr Fenny returned to Council Chamber at 3.46 pm

Background

At the Ordinary Council meeting held on the 19 December 2016, this item was left to lay on the table due to a lack of quorum. The Administration now represents the item for a Council decision.

The annual general meeting of electors relating to the financial year ended 30 June 2016 was held on Wednesday 30 November 2016. A copy of the minutes of the meeting is attached at the end of the report.

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Section 5.32 (b) of the **Local Government Act 1995** requires the Chief Executive Officer to:

Ensure that copies of the minutes are available for inspection by members of the public before the Council meeting at which decisions made at the electors meeting are first considered”

The minutes have been made available for inspection since 7 December 2016 and have been placed on Council’s website.

### Comment

There was only one decision put forward by the electors as follows:

Moved by Mr P Wood and Seconded by Ms F Castling

***That Council remove the 6 stormwater diversion devices at the eastern end of Knight Terrace and leave in place of rockwork on the seaward side to help minimise erosion. The road to be re-instated with line marking and signage to delineate the road centre and parking bays.***

In accordance with the *Local Government Act 1995* the Council is only required to consider the decision made at the electors meeting.

In considering the decision, the Council can either take no further action and note the decision or take the course of action the Councils consider reasonable and record the reasons for the Council decision.

If the Council considers the elector’s decision has merit and requires investigation or should be undertaken, it would be advisable to refer the matter back to the administration for further information and a report being presented to Council to ascertain if the proposal put forward by the electors is feasible or other options are explored as decided by Council.

### Legal Implications

#### **Local Government Act 1995**

The Act also requires the decisions of the electors meeting to be considered by the Council (section 5.53) at its next ordinary meeting where practicable. The act states:

- (1) all decisions made at the electors meeting are to be considered at the next ordinary council meeting or, if that is not practicable,
  - (a) At the next ordinary council meeting after that meeting, or
  - (b) At a special meeting called for that purpose, whichever happens first.
- (2) if at a meeting of the council a local government makes a decision in response to a decision made at an electors meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

### Policy Implications

There are no policy implications relative to this report

### Financial Implications

There are no financial implications relative to this report

### Strategic Implications

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There are no strategic implications relative to this report

Risk Management

There is no risk involved with this item

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

*P Anderson*

Date of Report

7 December 2016

22 FEBRUARY 2017



SHIRE OF SHARK BAY

# ANNUAL ELECTORS' MEETING

Wednesday 30 November 2016

6.30 pm

Shark Bay Recreation Centre

## MINUTES



MINUTES ORDINARY COUNCIL MEETING

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ANNUAL ELECTORS MEETING - Minutes – 30 November 2016

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1. Declaration of Opening

The President declared the Annual Electors meeting open at 6.33pm

2. Attendances and Apologies

ATTENDANCES

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

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

APOLOGIES

Cr M Prior	Denham Ward
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VISITORS

Mr V Catania MLA  
Ms F Castling  
Mr P Wood

3. Receiving of The Annual Report of the Shire of Shark Bay for The Year Ending 30 June 2016

Moved Cr Laundry  
Seconded Cr Ridgley

Electors Resolution

That the Annual Report, including the Annual Financial Statements, Presidents Report and Auditors Report of the Shire of Shark Bay for the Year ending 30 June 2016 be received

CARRIED

4. General Business

Ms Fay Castling asked if Council must review local laws every 8 years.

The President and Chief Executive Officer advised that in accordance with legislation the Local Laws must be reviewed every 8 years, however if an issue arose the Council could amend or introduce local laws as the Council deemed necessary.

Mr Wood raised the matter of the diversion devices on the eastern end of Knight Terrace and advised that he wished to move a motion in regard to this item

Moved P Wood  
Seconded F Castling

Electors Resolution

That Council remove the 6 stormwater diversion devices at the eastern end of Knight Terrace and leave in place of rockwork on the seaward side to help minimise erosion. The road to be re-instated with line marking and signage to delineate the road centre and parking bays.

CARRIED

Ms Fay Castling raised her concerns about the build-up of sand at Little Lagoon entrance and asked if council was concerned about this matter.

The President and Councillors indicated that they were aware of this matter and the matter had been forwarded to the State Department to investigate.

Ms Fay Castling asked whose responsibility it is to clear noxious weed prickly pear.

The Chief Executive Officer advised that Council has responsibility to remove declared plants from areas under its care and control. The Department of Parks and Wildlife has responsibility in the National Park and unallocated crown lands.

Ms Fay Castling asked if the Time Capsule idea was being investigated.

The President advised that this idea had only recently been raised with Council and may be investigated further.

5. Closure of Meeting

With no further business the President closed the Annual Electors meeting at 6.51pm.

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11.2 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – COUNTRY COUNCILLOR TRAINING  
GV00001

AUTHOR

Executive Assistant

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Capewell

Seconded Cr Laundry

**Council Resolution**

**That the following Councillors be authorised to attend the Councillor training in Carnarvon on the 10 & 11 April 2017.**

**Cr Laundry**

**Cr Bellottie**

**Cr Cowell and**

**Cr Ridgley – if available**

**That the following Councillors be authorised to attend the Councillor training at Shark Bay on the 27 & 28 April 2017.**

**Cr Capewell**

**Cr Ridgley**

**Cr Fenny**

**Cr Cowell - maybe**

**Cr Bellottie and**

**It is also noted that Councillors have been issued with thumb drives for the e-training modules for the following courses:**

- 1. Understanding Local Government**
- 2. Serving on Council**
- 3. Conflicts of Interest.**

**6/0 CARRIED**

BACKGROUND

The Western Australian Local Government Association have worked with the Local Government for over 30 years bringing to the training a vast array of knowledge and experience. They are now presenting training in regional areas and also have e-training, which Council has now registered for.

COMMENT

The Western Australian Local Government Association have put together training for country Councillors with the understanding of travel distances that impeded a Councillor to be able to access training in the metro area.

Currently training for the Gascoyne Region will be held in Carnarvon and Shark Bay. Training courses currently available will be:

Understanding Financial Reports and Budgets      Carnarvon      10 April 2017

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Infrastructure Asset Management	Carnarvon	11 April 2017
Effective Community leadership	Shark Bay	27 April 2017
CEO Performance Appraisals	Shark Bay	28 April 2017

The administration currently registered for Councillor e-training and Councillors will be issued with a USB with three courses that Councillors can complete themselves.

These are:

Understanding Local Government  
Serving on Council  
Conflicts of Interest

The thumb drives will be issued to Councillors at the February 2017 Ordinary Council meeting. Once the course has been completed then a Certificate of Participation will be sent.

These thumb drives will need to be returned to the administration on completion of the courses by Councillors.

### LEGAL IMPLICATIONS

There are no legal requirements in relation to this report.

### POLICY IMPLICATIONS

1.3 Councillors Information Bulleting – Contents

3. Any Councillor who wishes to represent Council at such an event shall request nomination at a Council meeting.

### FINANCIAL IMPLICATIONS

The cost of training has been subsidised by the Western Australian Local Government Association at \$50.00 per Councillor per course.

Accommodation and travel costs have been budgeted for in the 2016/2017 budget.

### STRATEGIC IMPLICATIONS

Civic Leadership Objective

- 4.3.1 Continue to provide for Councillor training

### RISK MANAGEMENT

This is a low risk item to Council.

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Chief Executive Officer

*P Anderson*

Date of Report

16 January 2017

22 FEBRUARY 2017

11.3 DEVELOPMENT ASSESSMENT PANELS – REQUEST FOR LOCAL GOVERNMENT NOMINATIONS  
LP00003

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Capewell

Seconded Cr Ridgley

**Council Resolution**

**That Council**

- 1. Nominate two elected members being Cr Cowell and Cr Bellottie to sit on the Development Assessment Panel until 26 April 2020.**
- 2. Nominate Cr Laundry and Cr Fenny in order, as the alternate members on the Development Assessment Panel.**

**6/0 CARRIED**

Background

The Planning and Development (Development Assessment Panels) Regulations 2011, which establish the operational framework for Development Assessment Panels were gazetted on the 24 March 2011.

Fifteen Development Assessment Panels became operational on the 1 July 2011, with the Gascoyne Region forming a joint Development Assessment Panel. Each Development Assessment Panel has a total of five members, comprising three specialist members, one being the presiding member and two Local Government members.

This report provides a copy of Planning Bulletin 106/2011 which details the legislative provisions for Development Assessment Panels and requires that in accordance with the Regulations Council nominates four Councillors to sit on the Panel, being two members and two alternate members.

Comment

The current members on this panel are Cr Cowell and Cr Bellottie as the delegate member for ex Cr Wake and the alternate delegate for Cr Cowell being Cr Laundry

The current appointments will expire on the 26 April 2017 and now require new representation.

As you may be aware, Development Assessment Panels member appointments expire on 26 April 2017.

Members whose term has expired will be eligible for re-consideration at this time. Under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011 (Development Assessment Panels Regulations), your local council is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on your respective Development

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Assessment Panel as required. The local government nominations process require online submissions at the following [link](#).

**Nominations are required to be received by 28 February 2017.**

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020. All appointed local members will be placed on the local government member register and advised of Development Assessment Panel training dates and times. It is a mandatory requirement, pursuant to the Development Assessment Panel regulations, that all Development Assessment Panel members attend training before they can sit on a Development Assessment Panel and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

When selecting nominees, the Council should consider that local government elections may result in a change to Development Assessment Panel membership if current councillors, who are Development Assessment Panel members, are not re-elected. If members are not re-elected, the local government will need to re-nominate for the Minister's consideration. Development Assessment Panel members are entitled to be paid for their attendance at Development Assessment Panel meetings and training, unless they fall within a class of persons excluded from payment. Further details can be found in the *Premier's Circular – State Government Boards and Committees Circular (2010/02)*.

Legal Implications

*Planning and Development Act 1995*  
Shire of Shark Bay Town Planning Scheme No. 3

Policy Implications

All relevant policies pursuant to the Town Planning Scheme

Financial Implications

The financial impost that will be placed on Council will include travel and possibly accommodation.

Strategic Implications

Outcome 4.2 Shark Bay Council is efficient and effective in its operations, actively listens to the community and anticipates and responds to the community's needs.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

*P Anderson*

Date of Report

4 January 2017

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## Planning Bulletin 106/2011

- New legislative provisions for development assessment panels



March 2011

### 1. Introduction

As part of the Government's commitment to streamlining and improving the planning approvals process in Western Australia, the WA Parliament passed the *Approvals and Related Reforms (No. 4) (Planning) Act 2010* (the '2010 Amendment Act'). The provisions of the 2010 Amendment Act, except part three, commenced on 22 November 2010.

The 2010 Amendment Act contains a number of amendments to the *Planning and Development Act 2005* (the 'PD Act') that are designed to improve the planning system. Part 3 of the 2010 Amendment Act contains the heads of powers required to introduce development assessment panels ('DAPs') in this State, through the making of regulations by the Governor. The details on how these panels will be established, administered and operated are set out in the new *Planning and Development (Development Assessment Panels) Regulations 2011* ('DAP regulations').

### 2. What are DAPs?

DAPs are panels comprising a mix of technical experts and local government representatives with the power to determine applications for development approvals in place of the relevant decision-making authority. The introduction of DAPs is one of the fundamental principles of the national Development Assessment Forum's ('DAF') leading practice model for development assessment. This model also promotes limiting referrals to agencies with a relevant role for advice only, avoiding the need for separate approval processes. South Australia and New South Wales have already introduced development assessment panels into their planning systems in accordance with the DAF model. Victoria has also recently passed legislation to implement development assessment commissions to perform the role of development assessment panels.

The introduction of DAPs in Western Australia will have significant benefits for local governments, the development industry, landowners, the general community and other stakeholders. They aim to help to improve the planning system by providing more transparency, consistency and reliability in decision-making on complex development applications. As regulations prepared under this part will clearly identify what classes of development applications are to be determined by development assessment panels, applicants will be well aware of who will be determining their application, regardless of the location of the development. The determination of complex applications will also be improved by the involvement of experts with technical knowledge on the panel.

The involvement of independent experts will also help to strike an appropriate balance between local representation and professional advice in decision-making by ensuring that decisions made by the panel are based on the planning merits of an application. Finally, the use of development assessment panels will help to address issues with dual approvals by making the relevant panel the single decision-making authority under both local and region planning schemes.

Following the gazetting of the DAP regulations the Minister will establish fifteen different DAPs on **2 May 2011**, however, these will not start to consider new applications until 60 days after their establishment. Therefore, DAPs will commence operation on **1 July 2011**.

### 3. Purpose

The purpose of this planning bulletin is to provide an overview of new provisions that take effect under part 11A of the *Planning and Development Act 2005* and the DAP regulations. Where appropriate, the relevant section or regulation is quoted in brackets. Please note this document is only a guide and not intended otherwise to have any legal effect.

Please note a range of manuals will also be available for local governments, DAP members and applicants. These documents will provide further details on the procedures outlined in this bulletin, and will be available on the DAP website at [www.daps.planning.wa.gov.au](http://www.daps.planning.wa.gov.au)

### 4. Glossary

In this planning bulletin:

**Administrative officers** means members of the DAP Secretariat.

**2010 Amendment Act** means the *Approvals and Related Reforms (No. 4) (Planning) Act 2010*, which amended the PD Act.

**DAP** means a Development Assessment Panel.

**DAP regulations** means the *Planning and Development (Development Assessment Panels) Regulations 2011*.

**DAP secretariat** means officers of the Department assisting DAPs, defined in the DAP regulations as administrative officers.

**CEO** means the Director General of the Department of Planning.

**The Department** means the Department of Planning.

**JDAP** means a Joint Development Assessment Panel.

**LDAP** means a Local Development Assessment Panel.

**Minister** means the Minister for Planning.

**PD Act** means the *Planning and Development Act 2005*.

**PDR** means the *Planning and Development Regulations 2009*.

**TPR** means the *Town Planning Regulations 1967*, including the *Model Scheme Text*, and its equivalent as amended from time-to-time.

**WAPC** means the Western Australian Planning Commission.

The above definitions are for guidance purposes only. Readers are otherwise

directed to the various definitions found in the PD Act and DAP regulations. To the extent of any inconsistency, the definitions in the PD Act and DAP regulations prevail.

**5. Summary of new sections in the PD Act**

Part 3 of the 2010 Amendment Act introduces a new Part 11A - Development Assessment Panels into the PD Act. In summary, the new sections contain the following:

- The Governor may prescribe mandatory classes or kinds of development applications that must be determined by a DAP, as if the DAP was the responsible authority (either the relevant local government and/or WAPC), under the relevant local or region scheme, or Interim development order (s.171A(2)(a)). A determination of (or failure to determine) a prescribed development application by a DAP is to be regarded, and take effect, as if was made by the relevant local government or the Western Australian Planning Commission.
- The Governor may also prescribe opt-in classes or kinds of development applications that must be determined by a DAP, where an applicant has elected such an application to be determined by the DAP (s.171A(2)(b)).
- The Governor may also prescribe regulations allowing additional functions to be delegated to the relevant DAP by the responsible authority (s.171B). It is intended that small local governments, and the WAPC if relevant, will use this section to delegate to the relevant DAP the power to determine development applications that are not of a class prescribed under section 171A.
- The Minister will establish a development assessment panel for each local government area, by the publication of an Order in the *Gazette* (s.171C). Two different types of development assessment panels will be established by the Minister:
  - *Local development assessment panels*, which will be established to service a single local government, where that local government is deemed to be a high-growth local government with enough development to support its

own panel, by determining applications made under the local planning scheme (and if applicable, the relevant region planning scheme); and

- *Joint development assessment panels*, which will be established to service two or more local governments that are not high-growth local governments, by determining applications made under each local planning scheme (and if applicable, the relevant region planning scheme).

- The Governor may prescribe regulations concerning the constitution, procedures and conduct of DAPs (s.171D).
- The Governor may prescribe regulations concerning the administration and costs of DAPs (s.171E).
- The DAP regulations are to be reviewed as soon as practicable after the expiry of 2 years from the day on which regulations made under this Part first come into operation (s.171F).

**6. Summary of the new DAP regulations**

To give effect to these new provisions in the PD Act, the *Planning and Development (Development Assessment Panels) Regulations 2011* ('DAP regulations') have been introduced. The DAP regulations contain six Parts, with three additional schedules.

This planning bulletin will now summarise the contents of each part and schedule. For details of the provisions summarised in this Planning Bulletin, please refer to the full regulations, which are available from the State Law Publisher.

**6.1 Part 1 - Preliminary**

This part states that regulations one and two come into operation on the day of gazettal and that the rest of the DAP regulations come into operation on the day on which section 43 of the 2010 Amendment Act comes into operation.

This part also contains the terms used in the DAP regulations (r.3). Readers should note that many terms used in the DAP regulations, such as the 'Development Assessment Panel' itself, are defined in section 4 of the PD Act rather than the DAP regulations.

The following definitions in the DAP regulations are of particular note:

- "DAP application", which includes mandatory applications (r.5) and opt-in applications (r.7). Importantly, delegated applications (r.19) are not technically "DAP applications", however, for the most part are practically treated as if they were DAP applications (r.21(2)(b));
- "DAP member" means both a specialist member and a local government member, and also includes an alternate member;
- "excluded development application", which makes it clear that even where a development application falls within the financial thresholds of a DAP application, certain types of applications, such as the construction of a single house, cannot be determined by DAPs. Furthermore, subsection (d) makes it clear that even when the DAP regulations commence operation, DAPs will not begin considering development applications until 60 days after they are established by the Minister.

**6.2 Part 2 - Development applications and determinations**

This part sets out what types of development applications will be determined by DAPs, and the process to be followed in the lodgement, assessment and determination of such applications.

The DAP regulations reflect the policy direction set out in the Policy Statement regarding mandatory DAP applications and applications that will be subject to the "opt-in" process. These applications are defined as follows:

- *Mandatory DAP Applications* (r.5): An application for development where the estimated cost of development is \$7 million or more (and \$15 or more in the City of Perth), and which is not an excluded development application. Such an application must be determined by a DAP (s.171A(2)(a) of the PD Act).
- *Optional DAP Applications* (r.6 & r.7): An application for development of a total value of more than \$3 million but less than \$7 million (more than \$10 million but less than \$15 million in the City of Perth) which is not an excluded development application and has not been delegated to the DAP by the relevant local government. Such

an application must be determined by a DAP when the applicant has elected to have the DAP determine the application (s.171A(2)(ba) of the PD Act).

This part also sets out the processes to be followed in relation to the making and assessment of DAP applications, including the role of local governments and the WAPC, as well as the role of the Department of Planning and the DAP. In summary, the process is as follows:

- The applicant lodges a DAP application (r.7(2)(a)) with the relevant local government (Form 1, sch.3, r.10(1)(a)), together with the new DAP determination fee (r.10(1)(b), sch.1). It should be noted that the DAP application and DAP fee is an addition, not a replacement, to the ordinary development application form prescribed under any planning scheme(s) (r.10(2)) and fee prescribed under the PDR (r.10(3)). Thus, an applicant will in many cases submit two forms and pay two fees, one for the DAP and one for the local government.
- The local government notifies the Department of the receipt of the DAP application and confirmation that the applicant has paid the DAP fee, within seven days of receipt (r.11). The local government also remits the DAP fee to the Department within 30 days (r.10(5)).
- The responsible authority (the local government or the Western Australian Planning Commission (WAPC)) assesses the application in the usual way, in accordance with the relevant local or region planning scheme. Local governments and/or the WAPC will undertake the same advertising and referrals for DAP applications as currently apply under their schemes (r.9(b)).
- The responsible authority prepares a report containing its recommendations on how the DAP application should be determined (r.12).
- The DAP Secretariat, comprising officers of the Department (r.49), organises the DAP meeting where that application will be determined. This may involve administrative tasks not included in the regulations, such as notifying DAP members, organising deputy members to attend if required, and liaising with the local government in organising the venue for the DAP meeting. Local governments will

also usually assist in providing a venue, electronic equipment and catering for DAP members as required (r.50).

- At least 5 days before a DAP meeting the Department puts the agenda for the meeting on the DAP website, along with details of the time, date and location of the meeting (r.39(1)). It also provides this information to the applicant (r.15) and relevant local government (r.39(2)).
- The DAP conducts a public meeting (r.40) to determine the application(s) (r.16). The meeting procedures under Division two of part four of the DAP regulations are to be followed, as well as the procedures set out in any Practice Notes (i.e. Standing Orders) issued by the CEO. The DAP is otherwise required to determine a DAP application in accordance with the provisions of the relevant planning instrument (r.16(1)). Any determination made by a DAP will be taken to be a determination made by the responsible authority (r.8(1)(a)).
- The Department sends notification of the decision made by the DAP to the applicant in accordance with the relevant planning instrument (r.16(1)) and also gives a copy to the responsible authority (r.16(2)).
- Where a decision has been granted, an applicant may also make a minor application seeking to amend or cancel the approval or any conditions imposed (r.17). A minor amendment application is made by submitting the prescribed form (Form 2, sch.3) to the relevant local government with the prescribed minor fee.
- By contrast to other applications, the DAP will usually meet to determine any r.17 minor amendment application through means of instantaneous communication r.40(4)(a).
- If an applicant is dissatisfied with a decision of either a DAP application or r.17 minor amendment application, he or she can seek a review from the State Administrative Tribunal (r.18(2)). In any such review, the application will be defended by the DAP (r.18(3)).

### 6.3 Part 3 – Delegation to DAPs

This Part allows local governments and the WAPC to delegate the power to determine development applications that (s.171B & r.19):

- fall within the optional DAP application thresholds, being more than \$3 million but less than \$7 million (more than \$10 million but less than \$15 million in the City of Perth) and where the application is not an excluded development application; but
- where an applicant has decided not to opt-in to have the matter determined by a DAP; and
- where the responsible authority nevertheless decides that the application is of a class of development that should be delegated to a DAP for determination.

It is intended that local governments (and the Western Australian Planning Commission if relevant) will more likely use this section to delegate to the relevant DAP the power to determine development applications that are not of a mandatory class prescribed under section 171A.

All delegations made under this part will be published in the *Government Gazette* (r.20). In providing clarity about what types of applications have been delegated to a DAP, the Department will ensure that all delegation instruments relating to DAPs are listed on the DAP website (r.20(3)).

The fact that a local government has decided to delegate certain matters to a DAP does not preclude that local government from nonetheless making a determination on a delegated development application (r.21(1)). Furthermore, although delegated applications do not technically fall within the definition of a 'DAP application', the procedures mostly otherwise apply as if they were DAP applications (r.21(2)(b)).

Finally, it is important to note that an applicant is not required to pay a DAP fee for a delegated application, although the relevant local government fee under the Planning and Development Regulations 2009 will still be payable in the usual manner. Subject to any agreement with the CEO, if a local government chooses to delegate any matter to a DAP, the local government must pay the DAP fee (r.22). This is to ensure applicants are not imposed with an additional fee for an application they

did not choose to have determined by a DAP, whilst ensuring DAPs are still provided with the prescribed fee necessary to resource a DAP decision. It will remain wholly a matter for local governments whether they exercise their discretions in delegating any classes of applications to DAPs (r.23).

**6.4 Part 4 – Development assessment panels**

This part comprises of four divisions:

Division one – DAP members

Division two – Specialist members

Division three – Meetings

Division four – Conduct of DAP members.

**Division one – DAP members**

This Division concerns DAP members more generally, and sets out:

- the composition of DAPs (r.23 & r.25);
- the process by which local government members are nominated and appointed (r.23 & r.25);
- how alternate members will be appointed and used (r.28);
- the term of office for DAP members (r.29);
- the requirement for all DAP members to attend training before sitting on a DAP (r.30);
- fees and allowances that DAP members will be paid (sch.2, r.31); and
- the circumstances in which a DAP member's office becomes vacant or a member may be removed from office (r.32);
- leaves of absence for DAP members (r.33); and
- extension of terms of office during vacancy in membership (r.34).

All DAPs will comprise of the following membership (r.23(1) and r.25(1)):

- Two local government representatives; and
- Three specialist members – one of whom is the presiding member (with a planning qualification and experience), one of whom is the deputy presiding member

(also with a planning qualification and experience), and one who will otherwise possess relevant qualifications and/or expertise.

This division also sets out the process by which local government members are nominated and appointed to a DAP. Local government representatives are nominated by the relevant local government, and appointed by the Minister (r.24 and r.25).

All DAP members, with some exceptions, are paid sitting fees under Schedule two (r.31). DAP members who are already considered on the 'public payroll' will not ordinarily be entitled to sitting fees, including: all Commonwealth, State and Local Government employees, current and retired judicial officers and employees of public academic institutions (r.31(6)). However, there is scope for the Minister to give written consent on a case-by-case basis to allow such persons to be paid.

Alternate members will be appointed in the same way, and will sit on the DAP when a DAP member is unable to perform the functions of the member by reason of illness, absence or other cause. Obviously, only a local government alternate can sit in for a local government member (r.28(4)), as can a specialist alternate for a specialist member (r.28(5)).

The Minister is required to appoint one of the three specialist members as the presiding member of the DAP. The presiding member must be a planning expert. At all DAP meetings that the presiding member attends, that person will preside over the meeting. The Minister is also required to appoint a Deputy Presiding Member, to preside when the presiding member is absent. The Deputy Presiding Member must also be a planning expert (r.27).

All DAP members are appointed for two years (r.29(2)). The regulations allow for DAP members to continue sitting on a DAP for up to three months once their term has expired, or until the vacancy is filled (r.34). DAP members can be reappointed to the same DAP following the expiry of their term, or may be replaced by another person (r.29(3)).

This division also sets out the circumstances in which the Minister can remove a DAP member from office (r.32(3)). This includes:

- neglect of duty
- misconduct or incompetence

- mental or physical incapacity to carry out duties in a satisfactory manner; or
- absence from 3 DAP meetings without leave first being obtained.

Finally, this division states that a DAP member's office becomes vacant if the DAP member's situation changes in any of the following ways (r.32(1)):

- the DAP member dies, resigns or is removed from office by the Minister;
- the DAP member becomes a bankrupt or a person whose affairs are under insolvency laws;
- the DAP member is convicted of an offence punishable by imprisonment for more than 12 months; or
- the DAP member is convicted of an offence under section 266 of the PD Act which deals with failing to act honestly, failing to declare a conflict of interest, disclosing information or making improper use of information.

**Division two – Specialist members**

This Division set outs how specialist members and alternate specialist members are appointed. Specialist members with the required qualifications and experience are listed on a register (r.35). The register is then reviewed by a special short-list working group, which compiles a list of nominees for the Minister to consider (r.36 & r.38). Specialist members are then appointed by the Minister (r.37).

**Division three – Meetings**

This Division sets out the meeting procedures to be followed by all DAPs, including the taking of minutes. Meetings are to be conducted in accordance with this Division, as well as the Standing Orders published by the Department (referred to in the DAP regulations as practice notes, r.40(5)).

All DAP meetings will be open to the public (r.30(2)). The presiding member has the power to invite a person to make a presentation to the DAP on a DAP application (r.40(3)). The presiding member also has the power to allow a person to attend a DAP meeting by telephone or other means of instantaneous communication (r.43). The circumstances in which these powers will be exercised will be set out in the Standing Orders.

The quorum for a DAP is the presiding member (or deputy presiding member), one other specialist member and one local government member. Each DAP member has one vote. In the event of a deadlocked vote, the Presiding Member has the deciding vote (r.42).

Finally, this division also requires minutes of the DAP meeting to be kept by an officer of the local government hosting the DAP meeting, or another person approved by the CEO of the Department. Minutes will be provided to the Department within 5 days of the meeting, and put on the DAP website within 10 days after the meeting, after they have been confirmed by the DAP (r.44).

**Division four – Conduct of DAP members**

This division requires all DAP members to abide by certain rules of conduct (r.45). These requirements are in addition to the requirements regarding conflict of interest and use of information that are set out in section 266 of the PD Act.

This division requires the CEO of the Department to prepare a Code of Conduct (r.45(1)), which must be complied with by all DAP members (r.45(2)). The Minister can remove a member from a DAP for breaching the Code of Conduct (r.32(4)).

This division also sets out what rules apply regarding the acceptance of gifts (r.46). These requirements are similar to those currently in place under the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007*. There are two types of gifts addressed in this Division:

- **Prohibited gifts** which are gifts worth \$300 or more, or two or more gifts that are in total worth \$300 or more; and
- **Notifiable gifts** which are gifts worth between \$50 and \$300, or two or more gifts that are in total worth between \$50 and \$300.

DAP members are not permitted to accept a prohibited gift from a known applicant, or a person "who it is reasonable to believe" may be intending to undertake development that the DAP will be required to determine (r.46(2)). However, DAP members are permitted to accept notifiable gifts as long as they notify the CEO of the Department that they have accepted such a gift (r.46(3)). Failure to notify the Department may result in the Minister removing that DAP member from the DAP (r.32(4)).

Finally, this Division also emphasises the professional behaviour expected of DAP members. DAP members are not to make statements about the competency or honesty of local government officers or public sector officers, or use offensive or objectionable expressions regarding those officers (r.47). Only the presiding member is permitted to publicly comment on determinations made by the DAP (r.48).

**6.5 Part 5 – Administration**

This part will set out how administrative support will be provided to each DAP. Most support will be provided by the DAP Secretariat, such as organising agendas, organising meetings, booking travel for DAP members and paying the sitting fees of DAP members (r.49). However, each local government will also be required to undertake some administrative tasks on behalf of the DAP, including taking minutes at DAP meetings, provide a venue for DAP meetings, organise catering and provide electronic equipment if required (r.50). The DAP Secretariat is also required to establish and maintain a DAP website, which will have information about each DAP created (r.51).

This part also contains the primary enforcement provisions for the successful operation of the DAP system (r.52). Where necessary, the Minister can order a DAP, a local government, the WAPC, or the Department to provide any necessary information or document to him or her (r.52(3) and s.18 PD Act). The Minister can also order that such information be provided to the DAP (r.52(2)(d)), or make use of the Western Australian Planning Commission's and local government's staff to obtain such information (r.52(3)(d)).

Finally, this division requires the CEO of the Department to prepare an annual report on the performance of DAPs (r.53).

**6.6 Part 6 – Miscellaneous**

This Part contains transitional provisions dealing with what happens to a DAP application if the Order establishing the DAP is amended or revoked before the application is determined (r.54). For example, if a DAP application has been forwarded to the DAP but not determined when the Order creating the DAP is revoked, then that application is to be forwarded to the new Local Development

Assessment Panel (LDAP) or Joint Development Assessment Panel (JDAP) created to serve that local government. The new LDAP or JDAP will determine the application. The provisions support section 171I of the PD Act.

In addition, this Part requires the Department to conduct an annual review of the new DAP fee (r.55). The Department will provide the information collected during each annual review to the Standing Committee of the Legislative Council that will review the DAP regulations after two years of operation, under new section 171F of the PD Act.

**6.7 Schedule 1 – Fees for applications**

Schedule 1 contains the item of fees payable by an applicant when submitting a DAP application (r.10 & r.17). The relevant fee is calculated on estimated cost of development. It is important to note the following:

- The DAP fee is in addition to any local government development application fee payable under the Planning and Development Regulations 2009 (PDR) (r.10(3)). Therefore, DAP applications may in effect require two fees be paid – one for the DAP under this schedule and one for the local government under the PDR.
- The fee for an r.17 minor amendment application is prescribed under item 2 (currently only \$150), as distinct from other ordinary DAP applications under item 1 (currently ranging from \$3,376 to \$6,320).

A delegated application (r.19) is not technically a DAP application, although in many other respects the application is treated the same way. Thus, an application is not required to pay the DAP fee under schedule one is required. The DAP fee will instead be paid by local government (r.22).

**6.8 Schedule 2 – Fees for DAP members**

Schedule two sets out the relevant sitting fees for DAP members (r.31). It is important to distinguish the relevant fees for:

- presiding members, compared with other members, where presiding members are entitled to a slightly higher fee to reflect additional responsibilities imposed under the regulations;

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- ordinary DAP applications, compared with r.17 minor amendment applications, to reflect the scale and complexity of ordinary DAP applications, as well as to reflect that ordinary applications are open to the public whilst r.17 applications are determined through instantaneous means;
- fees for determining an applications, compared to attending a proceeding before the State Administrative Tribunal, where the fees are otherwise the same; and
- training fees, where both prospective presiding members and all other members are entitled to the same fee, and only at the satisfactory completion of the training.
- most DAP members, compared with those considered on the 'public payroll', who without the written consent of the Minister will not be entitled to sitting fees, including: all Commonwealth, State and Local Government employees, current and retired judicial officers and employees of public academic institutions (r.30(6) & r.31(6)).

#### 6.9 Schedule 3 – Forms

Finally, Schedule 3 contains the relevant DAP forms. Again, it is important to distinguish between:

- DAP application forms compared with local government development application forms. As noted above, DAP application forms are submitted in addition to, not a replacement of, local government development application forms prescribed under each relevant local planning schemes (r.10(2)).
- An ordinary DAP application form, which is intended to cover mandatory (r.5), opt-in (r.6 & r.7) and delegated (r.19) applications, compared with minor amendment applications (r.17).

#### 7. Further information

Legislation, including copies of the DAP regulations, the 2010 Amendment Act and amended PD Act can be obtained from the State Law Publisher at:

10 William Street  
Perth WA 6000  
Phone: (08) 9321 7688  
Fax: (08) 9321 7536  
Email: [sales@dpc.wa.gov.au](mailto:sales@dpc.wa.gov.au)  
Website: [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

Copies can also be obtained from the DAP website at [www.daps.planning.wa.gov.au](http://www.daps.planning.wa.gov.au)

Please note a range of manuals will also be available for local governments, DAP members and applicants. These documents will provide further details on the procedures outlined in this bulletin, and will be available on the DAP website.

For further information, please refer to the DAP website or contact the Department of Planning at:

Albert Facey House  
469 Wellington Street  
Perth 6000  
Western Australia  
Tel: (08) 9264 7777  
Fax: (08) 9264 7566

# MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

## Disclaimer

This planning bulletin is intended as a guide only. It is not intended to be comprehensive or to cover particular circumstances.

Readers are advised to refer to the legislation, which is available from the State Law Publisher, and to seek professional legal advice should they have specific legal questions in relation to their particular circumstances.

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22 FEBRUARY 2017

11.4 ORDINARY ELECTIONS 21 OCTOBER 2017  
GV00001

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Officer Recommendation

That Council –

A. Receive the report presented by the Chief Executive Officer

OR

B. Declare in accordance with section 4.20 (4) of the *Local Government Act 1995* that the Western Australian Electoral Commissioner to be responsible for the conduct of the 2017 ordinary elections for the Shire of Shark Bay together with any other elections or polls which may also be required,

Decide in accordance with section 4.61 (2) of the *Local Government Act 1995* that the method of conducting the election will be as postal election, and

Include in the 2017/2018 budget provision of \$13,000 GST inclusive to provide for the Western Australian Electoral Commission to conduct the 2017 election.

Moved Cr Capewell  
Seconded Cr Bellottie

**Council Resolution**

**That Council declare in accordance with section 4.20 (4) of the *Local Government Act 1995* that the Western Australian Electoral Commissioner to be responsible for the conduct of the 2017 ordinary elections for the Shire of Shark Bay together with any other elections or polls which may also be required,**

**Decide in accordance with section 4.61 (2) of the *Local Government Act 1995* that the method of conducting the election will be as postal election, and**

**Include in the 2017/2018 budget provision of \$13,000 GST inclusive to provide for the Western Australian Electoral Commission to conduct the 2017 election.**

**6/0 CARRIED BY ABSOLUTE MAJORITY**

Background

Unless other arrangements are made the Chief Executive Officer is to be the Returning Officer of a Local Government however, if a Local Government wishes to have the Western Australian Electoral Commission conduct a postal voting election then the Local Government must make a declaration to this effect before the eightieth (80) day before an election according the section 4.20(4) of the *Local Government Act 1995*

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and is to decide that the election is to be held as a postal election in accordance with section 4.61 of the **Local Government Act 1995**.

#### Comment

The Shire appointed the Western Australian Electoral Commission to conduct the 2011, 2013, 2015 elections and extraordinary elections in 2014 and 2016. These elections were undertaken by postal vote and experienced very encouraging voter participation where there was a contested election.

In my experience the conduct of the elections by postal vote provides for a greater ability for electors to participate in the election process. While the voting in person is still relevant the ability for absent owners to participate in the election by postal voting ensures a greater representation of the community.

The conduct of the election by the Electoral Commission and by postal vote also provides for increased levels of separation from the process for the administration.

The review of wards and any possible amendments to the ward structure does not affect the overall normal election process.

#### Legal Implications

*Local Government (Elections) Regulations 1997.*  
*Local Government Act 1995.*

#### **4.61. Choice of methods of conducting the election**

- (1) *The election can be conducted as a —*  
**postal election** *which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or*  
**Voting in person election** *which is an election at which the principal method of casting votes is by voting in person on Election Day but at which votes can also be cast in person before Election Day, or posted or delivered, in accordance with regulations.*
- (2) *The local government may decide\* to conduct the election as a postal election.*  
*\* Absolute majority required.*
- (3) *A decision under subsection (2) has no effect if it is made after the 80th day before Election Day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.*
- (4) *A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.*
- (5) *A decision made under subsection (2) on or before the 80th day before Election Day cannot be rescinded after that 80th day.*

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- (6) *For the purposes of this Act, the poll for an election is to be regarded as having been held on Election Day even though the election is conducted as a postal election.*
- (7) *Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.*

**4.20. CEO to be returning officer unless other arrangements are made**

- (1) *Subject to this section the CEO is the returning officer of a local government for each election.*
- (2) *A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint\* a person other than the CEO to be the returning officer of the local government for —*
  - (a) *an election; or*
  - (b) *all elections held while the appointment of the person subsists.*

*\* Absolute majority required.*

- (3) *An appointment under subsection (2) —*
  - (a) *is to specify the term of the person's appointment; and*
  - (b) *has no effect if it is made after the 80th day before an election day.*
- (4) *A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

*\* Absolute majority required.*
- (5) *A declaration under subsection (4) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.*
- (6) *A declaration made under subsection (4) on or before the 80th day before election day cannot be rescinded after that 80th day.*

Section 4.62 of the *Local Government Act 1995* prescribes the requirement for Polling Places (booths) in respect to voting as *In Person*. The Postal Voting does not require any Polling Place in each Ward where an election is required.

**4.62. Polling places required**

- (1) *For every election in a district or a ward the returning officer is to ensure that there will be at least one polling place in the district that is open between 8 a.m. and 6 p.m. on election day.*
- (2) *For a voting in person election in a district that is divided into wards, the returning officer is to ensure that there will be at least one polling place in each ward that is open between 8 a.m. and 6 p.m. on election day unless the returning officer*

## MINUTES ORDINARY COUNCIL MEETING

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*determines that, in respect of a particular ward, it is not necessary or not practicable —*

*(a) to open a polling place in that ward on election day; or*

*(b) for there to be a polling place in that ward that is open all the time between 8 a.m. and 6 p.m. on election day.*

- (3) *For a voting in person election in a ward the returning officer is to ensure that there will be at least one polling place in the ward that is open between 8 a.m. and 6 p.m. on election day unless the returning officer determines that it is not necessary or not practicable —*

*(a) to open a polling place in that ward on election day; or*

*(b) for there to be a polling place in that ward that is open all the time between 8 a.m. and 6 p.m. on election day.*

### Policy Implications

There are no policy implications relevant to this report

### Financial Implications

The electoral commission has quoted an amount of \$11,000 including GST to conduct the election for the Shire of Shark Bay in October 2017 – Copy of correspondence at the end of this report.

This has been based on the following assumptions;

550 electors

55% response rate

3 councillor vacancies and

The count to be conducted at the council offices.

It is difficult to estimate the amount of cost to Council of conducting in person elections given that there is limited capacity available to conduct the elections in house and costs would be dependent upon the voter turnout if the elections were held in person.

The amount of \$13,000 can be included in the 2017/2018 budget deliberations.

### Strategic Implications

There are no strategic implications relevant to this report

### Voting Requirements

**Absolute Majority Required.**

### Signature

Chief Executive Officer

*P Anderson*

Date of Report

4 January 2017

# MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017



LGE 028

WESTERN AUSTRALIAN Electoral Commission

Mr Paul Anderson  
Chief Executive Officer  
Shire of Shark Bay  
PO Box 126  
DENHAM WA 6537

**RECEIVED**

29 NOV 2016

SHIRE OF SHARK BAY

Dear Mr Anderson

## Local Government Ordinary Election: 2017

The next local government ordinary elections are being held on 21 October 2017. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2017/2018 budget preparations.

The estimated cost for the 2017 election if conducted as a postal ballot is \$11,000 inc GST, which has been based on the following assumptions:

- 550 electors
- response rate of approximately 55%
- 3 vacancies
- count to be conducted at the offices of the Shire of Shark Bay
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply.

This cost estimate includes a proposed increase in the postage rate by Australia Post effective from 4 January 2017. An additional amount of \$145 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages. Recent experiences with Australia Post indicate that Councils should seriously consider using the regular mail delivery service for the lodgement of the election packages. The additional cost of priority mail does not significantly speed up the delivery of the election packages.

Since the October 2015 Local Government Ordinary Elections were conducted, Australia Post has implemented the following percentage cost increases for its various mail services:

Regular Mail Delivery - 42%  
Priority Mail Delivery - 60.5%  
Priority Reply Paid - 80.5%

139947

Level 2, 111 St George's Terrace, PERTH WA 6000 GPO Box F316 PERTH WA 6041  
Telephone: (08) 9214 0400 Facsimile: (08) 9226 0677 Email: waec@waec.wa.gov.au  
Website: www.elections.wa.gov.au



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Costs not incorporated in this estimate include:

- non-statutory advertising (ie any additional advertisements in community newspapers and promotional advertising)
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- one local government staff member to work in the polling place on election day

The Commission is required by the Local Government Act to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2017 for the Shire of Shark Bay in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Shire of Shark Bay also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2015 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

I look forward to conducting this election for the Shire of Shark Bay in anticipation of an affirmative vote by Council.

Yours sincerely



David Kerslake  
**ELECTORAL COMMISSIONER**

24 November 2016

22 FEBRUARY 2017

11.5 LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN  
CM00013

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved           Cr Ridgley  
Seconded       Cr Capewell

**Council Resolution**

**That Council adopt the Local Government Compliance Audit Return for the period 1 January 2016 to 31 December 2016 as completed and return it to the Department of Local Government as a true and correct record of the information contained therein.**

**6/0 CARRIED**

Comments

The Audit Compliance Return now focuses on areas of compliance that are considered high risk, such as financial interest disclosures, procurement and tendering, delegation and use of delegated power and the recruitment and appointment of the Chief Executive Officer.

The Compliance Audit Return has been completed and checked. It now needs to be adopted by Council. A certified copy of the Return is to be submitted to the Department of Local Government by 31 March 2017.

The Compliance Return is an excellent internal control to assess the Shire of Shark Bay's statutory compliance.

Council has complied with all sections of the return.

Background

The Statutory Compliance Audit Return for the period 1 January 2016 to 31 December 2016 is due. Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* require all local governments to complete the Statutory Compliance Audit Return.

The Compliance Audit Return is to be -

- 1       Presented to the Audit Committee
- 2       Presented to Council at a meeting of the Council.
- 3       Adopted by the Council.
- 4       The adoption recorded in the minutes of the meeting at which it is adopted.

After the Compliance Audit Return has been presented to the Council, a certified copy of the Return along with the relevant section of the minutes and any additional information explaining or qualifying the Compliance Audit Return is to be submitted to the Director General, Department of Local Government by 31 March 2017.

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Legal Implications

Section 7.13 (1)(i) of the *Local Government Act 1995*.

Regulation 14 – Compliance audit return to be prepared – *Local Government (Audit) Regulations 1996*

Regulation 15 – Completion of compliance audit return – *Local Government (Audit) Regulations 1996*

Policy Implications

There are no policy implications relative to this report

Financial Implications

There are no financial implications relative to this report

Strategic Implications

There are no strategic implications relative to this report

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

*P Anderson*

Date of Report

4 January 2017

# MINUTES ORDINARY COUNCIL MEETING

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Government of Western Australia  
Department of Local Government and Communities

## Shark Bay - Compliance Audit Return 2016

### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2016.	N/A		RHONDA METTAM
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2016.	N/A		RHONDA METTAM
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2016.	N/A		RHONDA METTAM
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2016.	N/A		RHONDA METTAM
5	s3.59(5)	Did the Council, during 2016, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		RHONDA METTAM

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	No delegations were issued to committees	RHONDA METTAM
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		RHONDA METTAM
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		RHONDA METTAM
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		RHONDA METTAM
5	s5.18	Has Council reviewed delegations to its committees in the 2015/2016 financial year.	N/A		RHONDA METTAM
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		RHONDA METTAM
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes	OCM 31/08/16 Item 11.11	RHONDA METTAM
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		RHONDA METTAM
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		RHONDA METTAM
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes	OCM 30/03/16 Item 19.1	RHONDA METTAM

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# MINUTES ORDINARY COUNCIL MEETING

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11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		RHONDA METTAM
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2015/2016 financial year.	Yes		RHONDA METTAM
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		RHONDA METTAM

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		RHONDA METTAM
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		RHONDA METTAM
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		RHONDA METTAM
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		RHONDA METTAM
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		RHONDA METTAM
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2016.	Yes		RHONDA METTAM
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2016.	Yes		RHONDA METTAM
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		RHONDA METTAM
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		RHONDA METTAM
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of	Yes		RHONDA METTAM

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# MINUTES ORDINARY COUNCIL MEETING

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		disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.		
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes	RHONDA METTAM
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes	RHONDA METTAM
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	N/A	RHONDA METTAM
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes	RHONDA METTAM
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes	RHONDA METTAM
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes	RHONDA METTAM

## Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		RHONDA METTAM
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		RHONDA METTAM

## Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A		RHONDA METTAM

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Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	Special Council Meeting 22/10/15 Item 7.2	RHONDA METTAM
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		RHONDA METTAM
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	OCM 24/02/16 Item 20.1	RHONDA METTAM
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		RHONDA METTAM
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government within 30 days of completion of the audit.	Yes	OCM 26/10/16 Item 12.3	RHONDA METTAM
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government by 31 December 2016.	Yes	Sent 11/10/16 REF: I-fm-21706	RHONDA METTAM
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		RHONDA METTAM
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		RHONDA METTAM
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		RHONDA METTAM
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		RHONDA METTAM
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		RHONDA METTAM
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		RHONDA METTAM
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		RHONDA METTAM

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14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		RHONDA METTAM
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Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		RHONDA METTAM
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		RHONDA METTAM
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		RHONDA METTAM
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		RHONDA METTAM
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes	OCM 19/12/16 Item 20.2	RHONDA METTAM

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		RHONDA METTAM
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		RHONDA METTAM

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3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		RHONDA METTAM
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		RHONDA METTAM
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		RHONDA METTAM
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		RHONDA METTAM

## Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		RHONDA METTAM
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		RHONDA METTAM
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		RHONDA METTAM
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		RHONDA METTAM
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		RHONDA METTAM
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		RHONDA METTAM
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		RHONDA METTAM
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		RHONDA METTAM
9	F&G Reg 17	Did the information recorded in the	Yes		RHONDA METTAM

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		local government's tender register comply with the requirements of F&G Reg 17.		
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes	RHONDA METTAM
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes	RHONDA METTAM
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A	RHONDA METTAM
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes	RHONDA METTAM
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes	RHONDA METTAM
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	RHONDA METTAM
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A	RHONDA METTAM
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A	RHONDA METTAM
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A	RHONDA METTAM
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A	RHONDA METTAM
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A	RHONDA METTAM
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A	RHONDA METTAM
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's	N/A	RHONDA METTAM

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		application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.		
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	RHONDA METTAM
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A	RHONDA METTAM
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	RHONDA METTAM

I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, Shark Bay

\_\_\_\_\_  
Signed CEO, Shark Bay

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Government of Western Australia  
Department of Local Government and Communities

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11.6 COUNCIL POLICY – GOVERNANCE – 1.17 INTERNAL CONTROLS  
CM00037

AUTHOR

Executive Assistant

DISCLOSURE OF ANY INTEREST

Nil

Moved           Cr Fenny  
Seconded       Cr Capewell

**Council Resolution**

**That Council adopt a new Policy 1.17 Internal Controls as per the Review of Risk Management, Legislative Compliance and Internal Controls review recommends.**

**6/0 CARRIED**

BACKGROUND

The Review of Risk Management, Legislative Compliance and Internal Controls, undertaken by Moore Stephens has recommended that Council adopt an Internal Controls Policy.

COMMENT

Council now consider the requirement to adopt an Internal Controls Policy to comply with the improvements recommended by the Review of Risk Management, Legislative Compliance and Internal Controls, as per the report from Moore Stephens that was presented to the Audit Committee on the 19 December 2016 and then to the Ordinary Council meeting held also on the 19 December 2016.

The adoption of a policy of this nature demonstrates a clear intent to the community and employees of council's expectations in regard to internal controls and a commitment to ensuring areas of risk matters are addressed.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

This item has no policy implications at this point in time.

FINANCIAL IMPLICATIONS

Any internal audits required can be included in annual budgets.

STRATEGIC IMPLICATIONS

Outcome 4.1.3           Maintain accountability and financial responsibility.

RISK MANAGEMENT

This policy minimises the risk of inappropriate actions by employees.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer  
Date of Report

*P Anderson*  
17 January 2017

## Internal Control Policy

### Purpose

This policy provides documented evidence of Council's commitment to appropriate and effective internal controls and their importance to the organisation.

This policy provides a framework for the establishment of documented internal controls that are implemented based on risk management policies and principles.

The purpose of this policy is to assist Council in carrying out its activities in an efficient and effective manner in order to achieve its strategic objectives, to ensure adherence to policies, to safeguard the Council's assets, and to secure (as far as possible) the accuracy and reliability of Council financial records.

The policy will assist the organisation in addressing the risk of, material misstatement of financial information, fraud and corruption, misappropriation of funds and loss of physical assets and ensure that Council meets its obligation under the *Local Government Act 1995*, associated Regulations and other legislation.

### **Objective:**

1. To implement a risk-based approach to addressing and reducing the risk of loss caused by fraud, error or misstatement.
2. To protect the Shire of Shark Bay's assets – people, property, reputation, financial sustainability and information.
3. Continually audit, identify system gaps and improve internal controls maintained at the Shire of Shark Bay.

### **Definitions:**

#### Internal Control

Systems of policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations. These systems not only relate to accounting and reporting but also include communication and organisational processes both internally and externally, staff management and error handling.

### **Policy:**

An appropriate and effective internal control framework is the responsibility of all employees. All employees are accountable for implementing systems, controls, processes and procedures in their own area of responsibility and will play a part in the internal control framework in differing degrees.

The Audit Committee and Council are responsible for mandating that a strong internal control framework be implemented in order to have assurance of the good governance of the organisation. The Chief Executive Officer will report regularly to the Audit Committee and Council on the review and improvement to Council's internal control framework.

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Monitoring, Reviewing and Reporting:

A monitoring and reporting process/system will be implemented with will provide biannual reports to management, the Audit Committee and Council on the status of Risk Management, Internal Controls and Legislative Compliance within the Shire of Shark Bay and which will identify the need for specific areas for review.

In line with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Chief Executive Officer is required to report on a review of the above three areas biennially. This is in addition to the four yearly review required by Regulation 5(2)( c ) of the Local Government (Financial Management) Regulations 1996 which also includes a review of Council's financial internal controls.

Applicable legislation

Act	Section 5.98(2)(a) and (3) Local Government Act 1995
Regulation	Regulation 31(4) Local Government (Administration) Regulations 1996 Regulation 5 Local Government (Financial Management) Regulations 1996 Western Australian Local Government Accounting Manual Edition 3 – September 2012
Local Law	
Other	Policy 12 Risk Management

Adopted by Council on:	

22 FEBRUARY 2017

11.7 COMPLIANCE MANAGEMENT AND OCCUPATIONAL, HEALTH AND SAFETY ADMINISTRATION POLICIES  
CM00037

AUTHOR

Executive Assistant

DISCLOSURE OF ANY INTEREST

Nil

Moved           Cr Laundry  
Seconded       Cr Capewell

**Council Resolution**

**That Council adopt the Compliance Management Policy and Occupational, Health and Safety Policy as Council Policies (as attached) as per the recommendations from the Review of Risk Management, Legislative Compliance and Internal Controls review.**

**6/0 CARRIED**

BACKGROUND

The Review of Risk Management, Legislative Compliance and Internal Controls, undertaken by Moore Stephens has recommended that Council adopt the Compliance Management Policy and Occupational, Health and Safety Policy which are currently Administration Policies to be Council Policies.

COMMENT

Council, if it agrees with the recommendation, now need to adopt the Compliance Management Policy and Occupational, Health and Safety Policy as Council Policies to comply with the improvements suggested by the Review of Risk Management, Legislative Compliance and Internal Controls, as per the report from Moore Stephens that was presented to the Audit Committee on the 19 December 2016 and then to the Ordinary Council meeting held also on the 19 December 2016.

The adoption of the policy by Council indicates a clear intent to the issue of Occupational, Health and Safety and a willingness to provide resources to ensure the policy is executed.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

This item has no policy implications at this point in time.

FINANCIAL IMPLICATIONS

Funding will be included in the annual budgets to ensure ongoing compliance.

STRATEGIC IMPLICATIONS

Outcome 4.1.3           Maintain accountability and financial responsibility.

MINUTES ORDINARY COUNCIL MEETING

---

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RISK MANAGEMENT

This policy minimises the risk of inappropriate actions by employees.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer

*P Anderson*

Date of Report

17 January 2017

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>OCCUPATIONAL SAFETY AND HEALTH POLICY</b>	
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This policy outlines the Shire of Shark Bay's commitment to continuously improve the occupational safety and health standards within the workplace, to continuously improve the occupational safety and health management systems and to reduce hazards and subsequent incidents in the workplace.

The Shire of Shark Bay is committed to managing occupational safety and health including the development and implementation of an Occupational Safety and Health Management System that complies with or exceeds legislative requirements including the Act, Regulations, Codes of Practice, Guidance Notes and Australian Standards.

The Shire of Shark Bay will ensure that all levels of employees, including senior management, employees, contractors and volunteers understand their roles and responsibilities in accordance with legislative requirements.

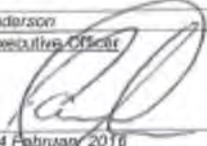
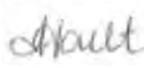
The employer aims to meet their objectives by:

- i. Providing and maintaining workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards;
- ii. Providing such information, instruction, and training to, and supervision of, the employees to enable them to perform their work so they are not exposed to hazards;
- iii. Consulting and cooperating with employees at the workplace regarding occupational safety and health issues;
- iv. Providing employees with personal protective clothing and equipment to assist protect them against those hazards;

Employees, including contractors, volunteers and work experience students are obligated to meet their duty of care by:

- i. Taking care for his or her own safety and health and avoid adversely affecting the safety or health of any other person;
- ii. Complying with safety and health instructions given by the employer, including the direction to wear personal protective clothing or equipment;
- iii. Timely reporting of hazards, accidents (injuries) and incidents (near misses) in the workplace.

**A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.**

<i>Paul Anderson</i> Chief Executive Officer  Date: 24 February 2016	<i>Francesca Hoult</i> Occupational Safety and Health Officer  Date: 24 February 2016	<i>Cr Cheryl Cowell</i> Council President  Date: 24 February 2016
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Originated Date: 01/12/10  
Last Review Date: 14/01/16  
Next Review Due Date: 14/01/18

Version Number: 3  
Prepared By: Francesca Hoult  
Approved By: Paul Anderson

## Compliance Management Policy

### Purpose

The purpose of this policy is to provide a framework that supports the Shire in identifying, applying and monitoring compliance requirements across the Shire's activities and services.

### Policy Statement

The Shire commits to developing and maintaining work processes that support the administration and Elected Members in meeting and maintaining a regime of compliance in accordance with legislation, codes and standards and policies.

### Detail

Compliance is supported and managed through convergence with the following Shire of Shark Bay management plans.

The Chief Executive Officer, employees and Elected Members recognise their individual responsibilities to work cooperatively and proactively within this framework to achieve compliance with:

- Statutory Requirements;
- Industry Codes and Standards; and
- Organisational Standards (Policies and procedures)

All parties must monitor activities, seek out relevant information and report proposals for improvements where non-compliance occurs in order to achieve and maintain a positive culture of compliance.

Fair, consistent and effective approaches are used in the application of the Shire's compliance management. Non-compliance is managed in graduated measures in accordance with Council's Code of Conduct.

Compliance management is an agenda item on the executive management team meetings and managers will report on areas of non-compliance and improvements to be undertaken as part of this process.

Corporate compliance reporting to the executive management team is undertaken on a six monthly basis through the Executive Assistant position and reported to the Audit Committee and Council on an annual basis in accordance with the Local Government Act 1995.

The Shire will undertake the compliance audit in accordance Regulation 17 of the Local Government (Audit) Regulations 1996 every two years and the improvement plan from that report will be used to provide continuous improvement in compliance management.

### Applicable legislation

Act	Section 7.13(1)(i) of the <i>Local Government Act 1995</i>
Regulation	Regulation 14 – Compliance audit return to be prepared – <i>Local Government (Audit) Regulations 1996</i> Regulation 15 – Completion of compliance audit return – <i>Local Government (Audit) Regulations 1996</i>
Local Law	
Other	

Adopted by Council on:	

22 FEBRUARY 2017

11.8 PLANT REPLACEMENT RESERVE POLICY  
CM00037

AUTHOR

Executive Assistant

DISCLOSURE OF ANY INTEREST

Nil

Moved           Cr Fenny  
Seconded       Cr Capewell

**Council Resolution**

**That Council adopt the amended Policy 2.3 Plant Replacement Reserve Policy as per the recommendation from the Review of Risk Management, Legislative Compliance and Internal Controls review.**

**6/0 CARRIED**

BACKGROUND

The Review of Risk Management, Legislative Compliance and Internal Controls, undertaken by Moore Stephens has recommended that Council amend the Plant Replacement Reserve Policy so that the Policy ensures its affordability and alignment to broader integrated planning.

COMMENT

Council, if it agrees with the recommendation, now need to adopt the amended policy to comply with the improvements suggested by the Review of Risk Management, Legislative Compliance and Internal Controls, as per the report from Moore Stephens that was presented to the Audit Committee on the 19 December 2016 and then to the Ordinary Council meeting held also on the 19 December 2016.

The adoption of the amended policy would only change point 2 of the details section.

Currently the policy reads:

2. Depreciation is to be charged to all works where plant is used at the rate set in the annual budget. The depreciation amount less current expenditure and loan repayments on plant purchase / replacement is to be transferred annually to the Plant Replacement Reserve and shown in both the annual budget and annual financial statements.

The proposed amendment is as follows:

2. Depreciation is to be charged to all works where plant is used at the rate set in the annual budget. The depreciation amount is to be transferred annually to the Plant Replacement Reserve determined at budget adoption.

The changes will make the policy more realistic to the current economy.

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

LEGAL IMPLICATIONS

Section 6.11 Local Government Act 1995  
R17 Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

This item has no policy implications at this point in time.

FINANCIAL IMPLICATIONS

Funding in line with the policy will be included in the annual budgets for Council consideration.

STRATEGIC IMPLICATIONS

Outcome 4.1.3 Maintain accountability and financial responsibility.

RISK MANAGEMENT

This is a low risk item to Council.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer  
Date of Report

*P Anderson*  
17 January 2017

## Plant Replacement Reserve

Purpose

To ensure the Shire has on hand sufficient cash backed reserve funds to pay for significant items of plant and equipment

Detail

3. The Shire shall maintain a Plant Replacement Reserve.
4. Depreciation is to be charged to all works where plant is used at the rate set in the annual budget. The depreciation amount is to be transferred annually to the Plant Replacement Reserve determined at budget adoption.
5. The Plant Replacement Reserve is to be expended by purchase or replacement of plant, or by special resolution of Council, in the major overhaul of existing plant.

Applicable legislation

Act	Section 6.11 Local Government Act 1995
Regulation	R17 Local Government (Financial Management) Regulations 1996
Local Law	
Other	

Adopted by Council on:	27 August 2014

22 FEBRUARY 2017

11.9 ADDITIONAL SUPERANNUATION CONTRIBUTION BY EMPLOYER POLICY  
CM00037

AUTHOR

Executive Assistant

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Cr Fenny

Nature of Interest: Financial Interest as partner is employed by the Shire

Cr Fenny left Council Chamber at 4.02 pm

Moved Cr Laundry

Seconded Cr Ridgely

**Council Resolution**

**That Council adopt the amended Policy 1.15 Additional superannuation contribution by employer as per the recommendations from the Review of Risk Management, Legislative Compliance and Internal Controls review.**

**5/0 CARRIED**

Cr Fenny return to Council Chamber at 4.04pm

BACKGROUND

The Review of Risk Management, Legislative Compliance and Internal Controls, undertaken by Moore Stephens has recommended that Council amend the Additional superannuation contribution by employer.

COMMENT

Council, if it agrees with the recommendation, now need to adopt the amended policy to comply with the improvements recommended by the Review of Risk Management, Legislative Compliance and Internal Controls, as per the report from Moore Stephens that was presented to the Audit Committee on the 19 December 2016 and then to the Ordinary Council meeting held also on the 19 December 2016.

The adoption of the amended policy would ensure that when the Chief Executive Officer is entering into a contract with an employee the additional superannuation contribution to the employee is not exceeded without Council approval.

LEGAL IMPLICATIONS

Section 5.50 Local Government Act 1995

Regulation 19A Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

This item has no policy implications relative to this report.

FINANCIAL IMPLICATIONS

Funding is included in the Salaries and Wages budgets annually.

STRATEGIC IMPLICATIONS

Outcome 4.1.3 Maintain accountability and financial responsibility.

RISK MANAGEMENT

This is a low risk item to Council.

22 FEBRUARY 2017

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer

Date of Report

*P Anderson*

18 January 2017

## Additional superannuation contribution by employer

Purpose

To set out the additional contribution the Shire is prepared to make to employees superannuation over and above any Commonwealth superannuation guarantee requirement.

Detail

1. On the condition that the employee pays a minimum contribution to superannuation of 5% of their salary the Shire will in addition to the superannuation guarantee requirement, contribute an additional 3.5% of the employees gross salary in superannuation payments.
2. Consideration of variation to this policy may be made during annual budget deliberations by Council.
3. Nothing in this policy prevents an employee entering into a salary sacrificing agreement with the Shire that may relate to superannuation contributions.
4. When negotiating new contracts the Chief Executive Officer is not to exceed the contribution level stated in this policy.

Applicable legislation

Act	Section 5.50 Local Government Act 1995
Regulation	Regulation 19A Local Government (Administration) Regulations 1996
Local Law	
Other	

Adopted by Council on:	27 August 2014

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11.10 RESIGNATION OF COUNCILLOR - DENHAM WARD

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Officer Recommendation

Option 1: That Council –

Receive the report presented by the Chief Executive Officer

Or

Option 2: (1) Declare in accordance with section 4.20 (4) of the *Local Government Act 1995* that the Western Australian Electoral Commissioner to be responsible for the conduct of the extraordinary election for the Shire of Shark Bay Denham Ward together with any other elections which may also be required,

(2) Decide in accordance with section 4.61 (2) of the *Local Government Act 1995* that the method of conducting the election will be as postal election.

**Note: Absolute Majority required for option two**

Or

Option 3: The approval from the Electoral Commissioner to allow the vacancy in the Denham Ward in accordance with section 4.17 of the Local Government Act to remain vacant until the ordinary elections being held in October 2017 be noted and endorsed.

**Note: Absolute Majority required for option three**

Moved Cr Capewell

Seconded Cr Laundry

**Council Resolution**

**The approval from the Electoral Commissioner to allow the vacancy in the Denham Ward in accordance with section 4.17 of the Local Government Act to remain vacant until the ordinary elections being held in October 2017 be noted and endorsed.**

**6/0 CARRIED BY ABSOLUTE MAJORITY**

Background

Councillor Prior has advised the Chief Executive Officer in email correspondence dated 8 February 2017 that she is resigning from Council. The resignation is effective from the date of the notice.

22 FEBRUARY 2017

Ex-Councillor Prior was elected to the Office of Councillor at the October 2015 elections for a term of 4 years expiring in October 2019.

In accordance with the legislation an extra-ordinary election needs to be held to seek nominations for the vacant position, unless with the approval of the Electoral Commissioner the Council resolves by Absolute Majority to allow the vacancy to remain unfilled until the next ordinary Election Day.

The next ordinary Election Day will be 15 October 2017.

The Chief Executive Officer has contacted the Electoral Commissioner seeking approval to allow the vacancy to remain unfilled until the October elections and he has advised he will allow the vacancy to remain unfilled if Council endorses the Chief Executive Officers request by **absolute majority**.

Unless other arrangements are made the Chief Executive Officer is to be the Returning Officer of a Local Government however, if a Local Government wishes to have the Western Australian Electoral Commission conduct a postal voting election then the Local Government must make a declaration to this effect before the eightieth (80) day before an election according the section 4.20(4) of the **Local Government Act 1995** and is to decide that the election is to be held as a postal election in accordance with section 4.61 of the **Local Government Act 1995**.

#### Comment

The Council has 6 remaining Council members and will have 8 ordinary meetings before the ordinary elections being held in October 2017.

The electoral process takes 80 days and must be held within 4 months of the resignation of the Councillor, unless approval in accordance with section 4.17 is granted.

This would make the timing of an election in mid-June 2017.

The Council has since the 2011 elections engaged the Electoral Commission to conduct the elections by postal vote and experienced very encouraging voter participation were an election was held.

This has provided for a greater ability for electors to participate in the election process. While the voting in person is still relevant the ability for absent owners to participate in the election by postal voting ensures a greater representation of the community.

The conduct of the election by the Electoral Commission and by postal vote also provides for increased levels of separation from the process for the administration.

The Electoral Commissioner has been contacted and has indicated that they will be willing to undertake the extraordinary election for the Denham Ward vacancy if required.

Legal Implications

*Local Government (Elections) Regulations 1997.*  
*Local Government Act 1995.*

**4.17. Cases in which vacant offices can remain unfilled**

(3) If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow\* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.

\* *Absolute majority required.*

(4A) Subsection (3) applies —

(a) If —

- (i) the office is for a district that has no wards; and
- (ii) at least 80% of the number of offices of member of the council in the district are still filled;

or

(b) if —

- (i) the office is for a ward for which there are 5 or more offices of councillor; and
- (ii) at least 80% of the number of offices of councillor for the ward are still filled.

(4) If an ordinary or an extraordinary election is to be held in a district then an election to fill any vacancy in the office of councillor in that district that was allowed to remain unfilled under subsection (3) is to be held on the same election day and Division 9 applies to those elections as if they were one election to fill all the offices of councillor for the district or ward that need to be filled.

**4.9. Election day for extraordinary election**

(1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —

- (a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or
- (b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).

(2) The Election Day fixed for an extraordinary election is to be a day that allows enough time for the electoral requirements to be complied with but, unless the Electoral Commissioner approves or section 4.10(b) applies, it cannot be later than 4 months after the vacancy occurs.

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(3) If at the end of one month after the vacancy occurs an election day has not been fixed, the CEO is to notify the Electoral Commissioner and the Electoral Commissioner is to —

- (a) fix a day for the holding of the poll that allows enough time for the electoral requirements to be complied with; and
- (b) advise the CEO of the day fixed.

**4.61. Choice of methods of conducting the election**

(1) The election can be conducted as a —

**postal election** which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or

**Voting in person election** which is an election at which the principal method of casting votes is by voting in person on Election Day but at which votes can also be cast in person before Election Day, or posted or delivered, in accordance with regulations.

(2) The local government may decide\* to conduct the election as a postal election.

\* Absolute majority required.

(3) A decision under subsection (2) has no effect if it is made after the 80th day before Election Day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.

(4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.

(5) A decision made under subsection (2) on or before the 80th day before Election Day cannot be rescinded after that 80th day.

(6) For the purposes of this Act, the poll for an election is to be regarded as having been held on Election Day even though the election is conducted as a postal election.

(7) Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.

**4.20. CEO to be returning officer unless other arrangements are made**

(1) Subject to this section the CEO is the returning officer of a local government for each election.

(2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint\* a person other than the CEO to be the returning officer of the local government for —

(a) an election; or

(b) all elections held while the appointment of the person subsists.

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\* Absolute majority required.

(3) An appointment under subsection (2) —

(a) is to specify the term of the person's appointment; and

(b) has no effect if it is made after the 80th day before an election day.

(4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

\* Absolute majority required.

(5) A declaration under subsection (4) has no effect if it is made after the 80th day before Election Day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.

(6) A declaration made under subsection (4) on or before the 80th day before Election Day cannot be rescinded after that 80th day.

Section 4.62 of the *Local Government Act 1995* prescribes the requirement for Polling Places (booths) in respect to voting as *In Person*. The Postal Voting does not require any Polling Place in each Ward where an election is required.

#### **4.62. Polling places required**

(1) For every election in a district or a ward the returning officer is to ensure that there will be at least one polling place in the district that is open between 8 a.m. and 6 p.m. on Election Day.

(2) For a voting in person election in a district that is divided into wards, the returning officer is to ensure that there will be at least one polling place in each ward that is open between 8 a.m. and 6 p.m. on election day unless the returning officer determines that, in respect of a particular ward, it is not necessary or not practicable —

(a) to open a polling place in that ward on election day; or

(b) for there to be a polling place in that ward that is open all the time between 8 a.m. and 6 p.m. on Election Day.

(3) For a voting in person election in a ward the returning officer is to ensure that there will be at least one polling place in the ward that is open between 8 a.m. and 6 p.m. on Election Day unless the returning officer determines that it is not necessary or not practicable —

(a) to open a polling place in that ward on Election Day; or

(b) for there to be a polling place in that ward that is open all the time between 8 a.m. and 6 p.m. on Election Day.

#### Policy Implications

There are no policy implications relative to this report at this point in time.

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### Financial Implications

The recent extra-ordinary election that was uncontested was undertaken by the Electoral Commission at a cost of \$2,716.17 not including administration time. The cost for a contested extraordinary election for one councillor is has previously been quoted by the electoral commission at \$6,000 including GST.

### Strategic Implications

There are no strategic implications relative to this report at this point in time.

### RISK MANAGEMENT

There are no legal implications relative to this report at this point in time.

### Voting Requirements

**Absolute Majority required for options two and three.**

### Signature

Chief Executive Officer

*P Anderson*

Date of Report

9 February 2017

22 FEBRUARY 2017

11.11 INFRINGEMENT – MONKEY MIA CARPARK  
RC00003

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

NIL

Officer Recommendation

That Council:

Option 1

Request the administration to withdraw infringement 0149 and advise Mr Raven that no further action will be taken in regard to this matter.

Or

Option 2

Refuse the request to withdraw infringement 0149 and instruct the administration to advise Mr Raven that the infringement is due and payable and to take the necessary action to further prosecute the infringement if required.

Moved            Cr Capewell  
Seconded       Cr Laundry

Cr Ridgley left the Council Chamber at 4.14 pm

**Council Resolution**

**That Council refuse the request to withdraw infringement 0149 and instruct the administration to advise Mr Raven that the infringement is due and payable and to take the necessary action to further prosecute the infringement if required.**

**3/1 CARRIED**

Cr Fenny is recorded as voting against the motion

Cr Ridgely returned to the Council Chamber at 4.14 pm

BACKGROUND

On the 16 January 2017 the ranger issued infringement 0149 to a trailer that was unattached to a vehicle (trailer registration 1THQ-260) in the Monkey Mia Carpark.

The trailer was parked near the commercial user's section of the carpark and there had been no request for permission to park the unattached trailer at this location.

The infringement was left on the towbar of the trailer in a plastic bag as indicated on the photograph taken by the ranger (attached).

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The entrance to the carpark is clearly signposted (photo attached) indicating the carpark is for boat and trailer parking only and no unattached trailers.

There is no discrimination between commercial and private unattached trailers on the signage.

### COMMENT

On the 19 January Mr Quinn Raven telephoned the administration officer at the Shire regarding the infringement on the 19 January 2017 and was advised that any issues regarding the infringement should be in writing and his request would be considered by the Chief Executive Officer in the first instance.

Mr Raven then requested that someone to call him to discuss the matter of the infringement.

The Chief Executive Officer subsequently called Mr Raven who expressed his displeasure at receiving the infringement and requested that it be withdrawn.

Mr Raven was advised that as the infringement was issued in accordance with the signage that any request to have the infringement withdrawn would have to be considered by the Council and was advised to put his request in writing.

Subsequently at 10.50am on Thursday 19 January 2017 Mr Quinn Raven submitted a request by email regarding the trailer as follows;

*I left a trailer disconnected in the commercial boat users section of the monkey Mia boat ramp car park. Registration number 1THQ-260. I left it there so I could readily use it over these few days to service my commercial vessel. The monkey resort has been busy and full of vehicles not enough room for me to leave a trailer parked. I would like to have my fine removed.*

Mr Raven subsequently after a discussion with the Chief Executive Officer submitted the additional information on the 25 January 2017:

*Hi Paul*

*This is another email regarding my trailer parked in the COMMERCIAL part of the car park at monkey mia boat ramp car park. I left my small trailer there so that I could have it ready to use so if I had the right weather conditions I would be able to lift the engine out of Shotover and put it in the trailer so I could transport it into town. There was some wood and various other things in the trailer from the last time that it was used but these objects would not of stopped me from loading an engine in the trailer.*

*Quinn Raven*

Photographs the ranger took of the trailer are attached for Council's consideration.

### LEGAL IMPLICATIONS

The infringement has been issued in accordance with the Shire of Shark Bay Parking and Parking Facilities Local Law section 3.1(3) (b)

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**3.1 Restrictions on Parking in Particular Areas**

(1) Subject to subclause (2), a person shall not park a vehicle in a thoroughfare or part of a thoroughfare, or part of a parking station -

- (a) if by a sign it is set apart for the parking of vehicles of a different class,
- (b) if by a sign it is set apart for the parking of vehicles by persons of a different class, or
- (c) during any period when the parking of vehicles is prohibited by a sign.

(2) (a) This subclause applies to a driver if -  
(i) the driver's vehicle displays an ACROD sticker, and  
(ii) a disabled person to which the ACROD sticker relates is either the driver of the vehicle or a passenger in the vehicle.

(b) The driver may park a vehicle in a thoroughfare or a part of a thoroughfare or part of a parking station, except in a thoroughfare or a part of a thoroughfare or part of a parking station to which a disabled parking sign relates for twice the period indicated on the sign.

(3) A person shall not park a vehicle -

- (a) in a no parking area,
- (b) in a parking area, except in accordance with both the signs associated with the parking area and with this Local Law.

POLICY IMPLICATIONS

There are no policy implications relative to this report

FINANCIAL IMPLICATIONS

The modified penalty for the infringement is \$100.00

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report

RISK MANAGEMENT

This is a low risk item to Council

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer

*P Anderson*

Date of Report

20 January 2017

MINUTES ORDINARY COUNCIL MEETING

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22 FEBRUARY 2017

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MINUTES ORDINARY COUNCIL MEETING

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11.12 PLASTIC BAG'S IN THE SHIRE OF SHARK BAY  
WM00005

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

NIL

Moved            Cr Fenny  
Seconded       Cr Cowell

**Council Resolution**

**That Council:**

**Consider the request from the Western Australia Local Government Association to provide feedback on the issue of a plastic bag ban and provide direction to the administration to respond.**

**6/0 CARRIED**

Moved            Cr Fenny  
Seconded       Cr Cowell

**Council Resolution**

**That Cr Cowell as a Councillor of Shark Bay and the Gascoyne Zone representative at the Western Australian Local Government Association advised the association that Council support to proposed plastic bag ban**

**6/0 CARRIED**

BACKGROUND

The Western Australian Local Government Association has circulated a request to Mayors and Presidents (attached at the end of the report) requesting feedback on a plastic bin bags and is seeking Councils opinion on a number of matters.

COMMENT

It would appear from the documentation provided that majority of the research has been focussed on plastic shopping bags, rather than plastic packaging.

The correspondence from Western Australian Local Government Association is attached and the specific requests for feedback are as follows:

1. Is plastic pollution and litter an issue for your local government why/why not.

Chief Executive Officer comment

Plastic pollution in the environment is an issue however the plastic bags utilised for fishing and fish bait products would appear to have a more significant impact upon the environment than plastic shopping bags if they are not disposed of on the correct manner.

2. What actions is your local government taking to address littering and prevent plastic entering the environment (e.g. provision of public waste bins gross pollutant traps facilitating adopt a spot projects).

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Chief Executive Officer comment

The Council provides public waste bins in strategic locations including a large skip bin for heavy plastic used by the commercial fishing industry and has had gross pollutant traps installed in the new foreshore development

3. Does your Council support a state wide plastic bag ban.

For Councils consideration and comment.

4. Would your Council like to introduce a Local Law to ban plastic bags.

For Councils consideration and comment.

The Council needs to consider these questions and provide feedback to the Western Australian Local Government Association for further consideration.

LEGAL IMPLICATIONS

There are no policy implications relative to this report

POLICY IMPLICATIONS

There are no policy implications relative to this report

FINANCIAL IMPLICATIONS

There are no policy implications relative to this report

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report

RISK MANAGEMENT

This is a low risk item to Council

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer

*P Anderson*

Date of Report

20 January 2017

22 FEBRUARY 2017

11 October 2016

Our Ref: 01-006-02-0003

<Title> <First Name> <Last Name>  
<Position>  
<Organisation>  
<Address>  
<Suburb State Postcode>

Dear Mayor / President

### Plastic Bag Ban

A number of Local Governments have expressed an interest in putting in place Local Laws to ban plastic bags. In response, the Association, through the Municipal Waste Advisory Council (MWAC) has undertaken research on options for plastic bag bans and the range of issues associated with plastic pollution. The Background Paper on these issues is attached to this correspondence.

The next step in this process is for MWAC and the Association to ascertain the appropriate level of advocacy on this issue. I am therefore writing to gauge your Councils interest in a plastic bag ban (local or Statewide) and the extent to which your Council considers plastic pollution to be of concern.

In developing the Background Paper, MWAC notes that research by the CSIRO found that approximately three-quarters of the rubbish along the Australian coastline is plastic. In coastal and offshore waters, most floating debris is plastic. The density of plastic ranges from a few thousand pieces of plastic per square kilometre to more than 40,000 pieces of plastic per square kilometre. Debris is more highly concentrated around major cities, suggesting some material is coming from local sources.

#### Request for Feedback

1. Is plastic pollution and litter an issue for your Local Government? Why/why not?
2. What actions is your Local Government taking to address littering and prevent plastic entering the environment (e.g. provision of public waste bins, gross pollutant traps, facilitating Adopt a Spot projects)?
3. Does your Council support a state-wide plastic bag ban?
4. Would your Council like to introduce a Local Law to ban plastic bags?

Your answer to these questions, and any other comments, would be most welcome by **Wednesday 23 November 2016**.

For further information, please contact Rebecca Brown, Manager Waste and Recycling on 0213 2063 or email [rbrown@walga.asn.au](mailto:rbrown@walga.asn.au).

Yours sincerely

Cr Michael Aspinall  
Chair, Municipal Waste Advisory Council

22 FEBRUARY 2017

**12.0 FINANCE REPORT**

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

Author

Finance Officer / Accounts Payable

Disclosure of any Interest

Nil

Moved            Cr Laundry  
Seconded       Cr Capewell

**Council Resolution**

**That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$1,323,708.64 be accepted.**

**6/0 CARRIED**

Comment

The schedules of accounts for payment covering -

Municipal fund credit card direct debits for the months of December 2016 and January 2017 totalling \$6,990.96

Municipal fund account cheque numbers 26838 to 26842 totalling \$7,947.73

Municipal fund direct debits to Council for the month of December 2016 and January 2017 totalling \$46,677.95

Municipal fund account electronic payment numbers MUNI 20672 TO 20783 and 20806 TO 20902 totalling \$963,203.30

Municipal fund account for December 2016 and January 2017 payroll totalling \$217,140.00

Trust fund account cheque number 1073 was issued for December 2016 totalling \$980.00

Trust fund Police Licensing for December 2016 and January 2017 cheque numbers 161706 and 161707 totalling \$34,360.25 and

Trust fund account electronic payment numbers 20743 to 20805 and 20832 to 20931 totalling \$46,408.45

The schedule of accounts submitted to each member of Council on 17 February 2017 has been checked and are fully supported by vouchers and invoices. All vouchers and invoices have been duly certified as to the receipt of goods and services and the cost of goods and services received.

**LEGAL IMPLICATIONS**

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

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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

Chief Executive Officer

*P Anderson*

Date of Report

9 February 2017

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**SHIRE OF SHARK BAY – CREDIT CARD  
DECEMBER 2016 CREDIT CARD TOTAL \$1,337.71**

**CEO**

DATE	NAME	DESCRIPTION	AMOUNT
20/10/16	Surf N Dolphin	Replacement – T shirt	30.00
21/10/16	Virgin	Training – M Anderson	362.65
21/10/16	Try Booking	Refund – Ball Tickets	-310.00
7/11/16	Burswood Car Hire	Recruitment-P Anderson	121.44
9/11/16	Burswood Car Hire	Recruitment – P Anderson	19.91
14/11/16	Bank Charges	Bank Charges	39.00
			<b>\$263.00</b>

**EMCD**

13/10/16	Go Daddy	1616 Website - SBDC	227.76
18/10/16	Freight Cost Exhibition	1616 Celebrations	150.00
2/11/16	Dropbox	1616 Celebrations	139.00
3/11/16	Australia Day WA	Australia Day Celebrations	499.95
			<b>\$1,016.71</b>

**EMFA**

21/10/16	Shire of Shark Bay SBDC	Merchandise – Rate Incentive Prize	58.00
			<b>\$58.00</b>

**SHIRE OF SHARK BAY – CREDIT CARD  
JANUARY 2016 CREDIT CARD TOTAL \$ 5,653.25**

**CEO**

DATE	NAME	DESCRIPTION	AMOUNT
24/11/2016	Holiday Inn	Accommodation – FBettesworth (Workshop)	626.26
24/11/2016	Travel Reservation	Accommodation – FBettesworth (Training)	693.00
7/12/2016	Meals	FBettesworth – Training	249.18
8/12/2016	Allied Pumps	SBDC – Logikos Controller	2076.21
10/12/2016	Qantas	Recruitment – Flight	415.40
12/12/2016	Swan Taxi	Recruitment – Travel	36.12
12/12/2016	Swan Taxi	Recruitment – Travel	35.28

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12/12/2016	City of Greater Geraldton	Recruitment – Parking	10.00
12/12/2016	Ibis Styles	Recruitment – Accommodation	153.75

**\$4,295.20**

**EMCD**

24/11/2016	Wash Room Accessories	Change Table for SBDC	495.00
7/12/2016	Acashic	Merchandise – SBDC	399.64
7/12/2016	World of Pets	Merchandise – SBDC	176.52
9/12/2016	World of Pets	Merchandise (Not Available)	-25.11

**\$1,046.05**

**EMFA**

21/11/2016	Saltwater Café	Catering for Training	50.00
21/11/2016	Saltwater Café	Catering for Training	262.00

**\$312.00**

**SHIRE OF SHARK BAY – MUNI CHEQUES  
DECEMBER 2016 - JANUARY 2017  
CHEQUE # 26838-26840, CHEQUE # 26841 - 26842**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
26838	07/12/2016	SHIRE OF SHARK BAY	BRIAN GALVIN-SALARY SACRIFICE	-1487.13
26839	CANCELLED			
26840	20/12/2016	WATER CORPORATION - OSBORNE PARK	SERVICES CHARGES	-6405.15
			<b>DECEMBER TOTAL</b>	<b>\$7,892.28</b>

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
26841	CANCELLED			
26842	16/01/2017	WATER CORPORATION - OSBORNE PARK	FISH CLEANING FACILITIES DESAL USAGE	-55.45
			<b>JANUARY TOTAL</b>	<b>\$55.45</b>

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**SHIRE OF SHARK BAY – DIRECT DEBITS  
DECEMBER 2016 – JANUARY 2017**

<b>D/D</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
DD13310.1	05/12/2016	BANKWEST CORPORATE MASTERCARD	CREDIT CARD-REFER ITEMISED LIST	-1337.71
DD13327.1	11/12/2016	AUSTRALIAN ETHICAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-260.44
DD13327.2	11/12/2016	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-211.86
DD13327.3	11/12/2016	AMP SUPERANNUATION	PAYROLL DEDUCTIONS	-370.77
DD13327.4	11/12/2016	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-185.96
DD13327.5	11/12/2016	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-149.87
DD13327.6	11/12/2016	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-343.05
DD13327.7	11/12/2016	REST	SUPERANNUATION CONTRIBUTIONS	-213.96
DD13327.8	11/12/2016	WA LOCAL GOV. SUPER PLAN PTY LTD	PAYROLL DEDUCTIONS	-4981.60
DD13327.9	11/12/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-686.86
DD13339.1	25/12/2016	AUSTRALIAN ETHICAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-292.84
DD13339.2	25/12/2016	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-220.84
DD13339.3	25/12/2016	AMP SUPERANNUATION	PAYROLL DEDUCTIONS	-370.77
DD13339.4	25/12/2016	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-185.96
DD13339.5	25/12/2016	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-185.96
DD13339.6	25/12/2016	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-371.92
DD13339.7	25/12/2016	REST	SUPERANNUATION CONTRIBUTIONS	-213.96
DD13339.8	25/12/2016	WA LOCAL GOV. SUPER PLAN PTY LTD	PAYROLL DEDUCTIONS	-5268.84
DD13339.9	25/12/2016	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-686.86
DD13342.1	21/12/2016	VIVA ENERGY AUSTRALIA	FUEL FOR WORK'S MANAGERS VEHICLE	-78.08
DD13327.10	11/12/2016	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-1387.82
DD13327.11	11/12/2016	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-230.98
DD13327.12	11/12/2016	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	-146.63
DD13327.13	11/12/2016	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-146.87
DD13327.14	11/12/2016	WESTPAC SECURITIES ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	-196.26
DD13327.15	11/12/2016	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	-200.63
DD13339.10	25/12/2016	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-1375.77

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DD13339.11	25/12/2016	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-230.98
DD13339.12	25/12/2016	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	-130.67
DD13339.13	25/12/2016	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-116.18
DD13339.14	25/12/2016	WESTPAC SECURITIES ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	-195.28
DD13339.15	25/12/2016	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	-193.89
			<b>DECEMBER TOTAL</b>	<b>\$21,170.07</b>
DD13371.1	03/01/2017	BANKWEST CORPORATE MASTERCARD	CREDIT CARD REFER ITEMISED LIST	-5653.25
DD13373.1	08/01/2017	AUSTRALIAN ETHICAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-360.96
DD13373.2	08/01/2017	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-247.80
DD13373.3	08/01/2017	AMP SUPERANNUATION	PAYROLL DEDUCTIONS	-370.77
DD13373.4	08/01/2017	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-185.96
DD13373.5	08/01/2017	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-185.96
DD13373.6	08/01/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-371.92
DD13373.7	08/01/2017	REST	SUPERANNUATION CONTRIBUTIONS	-213.96
DD13373.8	08/01/2017	WA LOCAL GOV SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	-5761.42
DD13373.9	08/01/2017	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-686.86
DD13380.1	22/01/2017	AUSTRALIAN ETHICAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-305.60
DD13380.2	22/01/2017	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-234.33
DD13380.3	22/01/2017	AMP SUPERANNUATION	PAYROLL DEDUCTIONS	-370.77
DD13380.4	22/01/2017	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-183.76
DD13380.5	22/01/2017	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-185.96
DD13380.6	22/01/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-419.42
DD13380.7	22/01/2017	REST	SUPERANNUATION CONTRIBUTIONS	-213.96
DD13380.8	22/01/2017	WA LOCAL GOV SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	-3377.51
DD13380.9	22/01/2017	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-686.86
DD13386.1	27/01/2017	WA LOCAL GOV SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	-854.80
DD13373.10	08/01/2017	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-1332.77
DD13373.11	08/01/2017	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-230.98
DD13373.12	08/01/2017	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	-125.92
DD13373.13	08/01/2017	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-192.68
DD13373.14	08/01/2017	WESTPAC SECURITIES ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	-196.26
DD13373.15	08/01/2017	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	-189.40

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DD13380.10	22/01/2017	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-1382.00
DD13380.11	22/01/2017	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-230.98
DD13380.12	22/01/2017	MLC NOMINEES PTY LTD	SUPERANNUATION CONTRIBUTIONS	-125.92
DD13380.13	22/01/2017	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-191.49
DD13380.14	22/01/2017	WESTPAC SECURITIES ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	-243.76
DD13380.15	22/01/2017	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	-193.89
<b>JANUARY TOTAL</b>				<b>\$25,507.88</b>

**SHIRE OF SHARK BAY – MUNI EFT**  
**DECEMBER 2016 – JANUARY 2017      EFT 20672-20783 EFT 20806 – 20902**

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT20672	01/12/2016	BURTON TILING MAINTENANCE	PENSIONER UNIT 1 WATER INGRESS REPAIRS	-2642.38
EFT20673	01/12/2016	CONPLANT AUSTRALIA	DIFFERENTIAL MULTI TYRED ROLLER	-16297.88
EFT20674	01/12/2016	FORTUS CPS WEAR PARTS	GRADER BLADES AND SCARIFIER BOOTS	-1000.10
EFT20675	01/12/2016	CDH ELECTRICAL	REPLACE FLUORESCENT LIGHT IN DEPOT	-154.00
EFT20676	01/12/2016	TOLL IPEC PTY LTD	TYRO TO REFUND FREIGHT	-35.29
EFT20677	01/12/2016	J & AC CONSTRUCTION	REBUILD OVERLANDER STATEMENT WALL	-4700.00
EFT20678	01/12/2016	MIDWEST AUTO GROUP	FORD RANGER WITH TRADE IN	-18903.06
EFT20679	01/12/2016	MIDWEST FIRE PROTECTION SERVICE	REC CENTRE FIRE EXTINGUISHER SERVICE / SUPPLY	-4626.88
EFT20680	01/12/2016	PAULS TYRES	TYRES / REPAIRS TO IVECO & EMPTYING OF DUMP POINT	-2780.00
EFT20681	01/12/2016	REECE PTY LTD	SOUND REDUCTION FOR WATER HEATER - 51 DURLACHER	-351.56
EFT20682	01/12/2016	MCKELL FAMILY TRUST	MONTHLY-RUBBISH COLLECTION	-10963.75
EFT20683	01/12/2016	WURTH AUSTRALIA PTY LTD	MOWER / WHIPPER SNIPPER BLADES	-297.20
EFT20684	07/12/2016	TREMOR EARTHMOVING	SUBMERSIBLE PUMP	-3184.04
EFT20685	07/12/2016	SHARK BAY AVIATION	TRAVEL FOR REGIONAL ROAD GROUP & WALGA ZONE MEETING	-1082.00
EFT20686	07/12/2016	LAURENCE J. M. BELLOTTIE	MEETING ATTENDANCE FEES	-2156.25
EFT20687	07/12/2016	BOOKEASY AUSTRALIA PTY LTD	BOOKEASY	-530.81

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<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT20688	07/12/2016	BRIAN JOHN GALVIN	UTILITY ACCOUNTS PAID - REIMBURSEMENT	-1562.83
EFT20689	07/12/2016	SHARK BAY SCHOOL	SHARK BAY SCHOOL BOOK AWARD DONATION	-60.70
EFT20690	07/12/2016	CHERYL LORRAINE COWELL	MEETING ATTENDANCE FEES	-6625.75
EFT20691	07/12/2016	EDMUND GEORGE FENNY	MEETING ATTENDANCE FEES	-2912.09
EFT20692	07/12/2016	GEARING BUTCHER'S	THANK A VOLUNTEER DAY FOOD	-64.95
EFT20693	07/12/2016	HORIZON POWER	ELECTRICITY FOR 16 B & 16 A SUNTER PLACE	-454.68
EFT20694	07/12/2016	J & T FREIGHT	FREIGHT	-88.00
EFT20695	07/12/2016	KEITH MICHAEL CAPEWELL	MEETING ATTENDANCE FEE	-2901.25
EFT20696	07/12/2016	LANDGATE (WA LAND INFORMATION AUTHORITY)	SUBSCRIPTION SERVICES / MANAGEMENT FEE	-2468.40
EFT20697	07/12/2016	KEVIN LAUNDRY	MEETING ATTENDANCE FEE	-2156.25
EFT20698	07/12/2016	MCLEODS BARRISTERS AND SOLICITORS	LEGAL COSTS	-2800.00
EFT20699	07/12/2016	MARKETFORCE PTY LTD	ADVERTS IN MIDWEST TIMES – MEETING DATES	-688.76
EFT20700	07/12/2016	MOORE STEPHENS	REVIEW OF RISK MANAGEMENT / LEGISLATIVE COMPLIANCE	-8800.00
EFT20701	07/12/2016	MARGARET PRIOR	MEETING ATTENDANCE FEE	-2156.25
EFT20702	07/12/2016	PASCAL PRESS	SBDC MERCHANDISE	-32.72
EFT20703	07/12/2016	PROFESSIONAL PC SUPPORT	REMOTE SERVER MAINTENANCE	-70.00
EFT20704	07/12/2016	PAPER PLUS OFFICE NATIONAL	TONER - PRINTER	-190.10
EFT20705	07/12/2016	GREGORY LEON RIDGLEY	MEETING ATTENDANCE FEES	-2156.25
EFT20706	07/12/2016	RAY WHITE REAL ESTATE SHARK BAY	RENT ON 34 HUGHES STREET	-1170.00
EFT20707	07/12/2016	SKIPPERS AVIATION	C. COWELL RETURN FLIGHT/ PAUL MASSIE ONE WAY	-1091.00
EFT20708	07/12/2016	SHARK BAY BOWLING CLUB INC.	RATE INCENTIVE PRIZE – WON BY MR & MRS STADE	-74.20
EFT20709	07/12/2016	SHARK BAY HOTEL MOTEL	CATERING FOR NOV COUNCIL MEETING	-165.00
EFT20710	07/12/2016	SHARK BAY CRC	REC CENTRE MANAGEMENT/INSCRIPTION POST ADS	-5498.00
EFT20711	07/12/2016	SHERIDANS FOR BADGES	COUNCILLOR BADGES	-242.17
EFT20712	07/12/2016	ST JOHN AMBULANCE SB SUB CENTRE	ST JOHN OFFICERS AT CONCERT AND 1616 BALL.	-2182.50
EFT20713	07/12/2016	TELSTRA CORPORATION LIMITED	PHONE SERVICE FOR SMS/COMMUNITY MESSAGES	-311.87
EFT20714	07/12/2016	WALGA	RECRUITMENT & INTERVIEW EMFA POSITION/ FINANCE OFFICER TRAINING	-11159.50
EFT20715		USED IN TRUST		

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<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT20716	08/12/2016	BUTCHART MARINE SERVICES	GALVANISED BOAT STANDS	-5064.40
EFT20717	12/12/2016	AIR LIQUIDE	RENTAL OF CYLINDERS	-87.53
EFT20718	12/12/2016	AUTO ONE	REPLACING RADIO – MULTI TYRED ROLLER	-178.00
EFT20719	12/12/2016	KF & PD BURKETT	VERGE MOWING / FIREBREAKS	-26812.50
EFT20720	12/12/2016	CARNARVON MOTOR GROUP	COMMUNITY BUS DOOR SWITCH FOR AUTO OPEN	-161.49
EFT20721	12/12/2016	CDH ELECTRICAL	ELECTRICAL WORK FOR 1616 CELEBRATION	-2541.24
EFT20722	12/12/2016	DENHAM IGA X-PRESS	OFFICE/DEPOT/SBDC AMENITIES	-506.80
EFT20723	12/12/2016	SHARK BAY SUPERMARKET	DEPOT AMENITIES	-82.92
EFT20724	12/12/2016	REFUEL - GERALDTON	MONTHLY FUEL ACCOUNT	-8716.10
EFT20725	12/12/2016	HORIZON POWER	STREET LIGHTING	-3078.74
EFT20726	12/12/2016	TOLL IPEC PTY LTD	FREIGHT	-272.38
EFT20727	12/12/2016	TRUE VALUE HARDWARE	DEPOT HARDWARE SUPPLIES	-1019.65
EFT20728	12/12/2016	PARKER BLACK & FORREST	DOOR HANDLE LEVER SET FOR SBDC	-71.67
EFT20729	12/12/2016	PEST-A-KILL	MICE MONITORING & BAITING	-330.00
EFT20730	12/12/2016	SHARK BAY FREIGHT LINES	FREIGHT	-37.62
EFT20731	12/12/2016	YADGALAH ABORIGINAL CORP	HIRE OF MINI EXCAVATOR	-110.50
EFT20732	14/12/2016	AUSTRALIA POST	LOCAL POST	-177.98
EFT20733	14/12/2016	EARTHCARE	DENHAM FORESHORE REVITALISATION PROJECT	-80789.50
EFT20734	14/12/2016	FELICITY BETTESWORTH	TRAINING EXPENSES- REIMBURSEMENT	-359.00
EFT20735	14/12/2016	GRAY & LEWIS LAND USE PLANNERS	PLANNING ADVICE / CONSULTING SERVICES	-13321.17
EFT20736	14/12/2016	HORIZON POWER	SBDC POWER	-11870.73
EFT20737	14/12/2016	THE MURRAY HOTEL	C. COWELL ACCOMMODATION WALGA MEETING	-278.00
EFT20738	14/12/2016	PHONOGRAPHIC PERFORMANCE CO OF AUSTRALIA	ANNUAL LICENCE DENHAM HALL	-86.44
EFT20739	14/12/2016	STAPLES AUSTRALIA PTY LTD	SBDC / OFFICE – INK AND STATIONERY	-1727.66
EFT20740	14/12/2016	SHARK BAY BOWLING CLUB INC.	SELF SUPPORTING LOAN	-22640.00
EFT20741	14/12/2016	SHARK BAY CAR HIRE	CAR HIRE TO TRANSPORT DOCTOR	-495.00
EFT20742	14/12/2016	WA MUSEUM	SBDC MERCHANDISE	-275.97
EFT20743		TRUST		
EFT20744	20/12/2016	ALLELECTRIX PTY LTD	REPAIRS – PENSIONER UNITS / DAY CARE	-353.32
EFT20745	20/12/2016	ANDREA PEARS	FLIGHTS REIMBURSEMENT	-837.32
EFT20746	20/12/2016	BUNNINGS BUILDING SUPPLIES PTY	2 TOILET INDICATOR BOLTS	-242.87

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<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT20747	20/12/2016	BOC LIMITED	CONTAINER RENTAL	-32.95
EFT20748	20/12/2016	EARTHCARE	DENHAM FORESHORE – DOT-REIMBURSEMENT	-14575.00
EFT20749	20/12/2016	SHARK BAY FUEL FISHING	SERVICES PARTS FOR MACHINES	-249.10
EFT20750	20/12/2016	TOLL IPEC PTY LTD	FREIGHT	-1002.65
EFT20751	20/12/2016	J & AC CONSTRUCTION	COMPLETE RETAINING WALL AT 65 BROCKMAN	-2800.00
EFT20752	20/12/2016	J & T FREIGHT	FREIGHT - BUNNINGS	-329.30
EFT20753	20/12/2016	MARINE INFORMATION & RESEARCH	MERCHANDISE	-462.00
EFT20754	20/12/2016	OAKLEY EARTHWORKS PTY LTD	SUPPLY CONCRETE FOR FORESHORE CYCLE WAYS	-56100.00
EFT20755	20/12/2016	PURCHER INTERNATIONAL PTY LTD	SUPPLY & DELIVER NEW PRIME MOVER - TRADE IN	-246400.00
EFT20756	20/12/2016	PEST-A-KILL	MICE MONITORING & BAITING	-4249.30
EFT20757	20/12/2016	PROFESSIONAL PC SUPPORT	REMOTE SERVER MAINTENANCE	-381.30
EFT20758	20/12/2016	BUCKINGHAM PEWTER	SBDC MERCHANDISE	-1012.00
EFT20759	20/12/2016	DEPT. OF PARKS AND WILDLIFE	SBDC MERCHANDISE	-157.95
EFT20760	20/12/2016	RED DUST HOLDINGS	DRY HIRE OF TYRE ROLLER, MOBE & DEMOB	-6446.00
EFT20761	20/12/2016	SHARK BAY CLEANING SERVICE	CLEANING OF NEW BBQ & TOILET ON FORESHORE	-3101.73
EFT20762	20/12/2016	SHARK BAY SKIPS	MAIN ROADS PICK UP SKIP BINS	-2849.00
EFT20763	20/12/2016	SONIC CUT	SUPPLY "S & H "FOR ENTRANCE WALL SIGNAGE	-66.00
EFT20764	20/12/2016	WALGA	SITE LICENCE FOR E-LEARNING COURSES	-1750.00
EFT20765	20/12/2016	WELLARD CONTRACTING	LABOUR HIRE	-11184.25
EFT20766	20/12/2016	WEST STEEL SHEDS	SUPPLY 3000 CYCLONIC ROOFING SCREWS	-1745.53
EFT20767	-EFT20772	TRUST		
EFT20773	23/12/2016	ALLMARK & ASSOCIATES PTY LTD	M/MIA JETTY AND EMERGENCY SERVICE PLAQUES	-1182.50
EFT20774	23/12/2016	CHERYL LORRAINE COWELL	C COWELL REIMBURSEMENT MEETING-WALGA	-505.04
EFT20775	23/12/2016	CHUBB FIRE & SECURITY LTD	SECURITY MONITORING	-139.67
EFT20776	23/12/2016	DOWNER EDI WORKS PTY LTD	SUPPLY 20 TON OF COLDMIX	-3496.68
EFT20777	23/12/2016	JASON SIGNMAKERS	DOG SIGNS	-568.70
EFT20778	23/12/2016	MIDWEST FIRE PROTECTION SERVICE	QUARTERLY SERVICE ALARM SYSTEM	-1809.28
EFT20779	23/12/2016	PROFESSIONAL PC SUPPORT	REMOTE SERVER MAINTENANCE	-315.00
EFT20780	23/12/2016	PHELPS TRANSPORT	TRANSPORT 20 TON OF COLDMIX	-1826.00
EFT20781	23/12/2016	TELSTRA CORPORATION LIMITED	MONTHLY ACCOUNT	-1896.62
EFT20782	23/12/2016	WA LOCAL GOVERNMENT ASSOC.	ADVERTISING 'WEBSITES'	-1650.00

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT20783	23/12/2016	SHARK BAY YOUTH GROUP	ROUND 2 16/17 SHIRE OF SHARK BAY COMMUNITY GRANT	-5800.00
EFT20784	-EFT20805	TRUST		
<b>DECEMBER TOTAL</b>				<b>\$684,398.47</b>
EFT20806	05/01/2017	DEPARTMENT OF PARKS AND WILDLIFE	MONKEY MIA ADULT DAY/MONTH PASSES	-2700.00
EFT20807	05/01/2017	GASCOYNE TOURISM BOARD INC	CONTRIBUTION FOR GASCOYNE TOURISM STRATEGY	-5500.00
EFT20808	05/01/2017	METRIX CONSULTING PTY LTD	ECONOMIC EVALUATION OF VOYAGE OF DISCOVERY IMPACT	-22715.00
EFT20809	05/01/2017	RHONDA JOY METTAM	REIMBURSEMENT FOR TRAVEL (OWN CAR) PART 2 OF SUPERVISORS COURSE	-401.00
EFT20810	05/01/2017	PROFESSIONAL PC SUPPORT	REMOTE SERVER MAINTENANCE	-245.00
EFT20811	05/01/2017	G & J ROBINS	REIMBURSEMENT FOR SENIORS CHRISTMAS PARTY	-745.17
EFT20812	05/01/2017	SHARK BAY CAR HIRE	CAR HIRE TO TRANSPORT DOCTOR	-495.00
EFT20813	05/01/2017	TELSTRA CORPORATION LIMITED	DIRECTORY CHARGES ANNUAL	-2416.81
EFT20814	05/01/2017	TOURISM COUNCIL	SBDC STAFF TRAINING – ADVERTISING & MARKETING	-260.00
EFT20815	06/01/2017	ETCHED GLASS DESIGN	SBDC MERCHANDISE	-253.05
EFT20816	06/01/2017	PERTH STITCHINGS	SBDC MERCHANDISE	-1020.80
EFT20817	06/01/2017	SHARK BAY COMMUNITY RESOURCE CENTRE	FINANCIAL ASSISTANCE ROUND 2 16/17 COMMUNITY GRANT PROGRAM	-1599.70
EFT20818	06/01/2017	AIR LIQUIDE	GAS	-310.50
EFT20819	06/01/2017	BUNNINGS BUILDING SUPPLIES PTY	DOOR HANDLE SET FOR BUSH CAMP	-39.71
EFT20820	06/01/2017	CORAL COAST PLUMBING	LOCATE AND REPAIR BURST WATER PIPE PENSIONER UNIT 9	-974.59
EFT20821	06/01/2017	DENHAM IGA X-PRESS	STAFF AMENITIES INCLUDING FUEL	-644.72
EFT20822	06/01/2017	FLEET HYDRAULICS	HYDRAULIC HOSE - MITSUBISHI TRUCK	-108.80
EFT20823	06/01/2017	SHARK BAY SUPERMARKET	\$100 RATES INCENTIVE PRIZE	-100.00
EFT20824	06/01/2017	HARVEY NORMAN ELECTRICS GERALDTON	MICRO SD CARDS FOR MOBILES	-150.00
EFT20825	06/01/2017	TOLL IPEC PTY LTD	FREIGHT- WEEKLY ACCOUNT	-118.66
EFT20826	06/01/2017	J & T FREIGHT	FREIGHT - FENCE IT	-292.10
EFT20827	06/01/2017	MAX MARINE	1 LTR PAINT FOR FLOATS & TWINE	-129.44

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT20828	06/01/2017	ONESTEEL GERALDTON	STAINLESS STEEL FOR DOG TIDY DISPENSERS	-270.59
EFT20829	06/01/2017	SHARK BAY CLEANING SERVICE	FISH CLEANING FACILITIES	-21275.53
EFT20830	06/01/2017	MCKELL FAMILY TRUST	MONTHLY-RUBBISH COLLECTION	-10963.73
EFT20831	09/01/2017	AUSTRALIAN TAXATION OFFICE	BAS DECEMBER 2016	-50158.40
EFT20832	-EFT20833	TRUST		
EFT20834	16/01/2017	ALLELECTRIX PTY LTD	FIND AND FIX - POWER ISSUE AT SBDC	-198.00
EFT20835	16/01/2017	AUSTRALIA POST	MONTHLY POST ACCOUNT	-690.11
EFT20836	16/01/2017	DEPARTMENT OF PARKS AND WILDLIFE	ANNUAL ALL PARKS PASS	-1039.50
EFT20837	16/01/2017	DEBORAH COURT	PURCHASE INFANT HANGERS FOR SBDC	-24.00
EFT20838	16/01/2017	HERITAGE RESORT	W.DALLYWATER - 4 NIGHTS	-680.00
EFT20839	16/01/2017	MCLEODS BARRISTERS AND SOLICITORS	LEGAL COSTS – BOOLBARDIE LEASE	-950.07
EFT20840	16/01/2017	PROFESSIONAL PC SUPPORT	WORKSTATION MONITORING	-70.00
EFT20841	16/01/2017	DEPARTMENT OF PARKS AND WILDLIFE	MONKEY MIA ADULT DAY PASSES	-2160.00
EFT20842	16/01/2017	STAPLES AUSTRALIA PTY LTD	OFFICE STATIONERY	-1025.83
EFT20843	16/01/2017	SHARK BAY STATE EMERGENCY SERVICE UNIT INC	2ND HALF OF 2016-17 LGGS	-28037.90
EFT20844	16/01/2017	SHARK BAY CRC	INSCRIPTION POST, GST	-12.00
EFT20845	16/01/2017	HOLIDAY GUIDE PTY LTD (FORMERLY WEST-OZ WEB SERVICES)	WA HOLIDAY GUIDE OCT-DEC COMMISSION	-71.80
EFT20846	16/01/2017	BATTERY MART	REPLACEMENT BATTERIES - 4WD DUAL CAB	-365.20
EFT20847	16/01/2017	DIGGA WEST & EARTHPARTS WA	REPLACEMENT BRUSH FOR JOHN DEERE TRAILER	-979.00
EFT20848	16/01/2017	REFUEL AUSTRALIA (FORMERLY GERALDTON FUEL COMPANY)	BULK FUEL	-8262.70
EFT20849	16/01/2017	HORIZON POWER	STREET LIGHTING	-3181.37
EFT20850	16/01/2017	TRUE VALUE HARDWARE	FORESHORE AND OVAL RETIC	-2506.37
EFT20851	16/01/2017	SHARK BAY SKIPS	MAIN ROADS PICK UP SKIP BINS	-4092.00
EFT20852	24/01/2017	BOC LIMITED	CONTAINER RENTAL	-34.05
EFT20853	24/01/2017	SHARK BAY FUEL FISHING AND CAMPING CENTRE	MAINTENANCE PARTS FOR DEPOT	-139.40
EFT20854	24/01/2017	FLEET HYDRAULICS	SPIRAL GUARDS JINKER/HYDRAULIC HOSE SIDE TIPPER	-1410.33

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT20855	24/01/2017	TOLL IPEC PTY LTD	FREIGHT - JASON SIGNS	-186.60
EFT20856	24/01/2017	J & T FREIGHT	FREIGHT - BATTERY MART	-66.00
EFT20857	24/01/2017	JASON SIGNMAKERS	STREET/BUSINESS SIGNS WITH SHIRE LOGO	-1080.31
EFT20858	24/01/2017	PURCHER INTERNATIONAL PTY LTD	FILTERS FOR IVECO PRIME MOVER	-477.28
EFT20859	24/01/2017	SHARK BAY FREIGHTLINES	FREIGHT - SHOWER ROD UNIT 4	-34.20
EFT20860	24/01/2017	WESTRAC EQUIPMENT PTY LTD	SEAT ADJUSTMENT KIT FOR TOOL CARRIER	-334.81
EFT20861	24/01/2017	DAVRIC AUSTRALIA PTY LTD	SBDC MERCHANDISE	-596.09
EFT20862	24/01/2017	HORIZON POWER	ELECTRICITY U6/34 HUGHES STREET	-94.72
EFT20863	24/01/2017	PROFESSIONAL PC SUPPORT	REMOTE SERVER MAINTENANCE	-210.00
EFT20864	24/01/2017	SKIPPERS AVIATION	K. MCDONALD PERTH CARAVAN AND CAMPING SHOW	-1436.00
EFT20865	24/01/2017	SHARK BAY HOTEL MOTEL	BAIN MARIE HIRE FOR AUSTRALIA DAY BREAKFAST	-100.00
EFT20866	25/01/2017	AUSCOINSWEST	SBDC MERCHANDISE	-379.50
EFT20867	25/01/2017	BOOEASY AUSTRALIA PTY LTD	BOOEASY COMMISSION/MONTHLY FEES - DEC 2016	-434.94
EFT20868	25/01/2017	CDH ELECTRICAL	LIGHTING UPGRADE FOR ART GALLERY	-5170.00
EFT20869	25/01/2017	HORIZON POWER	ELECTRICITY UNIT 4/29 HUGHES STREET	-111.39
EFT20870	25/01/2017	HERITAGE RESORT	A. PEARS - 2 NIGHTS	-340.00
EFT20871	25/01/2017	PASCAL PRESS	SBDC MERCHANDISE	-256.45
EFT20872	25/01/2017	PROFESSIONAL PC SUPPORT	REMOTE SERVER MAINTENANCE	-381.30
EFT20873	25/01/2017	RICHARD CLAUDE MORONEY	CLEAN UP AND REMOVE RUBBISH AROUND SBDC	-50.00
EFT20874	25/01/2017	RAY WHITE REAL ESTATE SHARK BAY	RENT ON 34 HUGHES ST	-2339.84
EFT20875	25/01/2017	SHARK BAY NEWSAGENCY	10 BOXES COPY PAPER FOR OFFICE	-354.49
EFT20876	25/01/2017	SHARK BAY CRC	SPORTS AND REC CENTRE MANAGEMENT	-4605.50
EFT20877	25/01/2017	TANGELO CREATIVE	BALANCE PAYMENT FOR INFORMATION BAY SIGNAGE	-4356.00
EFT20878	25/01/2017	WALGA	2017 DESK PAD CALENDARS	-40.80
EFT20879	31/01/2017	SHIRE OF NORTHAMPTON	REIMBURSEMENTS HEALTH/BUILDING INSPECTIONS 1 JUL 2016 - 19 JAN 2017	-10444.50
EFT20880	31/01/2017	GRIFFIN VALUATION ADVISORY	FAIR VALUE & INSURANCE VALUATIONS FOR LAND & BUILDINGS	-5940.00
EFT20881	31/01/2017	BOOLBARDIE COUNTRY CLUB	ROUND 2 2016/17 COMMUNITY GRANT PROGRAM	-6000.00
EFT20882	31/01/2017	BUTCHART MARINE SERVICES	DELIVERY OF JINKER	-6050.00
EFT20883	31/01/2017	EARTHCARE	TREES FOR FORESHORE PROJECT	-7260.00
EFT20884	31/01/2017	HORIZON POWER	ELECTRICITY	-8757.03

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT20885	31/01/2017	LUKE CAMPBELL MILLS	LEARNERS PERMIT HC - REIMBURSEMENT	-173.90
EFT20886	31/01/2017	MCLEODS BARRISTERS	LEGAL COSTS - DPAW	-1868.77
EFT20887	31/01/2017	MOORE STEPHENS	FINANCE ESSENTIALS WORKSHOP FBETTESWORTH	-1564.20
EFT20888	31/01/2017	PROFESSIONAL PC SUPPORT	REMOTE SERVER MAINTENANCE	-70.00
EFT20889	31/01/2017	TELSTRA CORPORATION LIMITED	COUNTRY SUPER- 0428178 510	-372.94
EFT20890	31/01/2017	COERCO PTY LTD	SUPPLY AND TRANSPORT TOWN OVAL TANKS	-23472.90
EFT20891	31/01/2017	CUMMINS ENGINE COMPANY PTY LTD	FILTERS FOR GRADER AND MULTI TYRED ROLLER	-705.35
EFT20892	31/01/2017	COVS AUTOMOTIVE,	FILTERS FOR TOYOTA PRADO DSL WAGON	-182.08
EFT20893	31/01/2017	ELGAS LIMITED	GAS BOTTLE	-166.00
EFT20894	31/01/2017	FLEET HYDRAULICS	HYDRAULIC HOSE AND ENDS FOR JINKER	-348.08
EFT20895	31/01/2017	ATOM-GERALDTON INDUSTRIAL SUPPLIES	FLEXOVIT CUTTING DISCS FOR WORKSHOP	-165.00
EFT20896	31/01/2017	JASON SIGNMAKERS	OVERSIZE LOAD AHEAD SIGNS FOR JINKER	-206.80
EFT20897	31/01/2017	NATURES BOTANICAL PRODUCTS	NATURES BOTANICALS - INSECT CREAM FOR DEPOT	-194.05
EFT20898	31/01/2017	OUTBACK COAST AUTOMOTIVES AND RADIATORS	SYNTHETIC OIL FOR TOYOTA PRADO DSL WAGON	-106.04
EFT20899	31/01/2017	PAULS TYRES	3 NEW BRIDGESTONE 697 TYRES FOR ISUZU D-MAX UTE, O RING FOR KOMATSU FRONT END LOADER,	-1049.50
EFT20900	31/01/2017	STATEWIDE BEARINGS	O RINGS FOR STREET BINS	-22.00
EFT20901	31/01/2017	GET STITCHED	REPAIR 2 SHADE SAILS	-150.00
EFT20902	31/01/2017	TRUCKLINE PARTS CENTRE	OVERSIZE SIGN, 4 OVERSIZE FLAG FOR JINKER	-281.54
			<b>JANUARY TOTAL</b>	<b>\$278,804.83</b>

**SHIRE OF SHARK BAY – TRUST CHEQUE  
DECEMBER 2016 – JANUARY 2017  
TRUST CHEQUE # 1073**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
1073	13/12/2016	SHIRE OF SHARK BAY	GYM CARD DEPOSIT FORFEIT	-980.00

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

**SHIRE OF SHARK BAY – POLICE LICENSING TRUST CHEQUES  
DECEMBER 2016 – JANUARY 2017  
TRUST CHEQUE # 1073 – 161707**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
161706	31/12/2016	COMMISSIONER OF POLICE	POLICE LICENSING DECEMBER 2016	-17032.80
			<b>DECEMBER TOTAL</b>	<b>\$17,032.80</b>
161707	31/01/2017	COMMISSIONER OF POLICE	POLICE LICENSING JANUARY 2017	-17327.45
			<b>JANUARY TOTAL</b>	<b>\$17,327.45</b>

**SHIRE OF SHARK BAY – TRUST EFT  
DECEMBER 2016 – JANUARY 2017  
EFT 20743 – 20805, EFT 20832 - 20931**

<b>CHQ/EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT20743	15/12/2016	MICHAEL ROOTES	GYM CARD DEPOSIT REFUND	-20.00
EFT20744	-EFT20766	MUNI		
EFT20767	21/12/2016	BELINDA UBRIHIEN	GYM CARD DEPOSIT REFUND	-20.00
EFT20768	21/12/2016	JENS SUNDBUE	GYM CARD DEPOSIT REFUND	-20.00
EFT20769	21/12/2016	SARA STALESEN	GYM CARD DEPOSIT REFUND	-20.00
EFT20770	23/12/2016	STEVE COMBE	GYM CARD DEPOSIT REFUND	-20.00
EFT20771	23/12/2016	TAMARA COMBE	GYM CARD DEPOSIT REFUND	-20.00
EFT20772	23/12/2016	FRANCESCA HOULT	GYM CARD DEPOSIT REFUND	-20.00
EFT20773	-EFT20783	MUNI		
EFT20784	31/12/2016	DEPT. OF COMMERCE	BUILDING SERVICE LEVY	-113.30
EFT20785	31/12/2016	SHIRE OF SHARK BAY	DECEMBER 2016	-10.00

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

			BUILDING COLLECTION FEE	
			DECEMBER 2016	
EFT20786	31/12/2016	MAC ATTACK FISHING CHARTERS	BOOKEASY DECEMBER 2016	-595.00
EFT20787	31/12/2016	SHARK BAY AVIATION	BOOKEASY DECEMBER 2016	-535.50
EFT20788	31/12/2016	BAY LODGE MIDWEST OASIS	BOOKEASY DECEMBER 2016	-944.70
EFT20789	31/12/2016	BLUE LAGOON PEARLS	BOOKEASY DECEMBER 2016	-76.00
EFT20790	31/12/2016	SHARK BAY COASTAL TOURS	BOOKEASY DECEMBER 2016	-382.50
EFT20791	31/12/2016	DENHAM SEASIDE CARAVAN PARK	BOOKEASY DECEMBER 2016	-192.90
EFT20792	31/12/2016	HARTOG COTTAGES	BOOKEASY DECEMBER 2016	-1796.00
EFT20793	31/12/2016	INTEGRITY COACH LINES (AUST) PTY	BOOKEASY DECEMBER 2016	-209.10
EFT20794	31/12/2016	MONKEY MIA YACHT CHARTERS (ARISTOCAT)	BOOKEASY DECEMBER 2016	-4489.76
EFT20795	31/12/2016	MONKEYMIA WILDSIGHTS - SHOTOVER	BOOKEASY DECEMBER 2016	-2901.04
EFT20796	31/12/2016	NINGALOO REEF RESORT	BOOKEASY DECEMBER 2016	-857.00
EFT20797	31/12/2016	WA OCEAN PARK PTY LTD	BOOKEASY DECEMBER 2016	-545.70
EFT20798	31/12/2016	PATRICA ANDREW	BOOKEASY DECEMBER 2016	-96.00
EFT20799	31/12/2016	MONKEY MIA DOLPHIN RESORT	BOOKEASY DECEMBER 2016	-47.52
EFT20800	31/12/2016	SHARK BAY HOTEL MOTEL	BOOKEASY DECEMBER 2016	-318.75
EFT20801	31/12/2016	SHARK BAY HOLIDAY COTTAGES	BOOKEASY DECEMBER 2016	-246.50
EFT20802	31/12/2016	SHARKBAY CARAVAN PARK	BOOKEASY DECEMBER 2016	-777.75
EFT20803	31/12/2016	SHIRE OF SHARK BAY	BOOKEASY COM DECEMBER 2016	-2582.90
EFT20804	31/12/2016	TRADEWINDS SEAFRONT APARTMENTS	BOOKEASY DECEMBER 2016	-167.20
EFT20805	31/12/2016	WULA GUDA NYINDA (CAPES)	BOOKEASY DECEMBER 2016	-5201.68

**DECEMBER TOTAL \$23,103.50**

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT20806	-20831	MUNI		
EFT20832	09/01/2017	MINT MASCAREHAS	GYM CARD DEPOSIT REFUND	-20.00
EFT20833	10/01/2017	THEA ROWE-PARK	GYM CARD DEPOSIT REFUND	-20.00
EFT20834	-20909	MUNI		
EFT20910	31/01/2017	JAMES SNR POLAND	BOOKEASY JANUARY 2017	-64.00
EFT20911	31/01/2017	MAC ATTACK FISHING CHARTERS	BOOKEASY JANUARY 2017	-1360.00

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

EFT20912	31/01/2017	SHARK BAY AVIATION	BOOKEASY JANUARY 2017	-663.00
EFT20913	31/01/2017	BAY LODGE MIDWEST OASIS	BOOKEASY JANUARY 2017	-1025.20
EFT20914	31/01/2017	BLUE LAGOON PEARLS	BOOKEASY JANUARY 2017	-314.00
EFT20915	31/01/2017	SHARK BAY COASTAL TOURS	BOOKEASY JANUARY 2017	-967.30
EFT20916	31/01/2017	DENHAM SEASIDE CARAVAN PARK	BOOKEASY JANUARY 2017	-33.57
EFT20917	31/01/2017	HARTOG COTTAGES	BOOKEASY JANUARY 2017	-448.80
EFT20918	31/01/2017	HINCHY PUBLICATIONS	BOOKEASY JANUARY 2017	-22.16
EFT20919	31/01/2017	HAMELIN POOL CARAVAN PARK	BOOKEASY JANUARY 2017	-85.00
EFT20920	31/01/2017	HERITAGE RESORT	BOOKEASY JANUARY 2017	-475.20
EFT20921	31/01/2017	INTEGRITY COACH LINES (AUST) PTY LTD	BOOKEASY JANUARY 2017	-556.75
EFT20922	31/01/2017	MONKEY MIA YACHT CHARTERS (ARISTOCAT)	BOOKEASY JANUARY 2017	-5588.88
EFT20923	31/01/2017	MONKEYMIA WILDSIGHTS - SHOTOVER	BOOKEASY JANUARY 2017	-3690.27
EFT20924	31/01/2017	DENHAM NATURETIME - 4WD TOURS	BOOKEASY JANUARY 2017	-561.00
EFT20925	31/01/2017	SHARK BAY SCENIC QUAD BIKE TOURS	BOOKEASY JANUARY 2017	-357.00
EFT20926	31/01/2017	SHARK BAY COACHES AND TOURS	BOOKEASY JANUARY 2017	-26.40
EFT20927	31/01/2017	MONKEYMIA WILDSIGHTS - VILLAS	BOOKEASY JANUARY 2017	-347.00
EFT20928	31/01/2017	SHIRE OF SHARK BAY	BOOKEASY COM. JANUARY 2017	-3077.75
EFT20929	31/01/2017	TRADEWINDS SEAFRONT APARTMENTS	BOOKEASY JANUARY 2017	-422.40
EFT20930	31/01/2017	WICKED CAMPERS	BOOKEASY JANUARY 2017	-254.15
EFT20931	31/01/2017	WULA GUDA NYINDA (CAPES)	BOOKEASY JANUARY 2017	-2925.12
			<b>JANUARY TOTAL</b>	<b>\$23,304.95</b>

22 FEBRUARY 2017

12.2 FINANCIAL REPORTS TO 31 DECEMBER 2016  
CM00017

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved           Cr Capewell  
Seconded       Cr Ridgley

**Council Resolution**

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

Chief Executive Officer  
Date of Report

*P Anderson*  
18 January 2017

22 FEBRUARY 2017

<b>SHIRE OF SHARK BAY</b>	
<b>MONTHLY FINANCIAL REPORT</b>	
<b>For the Period Ended 31 December 2016</b>	
<b>LOCAL GOVERNMENT ACT 1995</b>	
<b>LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996</b>	
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MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(Statutory Reporting Program)							
For the Period Ended 31 December 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	5,000	11,033	6,033	0.00%	▲
General Purpose Funding - Rates	9	1,242,752	1,238,004	1,219,556	(18,448)	(1.49%)	▼
General Purpose Funding - Other		1,955,540	979,772	975,693	(4,079)	(0.4%)	▼
Law, Order and Public Safety		52,830	29,013	24,867	(4,146)	(14%)	▼
Health		750	750	2,078	1,328	177.07%	▲
Housing		84,760	42,402	39,913	(2,489)	(5.9%)	▼
Community Amenities		284,000	248,498	250,997	2,499	1.01%	▲
Recreation and Culture		520,150	206,072	294,039	87,967	42.7%	▲
Transport		4,310,014	4,241,013	3,702,441	(538,572)	(12.7%)	▼
Economic Services		1,130,314	807,120	857,283	50,163	6.2%	▲
Other Property and Services		34,000	16,998	27,543	10,545	62.0%	▲
<b>Total Operating Revenue</b>		<b>9,620,110</b>	<b>7,814,642</b>	<b>7,405,443</b>	<b>(409,199)</b>	<b>(5.24%)</b>	
<b>Operating Expense</b>							
Governance		(307,761)	(235,413)	(192,136)	43,277	(18.4%)	▲
General Purpose Funding		(118,973)	(61,236)	(61,584)	(348)	0.6%	▼
Law, Order and Public Safety		(303,147)	(164,495)	(146,572)	17,923	(10.9%)	▲
Health		(65,372)	(32,686)	(25,584)	7,102	(21.7%)	▲
Housing		(184,713)	(99,356)	(83,527)	15,829	(15.9%)	▲
Community Amenities		(620,366)	(326,763)	(300,544)	26,219	(8.0%)	▲
Recreation and Culture		(2,099,333)	(1,085,680)	(1,111,000)	(25,320)	2.3%	▼
Transport		(5,266,537)	(4,560,992)	(5,007,785)	(446,793)	9.8%	▲
Economic Services		(1,773,085)	(1,258,218)	(1,124,116)	134,102	(10.7%)	▼
Other Property and Services		(33,500)	(37,994)	(82,663)	(44,669)	117.6%	▼
<b>Total Operating Expenditure</b>		<b>(10,772,787)</b>	<b>(7,862,833)</b>	<b>(8,135,511)</b>	<b>(272,678)</b>	<b>3.5%</b>	
<b>Funding Balance Adjustments</b>							
Add back Depreciation		1,782,700	742,790	892,017	149,227		
Adjust (Profit)/Loss on Asset Disposal	8	553,457	0	553,457	553,457		
Adjust Provisions and Accruals		0	0	0			
<b>Net Cash from Operations</b>		<b>1,183,480</b>	<b>694,599</b>	<b>715,406</b>	<b>20,807</b>	<b>3.00%</b>	
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	1,388,106	666,306	1,693,722	1,027,416	154.2%	▲
Proceeds from Disposal of Assets	8	115,000	79,607	119,607	40,000	(50.2%)	▲
<b>Total Capital Revenues</b>		<b>1,503,106</b>	<b>745,913</b>	<b>1,813,329</b>	<b>1,067,416</b>	<b>143.1%</b>	
<b>Capital Expenses</b>							
Land Held for Resale							
Land and Buildings	13	(200,000)	(130,003)	(43,212)	86,791	66.76%	▲
Infrastructure - Roads	13	(1,345,789)	(737,091)	(465,594)	271,497	36.8%	▲
Infrastructure - Public Facilities	13	(1,771,341)	(1,503,058)	(1,494,673)	8,385	0.6%	▲
Infrastructure - Streetscapes	13	(60,000)	(35,002)	(67,080)	(32,078)	(91.6%)	▼
Infrastructure - Footpaths	13	(50,000)	(24,999)	(777)	24,222	0.00%	▲
Infrastructure - Drainage	13	(40,000)	(13,335)	0	13,335	0.00%	▲
Heritage Assets	13	(110,000)	(110,000)	(69,975)	40,025	36.4%	▲
Plant and Equipment	13	(865,000)	(704,999)	(599,377)	105,622	15.0%	▲
Furniture and Equipment	13	(10,000)	(5,001)	(1,458)	3,543	0.00%	▲
<b>Total Capital Expenditure</b>		<b>(4,452,130)</b>	<b>(3,263,488)</b>	<b>(2,742,146)</b>	<b>521,342</b>	<b>16.0%</b>	
<b>Net Cash from Capital Activities</b>		<b>(2,949,024)</b>	<b>(2,517,575)</b>	<b>(928,817)</b>	<b>1,588,758</b>	<b>63.11%</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)	(31,379)	(7,819)	(33.2%)	▼
Transfer to Reserves	7	(415,707)	(323,850)	(323,850)	0	0.0%	
Loans to Community Groups		0	0	(20,000)			
<b>Net Cash from Financing Activities</b>		<b>903,163</b>	<b>665,485</b>	<b>637,666</b>	<b>(7,819)</b>	<b>4.18%</b>	
<b>Net Operations, Capital and Financing</b>		<b>(862,381)</b>	<b>(1,157,491)</b>	<b>424,255</b>	<b>1,581,746</b>	<b>136.65%</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>550,114</b>	<b>255,004</b>	<b>1,810,969</b>	<b>1,555,965</b>	<b>(610.17%)</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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

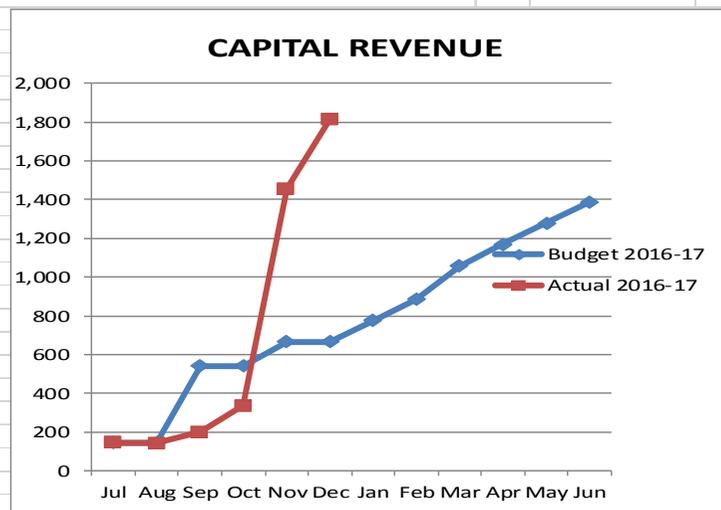
<b>SHIRE OF SHARK BAY</b>				
<b>STATEMENT OF FINANCIAL ACTIVITY</b>				
<b>(By Nature or Type)</b>				
<b>For the Period Ended 31 December 2016</b>				
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)
<b>Operating Revenues</b>				
Rates	9	\$ 1,233,252	\$ 1,233,252	\$ 1,211,172
Operating Grants, Subsidies and Contributions	11	6,896,734	5,670,669	4,500,376
Fees and Charges		1,201,174	714,543	862,415
Interest Earnings		68,540	34,274	34,150
Other Revenue		217,000	158,494	797,329
Profit on Disposal of Assets	8	3,410	3,410	0
<b>Total Operating Revenue</b>		<b>9,620,110</b>	<b>7,814,642</b>	<b>7,405,442</b>
<b>Operating Expense</b>				
Employee Costs		(2,158,915)	(1,101,728)	(954,179)
Materials and Contracts		(6,295,604)	(5,515,890)	(5,337,203)
Utility Charges		(145,960)	(72,981)	(67,092)
Depreciation on Non-Current Assets		(1,782,700)	(891,348)	(892,018)
Interest Expenses		(17,505)	(4,285)	(3,824)
Insurance Expenses		(160,850)	(160,850)	(159,597)
Other Expenditure		(204,500)	(108,998)	(168,141)
Loss on Disposal of Assets	8	(6,753)	(6,753)	(553,457)
<b>Total Operating Expenditure</b>		<b>(10,772,787)</b>	<b>(7,862,833)</b>	<b>(8,135,511)</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation		1,782,700	891,348	892,018
Adjust (Profit)/Loss on Asset Disposal	8	553,457	3,343	553,457
Adjust Provisions and Accruals		0	0	0
<b>Net Cash from Operations</b>		<b>1,183,480</b>	<b>846,500</b>	<b>715,406</b>
<b>Capital Revenues</b>				
Grants, Subsidies and Contributions	11	1,388,106	666,306	1,693,722
Proceeds from Disposal of Assets	8	115,000	79,607	119,607
<b>Total Capital Revenues</b>		<b>1,503,106</b>	<b>745,913</b>	<b>1,813,329</b>
<b>Capital Expenses</b>				
Land Held for Resale			0	0
Land and Buildings	13	(200,000)	(130,003)	(43,212)
Infrastructure - Roads	13	(1,345,789)	(737,091)	(465,594)
Infrastructure - Public Facilities	13	(1,771,341)	(1,503,058)	(1,494,673)
Infrastructure - Streetscapes	13	(60,000)	(35,002)	(67,080)
Infrastructure - Footpaths	13	(50,000)	(24,999)	(777)
Infrastructure - Drainage	13	(40,000)	(13,335)	0
Heritage Assets	13	(110,000)	(110,000)	(69,975)
Plant and Equipment	13	(865,000)	(704,999)	(599,377)
Furniture and Equipment	13	(10,000)	(5,001)	(1,458)
<b>Total Capital Expenditure</b>		<b>(4,452,130)</b>	<b>(3,263,488)</b>	<b>(2,742,146)</b>
<b>Net Cash from Capital Activities</b>		<b>(2,949,024)</b>	<b>(2,517,575)</b>	<b>(928,817)</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)	(31,379)
Transfer to Reserves	7	(415,707)	(323,850)	(323,850)
Loans to Community Groups		0	0	(20,000)
<b>Net Cash from Financing Activities</b>		<b>903,163</b>	<b>665,485</b>	<b>637,666</b>
<b>Net Operations, Capital and Financing</b>		<b>(862,381)</b>	<b>(1,005,590)</b>	<b>424,255</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>550,114</b>	<b>406,905</b>	<b>1,810,969</b>

MINUTES ORDINARY COUNCIL MEETING

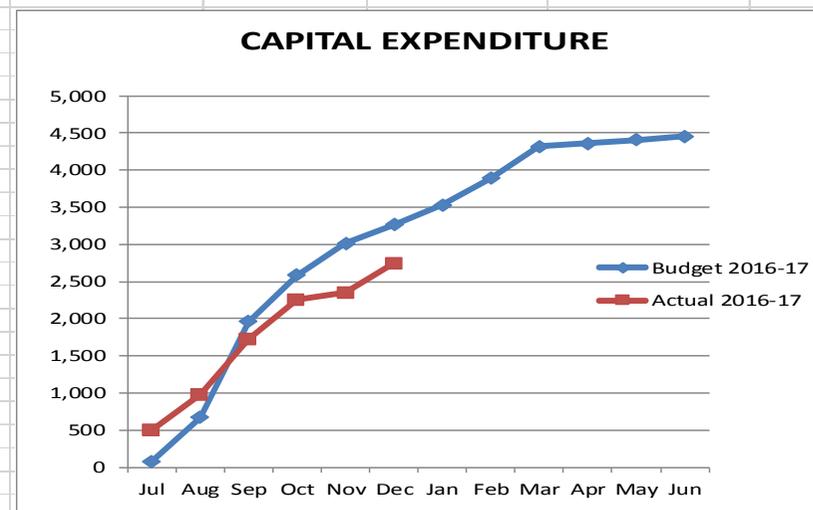
22 FEBRUARY 2017

SHIRE OF SHARK BAY  
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING  
For the Period Ended 31 December 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	43,212	43,212	130,003	305,000	86,791
Infrastructure Assets - Roads	13		465,594	465,594	737,091	1,127,400	271,497
Infrastructure Assets - Public Facilities	13	188,522	1,306,151	1,494,673	1,503,058	1,746,341	8,385
Infrastructure Assets - Footpaths	13	777	0	777	24,999	50,000	24,222
Infrastructure Assets - Drainage	13		0	0	13,335	40,000	13,335
Infrastructure Assets - Streetscapes	13		67,080	67,080	35,002	278,389	(32,078)
Heritage Assets	13		69,975	69,975	110,000	30,000	40,025
Plant and Equipment	13	198,280	401,097	599,377	704,999	865,000	105,622
Furniture and Equipment	13		1,458	1,458	5,001	10,000	3,543
<b>Capital Expenditure Totals</b>		<b>387,579</b>	<b>2,354,567</b>	<b>2,742,146</b>	<b>3,263,488</b>	<b>4,452,130</b>	<b>521,342</b>



Increase in graph represents WATC income and in kind income from DOT.



MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>SHIRE OF SHARK BAY</b>	
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>	
<b>For the Period Ended 31 December 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>© 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>€ 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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>SHIRE OF SHARK BAY</b>	
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>	
<b>For the Period Ended 31 December 2016</b>	
<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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 31 December 2016					
<b>1. SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>					
<b>(j) Fixed Assets (Continued)</b>					
<b><i>Land Under Control</i></b>					
In accordance with Local Government (Financial Management) Regulation 16(a), the Council was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of state or regional significance.					
Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.					
Whilst they were initially recorded at cost (being fair value at the date of acquisition (deemed cost) as per AASB 116) they were revalued along with other items of Land and Buildings at 30 June 2014.					
<b><i>Initial Recognition and Measurement between Mandatory Revaluation Dates</i></b>					
All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.					
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.					
Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation of the next anniversary date in accordance with the mandatory measurement framework.					

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY						
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY						
For the Period Ended 31 December 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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 31 December 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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>SHIRE OF SHARK BAY</b>	
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>	
<b>For the Period Ended 31 December 2016</b>	
<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><i>Fair Value Hierarchy</i></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><i>Valuation techniques</i></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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>SHIRE OF SHARK BAY</b>					
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>					
<b>For the Period Ended 31 December 2016</b>					
<b>1. SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>					
<b>(k) 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) 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 ORDINARY COUNCIL MEETING

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SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 December 2016				
<b>1.</b>	<b>SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>			
	<b>(I) Financial Instruments (Continued)</b>			
	<p>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.</p>			
	<i>(i) Financial assets at fair value through profit and loss</i>			
	<p>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.</p>			
	<i>(ii) Loans and receivables</i>			
	<p>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.</p>			
	<p>Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.</p>			
	<i>(iii) Held-to-maturity investments</i>			
	<p>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.</p>			
	<p>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.</p>			
	<i>(iv) Available-for-sale financial assets</i>			
	<p>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.</p>			
	<p>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.</p>			
	<p>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.</p>			
	<i>(v) Financial liabilities</i>			
	<p>Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.</p>			

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 December 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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>SHIRE OF SHARK BAY</b>					
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>					
<b>For the Period Ended 31 December 2016</b>					
<b>1.</b>	<b>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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 31 December 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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Shire of Shark Bay					
EXPLANATION OF MATERIAL VARIANCES					
For the Period Ended 31 December 2016					
<b>Note 2: EXPLANATION OF MATERIAL VARIANCES</b>					
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	6,033	0.0%	▲	Permanent	Insurance reimbursement received.
General Purpose Funding - Rates	(18,448)	(1.5%)	▼	Permanent	Variance due to reversal of prepaid rates from 2015/16.
General Purpose Funding - Other	(4,079)	(0.4%)	▼	Timing	Reduction in FA grant and less interest received on investments.
Law, Order and Public Safety	(4,146)	(14.3%)	▼	Permanent	Due to higher SES grant for 2016/17
Health	1,328	177.1%	▲	Permanent	Increase due to Itinerant food vendors and septic tank licences.
Housing	(2,489)	(5.9%)	▼	Timing	Decrease due to vacant pensioner units.
Community Amenities	2,499	1.0%	▲	Timing	No reporting variance.
Recreation and Culture	87,967	42.7%	▲	Timing	Increase in Discovery Centre sales and receipt of Museum lighting grant.
Transport	(538,572)	(12.7%)	▼	Timing	Budget for DOT Boat area incorrect - will be corrected in budget review.
Economic Services	50,163	6.2%	▲	Timing	Increase in Private Works revenue, caravan park leases and grants for 1613 celebrations.
Other Property and Services	10,545	62.0%	▲	Permanent	Increase in refunds income.
<b>Operating Expense</b>					
Governance	43,277	(18.4%)	▲	Timing	Overall decrease in administration expenses.
General Purpose Funding	(348)	0.6%	▼	Permanent	No reportable variance.
Law, Order and Public Safety	17,923	(10.9%)	▲	Timing	Savings in Kerbside numbering, depreciation and SES grant expenditure.
Health	7,102	(21.7%)	▲	Timing	Consultant expenses higher than expected at this time.
Housing	15,829	(15.9%)	▲	Timing	YTD budget incorrect - to be corrected at budget review
Community Amenities	26,219	(8.0%)	▲	Timing	Planning projects for tourism and economic development yet to commence.
Recreation and Culture	(25,320)	2.3%	▼	Permanent	Decrease in costs for Parks and Gardens and increase in maintenance for Cape Inscription, Foreshore shades, Denham Hall.
Transport	(446,793)	9.8%	▲	Timing	Increase in depreciation on roads and expenditure on DOT area.
Economic Services	134,102	(10.7%)	▼	Timing	Under expenditure on 2016 Celebrations and community events.
Other Property and Services	(44,669)	117.6%	▼	Timing	Overall under expenditure in overheads and stock.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	1,027,416	154.2%	▲	Timing	Increase in grants for Foreshore, Museum lighting and change in treatment of
Proceeds from Disposal of Assets	40,000	0.0%	▲	Timing	Increase in proceeds on sale of assets.
<b>Capital Expenses</b>					
Land and Buildings	86,791	66.8%	▲	Timing	Increase in Admin office carpark and decrease in Recreation centre and SBDC projects expenditure.
Infrastructure - Roads	271,497	36.8%	▲	Timing	R2R projects for 16/17 yet to commence.
Infrastructure - Public Facilities	8,385	0.6%	▲	Timing	Refuse and Recycling project yet to commence
Infrastructure - Footpaths	24,222	0.0%	▲	Timing	Expenditure on Footpaths commenced.
Infrastructure - Drainage	13,335	0.0%	▲	Timing	Drainage program yet to commence
Infrastructure - Streetscapes	(32,078)	(91.6%)	▼	Timing	Expenditure on Info Bay signage commenced.
Heritage Assets	40,025	36.4%	▲	Timing	Stables refurbishment.
Plant and Equipment	105,622	15.0%	▲	Timing	Plant replacement program progressing.
Furniture and Equipment	3,543	0.0%	▲	Timing	No reportable variance.
<b>Financing</b>					
Loan Principal	(7,819)	(33.2%)	▼	Timing	YTD budget incorrect.

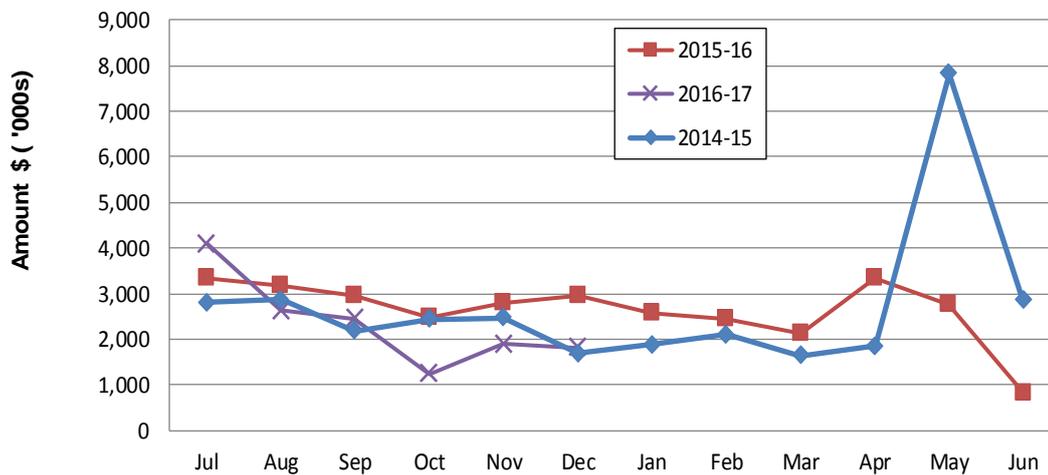
Note: YTD budgets are an estimation at the time of preparing the annual budget.

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 December 2016				
<b>Note 3: NET CURRENT FUNDING POSITION</b>				
		Positive=Surplus (Negative=Deficit)		
	Note	31 December 2016	30th June 2016	31 December 2015
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	1,298,217	5,204,530	8,073,193
Cash Restricted	4	1,266,223	1,955,268	2,065,217
Receivables - Rates	6	273,918	32,321	400,407
Receivables -Other	6	322,898	687,966	266,528
Interest / ATO Receivable		25,623	8,541	11,044
Inventories		162,028	190,158	110,379
		3,348,907	8,078,784	10,926,768
<b>Less: Current Liabilities</b>				
Payables		(74,613)	(1,339,701)	(149,442)
Provisions		(197,102)	(197,101)	(226,945)
Royalties for Regions Funding		0	(3,200,000)	(5,700,000)
		(271,715)	(4,736,802)	(6,076,387)
Less: Cash Reserves	7	(1,266,223)	(1,955,268)	(2,065,217)
<b>Net Current Funding Position</b>		<b>1,810,969</b>	<b>1,386,714</b>	<b>2,785,164</b>

Note 3 - Liquidity Over the Year



**Comments - Net Current Funding Position**

Liquidity higher due to receipt of Balance of WATC funds.

MINUTES ORDINARY COUNCIL MEETING

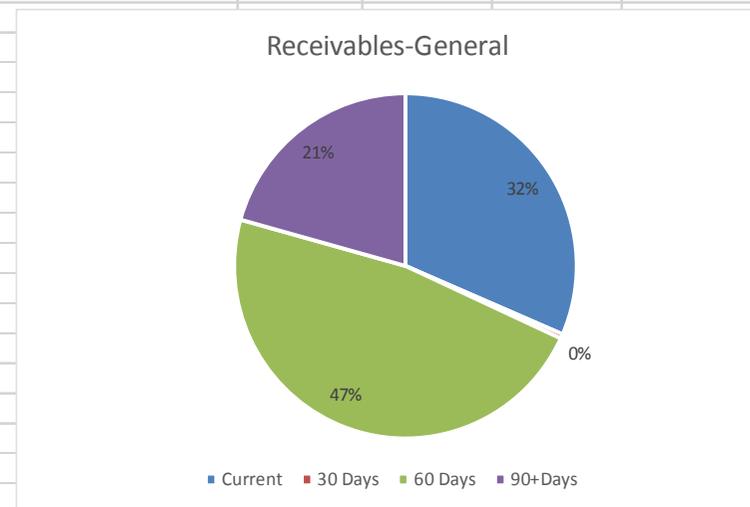
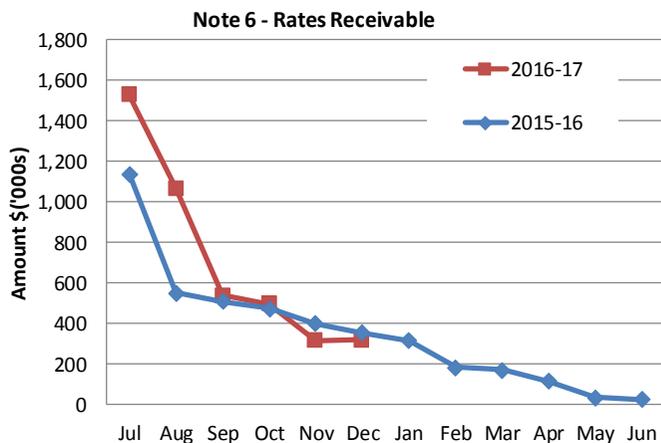
22 FEBRUARY 2017

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 31 December 2016							
<b>Note 4: CASH AND INVESTMENTS</b>							
	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Municipal Bank Account	0.10%	29,986			29,986	Bankwest	At Call
Reserve Bank Account	0.00%		66,223		66,223	Bankwest	At Call
Telenet Saver	1.10%	1,267,431			1,267,431	Bankwest	At Call
Trust Bank Account	0.00%			7,860	7,860	Bankwest	At Call
Cash On Hand		800			800		On Hand
(b) <b>Term Deposits</b>							
Reserve Investment	2.30%		1,200,000		1,200,000	Bankwest	1/01/2017
<b>Total</b>		1,298,217	1,266,223	7,860	2,572,300		
<b>Comments/Notes - Investments</b>							
Surplus funds invested for terms conducive to cashflow requirements. Although the Municipal Bank Account appears in overdraft, it is not.							
There is a timing issue on the update of the ledger compared to the actual transfer of funds to cover the payments.							

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 December 2016				
<b>Note 6: RECEIVABLES</b>				
		<b>31 December 2016</b>	<b>30 June 2016</b>	
<b>Receivables - Rates Receivable</b>				<b>Receivables - General</b>
		\$	\$	Current
				30 Days
				60 Days
				90+Days
				\$
Opening Arrears Previous Years		25,814	5,744	Receivables - General
Levied this year		1,520,406	1,175,951	100,973
Less Collections to date		(1,258,565)	(1,155,881)	1,339
Equals Current Outstanding		287,655	25,814	152,035
				66,324
				<b>Total Receivables General Outstanding</b>
				<b>320,671</b>
				<b>Amounts shown above include GST (where applicable)</b>
<b>Net Rates Collectable</b>		<b>287,655</b>	<b>25,814</b>	
% Collected		81.40%	97.82%	



**Comments/Notes - Receivables Rates**  
Rates collection is similar than last year.

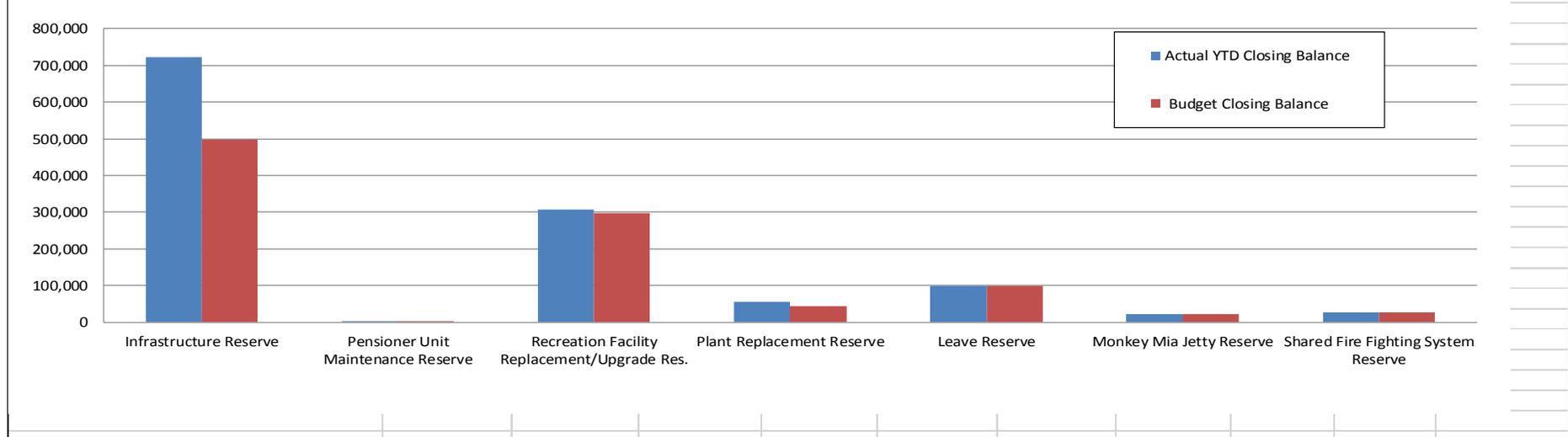
**Comments/Notes - Receivables General**  
No major issues at this time - major debtors are Main Roads and Tourism WA.

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Shire of Shark Bay										
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY										
For the Period Ended 31 December 2016										
<u>Note 7: Cash Backed Reserve</u>										
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	15,000	66,667	334,554	(886,458)	(928,519)		497,406	723,232
Pensioner Unit Maintenance Reserve	10,160	100	100	10,500	10,500	(20,000)	(20,000)		760	760
Recreation Facility Replacement/Upgrade Res.	366,294	6,400	6,400	0	0	(76,000)	(66,750)		296,694	305,944
Plant Replacement Reserve	140,462	4,000	4,000	300,000	300,000	(400,000)	(387,812)		44,462	56,650
Leave Reserve	87,921	2,100	2,100	10,000	10,000	0	0		100,021	100,021
Monkey Mia Jetty Reserve	20,627	400	400	0	0	0	0		21,027	21,027
Shared Fire Fighting System Reserve	27,607	540	540	0	0	0	0		28,147	28,147
	<b>1,955,268</b>	<b>28,540</b>	<b>28,540</b>	<b>387,167</b>	<b>655,054</b>	<b>(1,382,458)</b>	<b>(1,403,081)</b>		<b>988,517</b>	<b>1,235,781</b>

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



Higher balances at this time as no transfers have been actioned

MINUTES ORDINARY COUNCIL MEETING

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Shire of Shark Bay					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 31 December 2016					
Note 7a: Cash Backed Reserve Detail					
2016-17					
Name	Opening Balance	Source of Funds	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$		\$	\$	\$
<b>Infrastructure Reserve</b>	<b>1,302,197</b>				
Interest		Investment	15,000		
Transfer of funds		General Revenue	66,667		
				216,458	
Foreshore project				200,000	
Jinker				20,000	
Admin Office Carpark				40,000	
Staff Housing				10,000	
Overlander Solar Relocation				80,000	
Museum Lighting				50,000	
Footpath Upgrades				40,000	
Drainage Upgrades				10,000	
Abultion Depot				50,000	
Information Signage				15,000	
Shade Shelters Eastern Foreshore				30,000	
Denham Hall				5,000	
SBDC Emergency Power				40,000	
Town Oval Bore 14-15 CFWD				50,000	
Town Oval Toilets				30,000	
Old Jail and Stables 14-15 CFWD					
	<b>1,302,197</b>		<b>81,667</b>	<b>886,458</b>	<b>497,406</b>
<b>Pensioner Unit Maintenance Reserve</b>	<b>10,160</b>				
Interest		Investment	100		
Transfer of Funds		General Revenue	10,500		
				20,000	
Upgrade to Units					
	<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		
				25,000	
Childcare Centre Softfall				5,000	
Recreation Centre 3 Phase Power				20,000	
Rectification Works Rec Centre				6,000	
Cricket Practice Nets				20,000	
Recreation Centre Signage					
	<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		
				85,000	
Camp Upgrades				20,000	
Major Plant items				215,000	
Prime Mover				27,000	
Works Manager- Dual Cab Ute				28,000	
Town Supervisor- Dual Cab Ute				25,000	
Town- Single Cab Ute					
	<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>\$1,382,458</b>	<b>\$988,517</b>

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 31 December 2016							
Note 8 CAPITAL DISPOSALS							
Actual YTD Profit/(Loss) of Asset Disposal					Original Budget		
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 12 2016		
\$	\$	\$	\$		Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
				<b>Plant and Equipment</b>	\$	\$	\$
				<b>Transport</b>			
95,000	(4,905)	40,000	(50,095)	Primemover Powerstar	(50,095)	(50,095)	0
43,000	(1,019)	30,000	(11,981)	Ute Hilux 4x4	(11,981)	(11,981)	0
34,000	(509)	25,062	(8,429)	Ute Dual Cab	(8,429)	(8,429)	0
32,000	(787)	24,545	(6,668)	Ute Ford Ranger	(6,668)	(6,668)	0
487,891	(11,607)	0	(476,284)	Denham Recreational Boat Ramp (DOT asset)	(476,284)	(476,284)	(0)
<b>691,891</b>	<b>(18,827)</b>	<b>119,607</b>	<b>(553,457)</b>		<b>(553,457)</b>	<b>(553,457)</b>	<b>0</b>
Comments - Capital Disposal/Replacements							

MINUTES ORDINARY COUNCIL MEETING

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Shire of Shark Bay											
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
For the Period Ended 31 December 2016											
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 \$	
<b>Note 9: RATING INFORMATION</b>											
<b>Differential General Rate</b>											
GRV Rateable Property	0.092319	299	3,595,145	322,890	(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)	0		0	
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	220,000	1,000	221,000	
UV Mining	0.259757	1	21,367	4,579	(4,579)		0	5,550	-4,600	950	
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	1,202,592	(5,260)	(723)	1,196,609	1,217,812	-3,600	0	1,214,212
<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		0	
<b>Sub-Totals</b>		190	0	5,010			150,610	151,945		151,110	
						(174,515)				(170,731)	
<b>Amount from General Rates</b>						<b>1,172,704</b>				<b>1,194,591</b>	
Specified Area Rates						38,468				38,470	
<b>Totals</b>						<b>1,211,172</b>				<b>1,233,061</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.											

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 31 December 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	1,987	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	7,819	15,870	71,596	63,545	1,771	4,880
	364,647	0	31,379	63,590	333,268	301,057	3,824	17,505

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

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 31 December 2016								
<b>Note 11: GRANTS AND CONTRIBUTIONS</b>								
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	725,842	729,158
Grants Commission - Roads	WALGGC	Y	418,000	0	418,000	0	207,053	210,947
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	8,130	0	8,130	0	4,341	3,789
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Y	35,000	0	35,000	0	11,927	23,073
<b>RECREATION AND CULTURE</b>								
Foreshore Revitalisation	Royalties for Regions	Y	396,306	0	0	396,306	1,312,549	(916,243)
Community Bus	Lotterywest	N	150,000	0	150,000	0	0	150,000
Grant- Foreshore	Stronger Communities	Y	20,000	0	0	20,000	20,000	0
Grant- Walking Trail		N	50,000		50,000	0	0	50,000
Grant - Foreshore Playground	Lotterywest	Y	0		0	0	89,310	(89,310)
Grant - Museum Lighting	Tourism WA	Y	0		0	0	36,130	(36,130)
Grant- Waste Disposal			0	0	0	0	10,359	(10,359)
<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	252,000	48,000
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	0	659,800
Foreshore - DOT Boat Area	Royalties for Regions	Y	2,893,604	0	2,893,604	0	1,887,451	1,006,153
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	450,000	300,000
DOT - Trailer Parking-Non Cash Contribution	Department of Transport	Y	250,000	0	250,000	0	391,406	(141,406)
<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	412,700	17,300
Community Events	Thank a Volunteer	Y	0	0	0	0	0	0
Community Grant	Community Development		0	0	0	0	1,000	(1,000)
<b>TOTALS</b>			<b>8,284,840</b>	<b>0</b>	<b>6,896,734</b>	<b>1,388,106</b>	<b>6,194,097</b>	<b>2,090,743</b>
Operating			6,896,734				4,500,375	
Non-operating			1,388,106				1,693,722	
			8,284,840				6,194,097	
<b>Comments - Operating and Non Operating Grants</b>								

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>Shire of Shark Bay</b>					
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>					
<b>For the Period Ended 31 December 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-Dec-16	
	\$	\$	\$	\$	
BCITF Levy	112	200	(312)	0	
Library Card Bond	100	100	(200)	0	
Bookeasy- Sales	0	268,267	(268,267)	0	
Kerb/Footpath Deposit	4,300	0	0	4,300	
Bond Key	2,450	910	(1,800)	1,560	
Hall Bond	0	550	(550)	0	
Police Licensing	4,470	154,312	(158,782)	0	
Election Deposit	0	80	(80)	0	
Marquee Deposit	0	700	(700)	0	
Building Licence Levy	0	383	(383)	0	
Road Reserve - Hughes Street	0	2,000	0	2,000	
Sunter Place - Recreation Reserve	95,343	1,438	(96,781)	0	
	<b>106,775</b>	<b>428,940</b>	<b>(527,855)</b>	<b>7,860</b>	

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

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	(25,679)	25,679	25,679	Project completed
<b>Governance Total</b>			<b>(20,000)</b>	<b>0</b>	<b>(25,679)</b>	<b>25,679</b>		
<b>Housing</b>								
Staff housing Capital Works								
Staff Housing - 5 Spaven Way	1.2.4	CEO	(10,000)	(5,001)	0	(5,001)	0	
Staff Housing - 65 Brockman St	1.2.4	EMCD	(10,000)	(5,001)	(2,800)	(2,201)	2,800	
Staff Housing - 51 Durlacher St	1.2.4	EMFA	(10,000)	(5,001)	(77)	(4,924)	77	
Staff Housing - 80 Durlacher St	1.2.4	EMCD	(10,000)	(5,001)	0	(5,001)	0	
Pensioner Units Capital	3.7.1	EMCD	(20,000)	(9,999)	0	(9,999)	0	
<b>Housing Total</b>			<b>(60,000)</b>	<b>(30,003)</b>	<b>(2,877)</b>	<b>(27,126)</b>		
<b>Recreation and Culture</b>								
Denham Town Hall	3.7.1	EMCD	(30,000)	(30,000)	(10,019)	(19,981)	10,019	Project continuing.
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			(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>(100,000)</b>	<b>(14,656)</b>	<b>(85,344)</b>		
<b>Transport</b>								
Depot- New Ablution	3.7.1	WKM	(10,000)	0	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>(130,003)</b>	<b>(43,212)</b>	<b>(86,791)</b>		
<b>Drainage/Culverts</b>								
<b>Transport</b>								
Drainage upgrades	3.7.1	WKM	(40,000)	(13,335)	0	(13,335)	0	
<b>Transport Total</b>			<b>(40,000)</b>	<b>(13,335)</b>	<b>0</b>	<b>(13,335)</b>		
<b>Drainage/Culverts Total</b>			<b>(40,000)</b>	<b>(13,335)</b>	<b>0</b>	<b>(13,335)</b>		
<b>Footpaths</b>								
<b>Transport</b>								
Footpath Construction-Denham Footpath Plan	3.7.1	WKM	(50,000)	(24,999)	(777)	(24,222)		Project commenced.
<b>Transport Total</b>			<b>(50,000)</b>	<b>(24,999)</b>	<b>(777)</b>	<b>(24,222)</b>		
<b>Footpaths Total</b>			<b>(50,000)</b>	<b>(24,999)</b>	<b>(777)</b>	<b>(24,222)</b>		

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

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)	(5,001)	(1,458)	(3,543)	1,458	
<b>Recreation And Culture Total</b>			<b>(10,000)</b>	<b>(5,001)</b>	<b>(1,458)</b>	<b>(3,543)</b>		
<b>Furniture &amp; Office Equip. Total</b>			<b>(10,000)</b>	<b>(5,001)</b>	<b>(1,458)</b>	<b>(3,543)</b>		
<b>Heritage Assets</b>								
<b>Recreation And Culture</b>								
Museum and Art Gallery Lighting	2.2.2	WKM	(80,000)	(80,000)	(59,179)	(20,821)	59,179	Project completed.
Refurbishment of Old Jail and Stables - c/fwd	2.2.2	WKM	(30,000)	(30,000)	(10,796)	(19,204)	10,796	Project continuing.
<b>Recreation And Culture Total</b>			<b>(110,000)</b>	<b>(110,000)</b>	<b>(69,975)</b>	<b>(40,025)</b>		
<b>Heritage Assets Total</b>			<b>(110,000)</b>	<b>(110,000)</b>	<b>(69,975)</b>	<b>(40,025)</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)	(264,000)	(1,000)	264,000	Purchase completed.
Works Manager-Dual Cab Ute	1.1.6	WKM	(52,000)	(52,000)	(52,081)	81	52,081	Purchase completed.
Town- Dual Cab Ute	1.1.6	WKM	(48,000)	(48,000)	(43,253)	(4,747)	43,253	Purchase completed.
Town- Single Cab Ute	1.1.6	WKM	(45,000)	(45,000)	(41,763)	(3,237)	41,763	Purchase completed.
Camp Upgrades	1.1.6	WKM	(85,000)	(85,000)	0	(85,000)	0	
Major Plant Items	1.1.6	WKM	(20,000)	(9,999)	0	(9,999)	0	
Boat Jinker	1.1.6	WKM	(200,000)	(200,000)	(198,280)	(1,720)		Purchase completed.
<b>Transport Total</b>			<b>(715,000)</b>	<b>(704,999)</b>	<b>(599,377)</b>	<b>(105,622)</b>		
<b>Plant , Equipment and Vehicles Total</b>			<b>(865,000)</b>	<b>(704,999)</b>	<b>(599,377)</b>	<b>(105,622)</b>		

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

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)	(172,722)	0	(172,722)	85	
<b>Community Amenities Total</b>			<b>(378,341)</b>	<b>(172,722)</b>	<b>0</b>	<b>(172,722)</b>		
<b>Recreation And Culture</b>								
Recreation Grounds	1.6.7	WKM	(52,000)	(26,001)	(85)	(25,916)	85	
Foreshore Revitalisation	3.7.1	CEO	(1,125,000)	(1,125,000)	(1,275,600)	150,600	1,275,600	Project continuing.
Pontoon for Foreshore	3.7.1	WKM	(90,000)	(90,000)	(48,774)	(41,226)		Project completed.
Beach Access Ramp	3.71	WKM	(40,000)	(40,000)	(40,000)	0		Project completed.
Playground	3.71	WKM	0	0	(99,748)	99,748		Project completed.
Replace Shade shelters - Eastern Foreshore	3.7.1	WKM	(15,000)	(15,000)	(11,253)	(3,747)	11,253	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)	(8,334)	(15,934)	7,600	15,934	Project completed.
Town Oval Bore	3.7.1	WKM	(40,000)	(20,001)	(3,279)	(16,722)	3,279	
<b>Recreation And Culture Total</b>			<b>(1,393,000)</b>	<b>(1,330,336)</b>	<b>(1,494,673)</b>	<b>164,337</b>		
<b>Public Facilities Total</b>			<b>(1,771,341)</b>	<b>(1,503,058)</b>	<b>(1,494,673)</b>	<b>(8,385)</b>		

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

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)	(188,801)	(170,646)	(18,155)	170,646	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)	(196,442)	(21,947)	196,442	Project continuing.
R2R 15/16 - Knight Terrace	1.1.6	WKM	0	0	(82,882)	82,882	82,882	Carry over from 15/16
R2R 15/16 -Hughes Street	1.1.6	WKM	0	0	(15,624)	15,624	15,624	Carry over from 15/16
Road Projects R2R 16/17	1.1.6	WKM	(659,800)	(329,901)	0	(329,901)	0	
<b>Transport Total</b>			<b>(1,345,789)</b>	<b>(737,091)</b>	<b>(465,594)</b>	<b>(271,497)</b>		
<b>Roads (Non Town) Total</b>			<b>(1,345,789)</b>	<b>(737,091)</b>	<b>(465,594)</b>	<b>(271,497)</b>	<b>0</b>	
<b>Streetscapes</b>								
<b>Economic Services</b>								
Overlander - Solar Light Improvements	2.1.3	EMCD	(10,000)	(10,000)	0	(10,000)	0	
Welcome Signage	2.1.3	EMCD	(50,000)	(25,002)	(67,080)	42,078	67,080	Project completed.
<b>Economic Services Total</b>			<b>(60,000)</b>	<b>(35,002)</b>	<b>(67,080)</b>	<b>32,078</b>		
<b>Capital Expenditure Total</b>			<b>(4,452,130)</b>	<b>(3,263,488)</b>	<b>(2,742,146)</b>	<b>(521,342)</b>		

22 FEBRUARY 2017

12.3 FINANCIAL REPORTS TO 31 JANUARY 2017  
CM00017

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved            Cr Ridgley  
Seconded       Cr Fenny

**Officer Recommendation**

**That the monthly financial report to 31 January 2017 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 January 2017** 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

Chief Executive Officer

Date of Report

*P Anderson*

14 February 2017

22 FEBRUARY 2017

<b>SHIRE OF SHARK BAY</b>	
<b>MONTHLY FINANCIAL REPORT</b>	
<b>For the Period Ended 31 January 2017</b>	
<b>LOCAL GOVERNMENT ACT 1995</b>	
<b>LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996</b>	
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MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(Statutory Reporting Program)							
For the Period Ended 31 January 2017							
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		5,000	5,000	11,720	6,720	0.00%	▲
General Purpose Funding - Rates	9	1,242,752	1,238,796	1,219,961	(18,835)	(1.52%)	▼
General Purpose Funding - Other		1,955,540	983,939	984,476	537	0.1%	▼
Law, Order and Public Safety		52,830	28,831	39,252	10,421	36%	▲
Health		750	750	2,359	1,609	214.53%	▲
Housing		84,760	49,469	45,417	(4,052)	(8.2%)	▼
Community Amenities		284,000	254,331	267,297	12,966	5.10%	▲
Recreation and Culture		520,150	225,084	344,009	118,925	52.8%	▲
Transport		4,310,014	4,370,610	3,537,151	(833,459)	(19.1%)	▼
Economic Services		1,130,314	855,621	887,913	32,292	3.8%	▲
Other Property and Services		34,000	19,831	28,147	8,316	41.9%	▲
<b>Total Operating Revenue</b>		<b>9,620,110</b>	<b>8,032,262</b>	<b>7,367,702</b>	<b>(664,560)</b>	<b>(8.27%)</b>	
<b>Operating Expense</b>							
Governance		(307,761)	(242,289)	(194,581)	47,708	(19.7%)	▲
General Purpose Funding		(118,973)	(70,692)	(70,010)	682	(1.0%)	▲
Law, Order and Public Safety		(303,147)	(202,936)	(187,281)	15,655	(7.7%)	▲
Health		(65,372)	(35,317)	(33,876)	1,441	(4.1%)	▲
Housing		(184,713)	(112,282)	(97,998)	14,284	(12.7%)	▲
Community Amenities		(620,366)	(376,040)	(340,781)	35,259	(9.4%)	▲
Recreation and Culture		(2,099,333)	(1,252,759)	(1,271,894)	(19,135)	1.5%	▼
Transport		(5,266,537)	(4,678,981)	(5,117,305)	(438,324)	9.4%	▼
Economic Services		(1,773,085)	(1,347,452)	(1,176,128)	171,324	(12.7%)	▼
Other Property and Services		(33,500)	(36,243)	(118,486)	(82,243)	226.9%	▼
<b>Total Operating Expenditure</b>		<b>(10,772,787)</b>	<b>(8,354,991)</b>	<b>(8,608,340)</b>	<b>(253,349)</b>	<b>3.0%</b>	
<b>Funding Balance Adjustments</b>							
Add back Depreciation		1,782,700	742,790	597,206	(145,584)		
Adjust (Profit)/Loss on Asset Disposal	8	553,457	0	553,457	553,457		
Adjust Provisions and Accruals		0	0	0			
<b>Net Cash from Operations</b>		<b>1,183,480</b>	<b>420,061</b>	<b>(89,975)</b>	<b>(510,036)</b>	<b>(121.42%)</b>	
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	1,388,106	666,306	1,844,722	1,178,416	176.9%	▲
Proceeds from Disposal of Assets	8	115,000	79,607	119,607	40,000	(50.2%)	▲
<b>Total Capital Revenues</b>		<b>1,503,106</b>	<b>745,913</b>	<b>1,964,329</b>	<b>1,218,416</b>	<b>163.3%</b>	
<b>Capital Expenses</b>							
Land Held for Resale							
Land and Buildings	13	(200,000)	(143,337)	(43,937)	99,400	69.35%	▲
Infrastructure - Roads	13	(1,345,789)	(883,523)	(507,518)	376,005	42.6%	▲
Infrastructure - Public Facilities	13	(1,771,341)	(1,589,783)	(1,524,710)	65,073	4.1%	▲
Infrastructure - Streetscapes	13	(60,000)	(39,169)	(71,040)	(31,871)	(81.4%)	▼
Infrastructure - Footpaths	13	(50,000)	(33,332)	(777)	32,555	0.00%	▲
Infrastructure - Drainage	13	(40,000)	(17,780)	0	17,780	0.00%	▲
Heritage Assets	13	(110,000)	(110,000)	(74,475)	35,525	32.3%	▲
Plant and Equipment	13	(865,000)	(708,332)	(611,464)	96,868	13.7%	▲
Furniture and Equipment	13	(10,000)	(6,668)	(1,458)	5,210	0.00%	▲
<b>Total Capital Expenditure</b>		<b>(4,452,130)</b>	<b>(3,531,924)</b>	<b>(2,835,379)</b>	<b>696,545</b>	<b>19.7%</b>	
<b>Net Cash from Capital Activities</b>		<b>(2,949,024)</b>	<b>(2,786,011)</b>	<b>(871,050)</b>	<b>1,914,961</b>	<b>68.73%</b>	
<b>Financing</b>							
Proceeds from New Debentures					0		
Transfer from Reserves	7	1,382,458	1,064,060	1,064,060	0	0.00%	
Repayment of Debentures	10	(63,588)	(43,065)	(43,065)	0	0.0%	▼
Transfer to Reserves	7	(415,707)	(323,850)	(323,850)	0	0.0%	
Loans to Community Groups		0	0	(20,000)			
<b>Net Cash from Financing Activities</b>		<b>903,163</b>	<b>697,145</b>	<b>677,145</b>	<b>0</b>	<b>2.87%</b>	
<b>Net Operations, Capital and Financing</b>		<b>(862,381)</b>	<b>(1,668,805)</b>	<b>(283,880)</b>	<b>1,384,925</b>	<b>82.99%</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>550,114</b>	<b>(256,310)</b>	<b>1,102,834</b>	<b>1,359,144</b>	<b>530.27%</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 ORDINARY COUNCIL MEETING

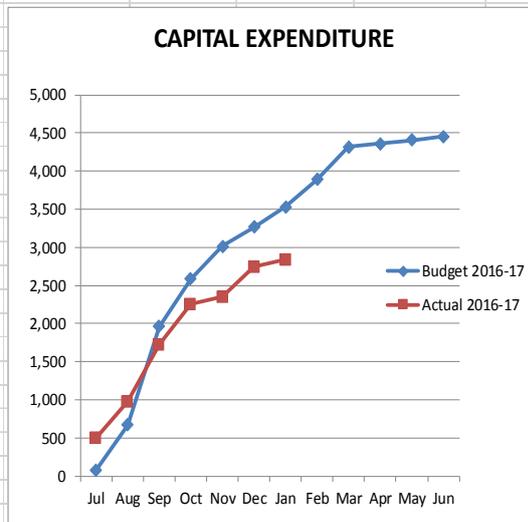
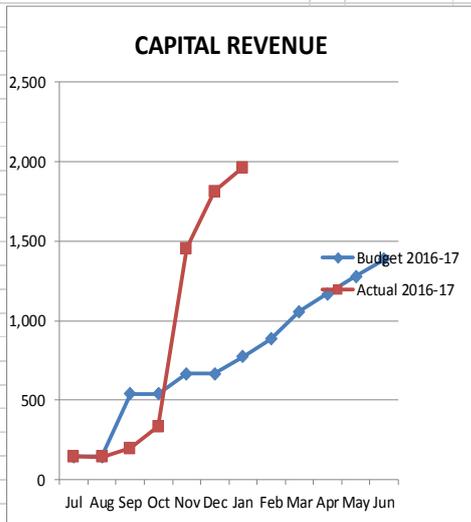
22 FEBRUARY 2017

<b>SHIRE OF SHARK BAY</b>				
<b>STATEMENT OF FINANCIAL ACTIVITY</b>				
<b>(By Nature or Type)</b>				
<b>For the Period Ended 31 January 2017</b>				
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)
<b>Operating Revenues</b>				
Rates	9	\$ 1,233,252	\$ 1,233,252	\$ 1,211,172
Operating Grants, Subsidies and Contributions	11	6,896,734	5,799,418	4,424,359
Fees and Charges		1,201,174	790,331	897,032
Interest Earnings		68,540	37,608	42,282
Other Revenue		217,000	168,243	792,857
Profit on Disposal of Assets	8	3,410	3,410	0
<b>Total Operating Revenue</b>		<b>9,620,110</b>	<b>8,032,262</b>	<b>7,367,702</b>
<b>Operating Expense</b>				
Employee Costs		(2,158,915)	(1,267,174)	(1,107,906)
Materials and Contracts		(6,295,604)	(5,643,106)	(5,461,807)
Utility Charges		(145,960)	(83,861)	(78,075)
Depreciation on Non-Current Assets		(1,782,700)	(1,039,906)	(1,049,461)
Interest Expenses		(17,505)	(6,135)	(5,039)
Insurance Expenses		(160,850)	(160,850)	(159,597)
Other Expenditure		(204,500)	(147,206)	(192,997)
Loss on Disposal of Assets	8	(6,753)	(6,753)	(553,458)
<b>Total Operating Expenditure</b>		<b>(10,772,787)</b>	<b>(8,354,991)</b>	<b>(8,608,340)</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation		1,782,700	742,790	597,206
Adjust (Profit)/Loss on Asset Disposal	8	553,457	0	553,457
Adjust Provisions and Accruals		0	0	0
<b>Net Cash from Operations</b>		<b>1,183,480</b>	<b>420,061</b>	<b>(89,975)</b>
<b>Capital Revenues</b>				
Grants, Subsidies and Contributions	11	1,388,106	666,306	1,844,722
Proceeds from Disposal of Assets	8	115,000	79,607	119,607
<b>Total Capital Revenues</b>		<b>1,503,106</b>	<b>745,913</b>	<b>1,964,329</b>
<b>Capital Expenses</b>				
Land Held for Resale			0	0
Land and Buildings	13	(200,000)	(143,337)	(43,937)
Infrastructure - Roads	13	(1,345,789)	(883,523)	(507,518)
Infrastructure - Public Facilities	13	(1,771,341)	(1,589,783)	(1,524,710)
Infrastructure - Streetscapes	13	(60,000)	(39,169)	(71,040)
Infrastructure - Footpaths	13	(50,000)	(33,332)	(777)
Infrastructure - Drainage	13	(40,000)	(17,780)	0
Heritage Assets	13	(110,000)	(110,000)	(74,475)
Plant and Equipment	13	(865,000)	(708,332)	(611,464)
Furniture and Equipment	13	(10,000)	(6,668)	(1,458)
<b>Total Capital Expenditure</b>		<b>(4,452,130)</b>	<b>(3,531,924)</b>	<b>(2,835,379)</b>
<b>Net Cash from Capital Activities</b>		<b>(2,949,024)</b>	<b>(2,786,011)</b>	<b>(871,050)</b>
<b>Financing</b>				
Proceeds from New Debentures		0	0	0
Transfer from Reserves	7	1,382,458	1,064,060	1,064,060
Repayment of Debentures	10	(63,588)	(43,065)	(43,065)
Transfer to Reserves	7	(415,707)	(323,850)	(323,850)
Loans to Community Groups		0	0	(20,000)
<b>Net Cash from Financing Activities</b>		<b>903,163</b>	<b>697,145</b>	<b>677,145</b>
<b>Net Operations, Capital and Financing</b>		<b>(862,381)</b>	<b>(1,668,805)</b>	<b>(283,880)</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>550,114</b>	<b>(256,310)</b>	<b>1,102,834</b>

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY							
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING							
For the Period Ended 31 January 2017							
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	43,937	43,937	143,337	305,000	99,400
Infrastructure Assets - Roads	13		507,518	507,518	883,523	1,127,400	376,005
Infrastructure Assets - Public Facilities	13	189,166	1,335,544	1,524,710	1,589,783	1,746,341	65,073
Infrastructure Assets - Footpaths	13	777	0	777	33,332	50,000	32,555
Infrastructure Assets - Drainage	13		0	0	17,780	40,000	17,780
Infrastructure Assets - Streetscapes	13		71,040	71,040	39,169	278,389	(31,871)
Heritage Assets	13		74,475	74,475	110,000	30,000	35,525
Plant and Equipment	13	210,367	401,097	611,464	708,332	865,000	96,868
Furniture and Equipment	13		1,458	1,458	6,668	10,000	5,210
<b>Capital Expenditure Totals</b>		<b>400,310</b>	<b>2,435,069</b>	<b>2,835,379</b>	<b>3,531,924</b>	<b>4,452,130</b>	<b>696,545</b>



Increase in graph represents WATC income and in kind income from DOT.

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>SHIRE OF SHARK BAY</b>	
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>	
<b>For the Period Ended 31 January 2017</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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>SHIRE OF SHARK BAY</b>				
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>				
<b>For the Period Ended 31 January 2017</b>				
<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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>SHIRE OF SHARK BAY</b>					
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>					
<b>For the Period Ended 31 January 2017</b>					
<b>1.</b>	<b>SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>				
	<b>(j) Fixed Assets (Continued)</b>				
	<b><i>Land Under Control</i></b>				
	In accordance with Local Government (Financial Management) Regulation 16(a), the Council was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of state or regional significance.				
	Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.				
	Whilst they were initially recorded at cost (being fair value at the date of acquisition (deemed cost) as per AASB 116) they were revalued along with other items of Land and Buildings at 30 June 2014.				
	<b><i>Initial Recognition and Measurement between Mandatory Revaluation Dates</i></b>				
	All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.				
	In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.				
	Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation of the next anniversary date in accordance with the mandatory measurement framework.				

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY						
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY						
For the Period Ended 31 January 2017						
<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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 31 January 2017			
<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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>SHIRE OF SHARK BAY</b>	
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>	
<b>For the Period Ended 31 January 2017</b>	
<b>1. 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.	

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SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 31 January 2017					
<b>1. SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>					
<b>(k) 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) 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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 January 2017				
<b>1. SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>				
<b>(I) Financial Instruments (Continued)</b>				
<p>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.</p>				
<i>(i) Financial assets at fair value through profit and loss</i>				
<p>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.</p>				
<i>(ii) Loans and receivables</i>				
<p>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.</p>				
<p>Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.</p>				
<i>(iii) Held-to-maturity investments</i>				
<p>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.</p>				
<p>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.</p>				
<i>(iv) Available-for-sale financial assets</i>				
<p>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.</p>				
<p>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.</p>				
<p>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.</p>				
<i>(v) Financial liabilities</i>				
<p>Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.</p>				

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SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 January 2017				
<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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>SHIRE OF SHARK BAY</b>					
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>					
<b>For the Period Ended 31 January 2017</b>					
<b>1.</b>	<b>SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>				
<b>(m)</b>	<b>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)</b>	<b>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)</b>	<b>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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 31 January 2017					
<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 ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Shire of Shark Bay					
EXPLANATION OF MATERIAL VARIANCES					
For the Period Ended 31 January 2017					
Note 2: EXPLANATION OF MATERIAL VARIANCES					
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	6,720	0.0%	▲	Permanent	Insurance reimbursement received.
General Purpose Funding - Rates	(18,835)	(1.5%)	▼	Permanent	Variance due to reversal of prepaid rates from 2015/16.
General Purpose Funding - Other	537	0.1%	▼	Timing	No reporting variance.
Law, Order and Public Safety	10,421	36.1%	▲	Permanent	Due to higher SES grant for 2016/17 and SES payment processed in February.
Health	1,609	214.5%	▲	Permanent	Increase due to Itinerant food vendors and septic tank licences.
Housing	(4,052)	(8.2%)	▼	Timing	Decrease due to vacant pensioner units.
Community Amenities	12,966	5.1%	▲	Timing	Increased refuse site fees and planning orders and requisitions.
Recreation and Culture	118,925	52.8%	▲	Timing	Increase in Discovery Centre sales and receipt of Museum lighting grant.
Transport	(833,459)	(19.1%)	▼	Timing	Budget for DOT Boat area incorrect - will be corrected in budget review.
Economic Services	32,292	3.8%	▲	Timing	Increase in private works revenue, caravan park leases.
Other Property and Services	8,316	41.9%	▲	Permanent	Increase in refunds income.
<b>Operating Expense</b>					
Governance	47,708	(19.7%)	▲	Timing	Overall decrease in administration expenses.
General Purpose Funding	682	(1.0%)	▲	Permanent	No reportable variance.
Law, Order and Public Safety	15,655	(7.7%)	▲	Timing	Savings in cyclone clean up, depreciation and SES grant expenditure.
Health	1,441	(4.1%)	▲	Timing	No reportable variance.
Housing	14,284	(12.7%)	▲	Timing	YTD budget incorrect - to be corrected at budget review.
Community Amenities	35,259	(9.4%)	▲	Timing	Planning projects for tourism and economic development yet to commence.
Recreation and Culture	(19,135)	1.5%	▼	Permanent	Decrease in costs for Parks and Gardens and depreciation.
Transport	(438,324)	9.4%	▼	Timing	Increase in depreciation on roads and expenditure on DOT area.
Economic Services	171,324	(12.7%)	▼	Timing	Under expenditure on 2016 Celebrations and community events.
Other Property and Services	(82,243)	226.9%	▼	Timing	Overall under expenditure in depreciation, overheads and stock.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	1,178,416	176.9%	▲	Timing	Increase in grants for Foreshore, Museum lighting and change in treatment of community bus grant to capital.
Proceeds from Disposal of Assets	40,000	0.0%	▲	Timing	Increase in proceeds on sale of assets.
<b>Capital Expenses</b>					
Land and Buildings	99,400	69.3%	▲	Timing	Increase in Admin office carpark and decrease in Recreation centre and SBDC projects expenditure.
Infrastructure - Roads	376,005	42.6%	▲	Timing	R2R projects for 16/17 yet to commence.
Infrastructure - Public Facilities	65,073	4.1%	▲	Timing	Refuse and Recycling project yet to commence
Infrastructure - Footpaths	32,555	0.0%	▲	Timing	Expenditure on Footpaths commenced.
Infrastructure - Drainage	17,780	0.0%	▲	Timing	Drainage program yet to commence
Infrastructure - Streetscapes	(31,871)	(81.4%)	▼	Timing	Expenditure on Info Bay signage commenced.
Heritage Assets	35,525	32.3%	▲	Timing	Stables refurbishment.
Plant and Equipment	96,868	13.7%	▲	Timing	Plant replacement program progressing.
Furniture and Equipment	5,210	0.0%	▲	Timing	Decrease in furniture and equipment to ytd.
<b>Financing</b>					
Loan Principal	0	0.0%	▼	Timing	

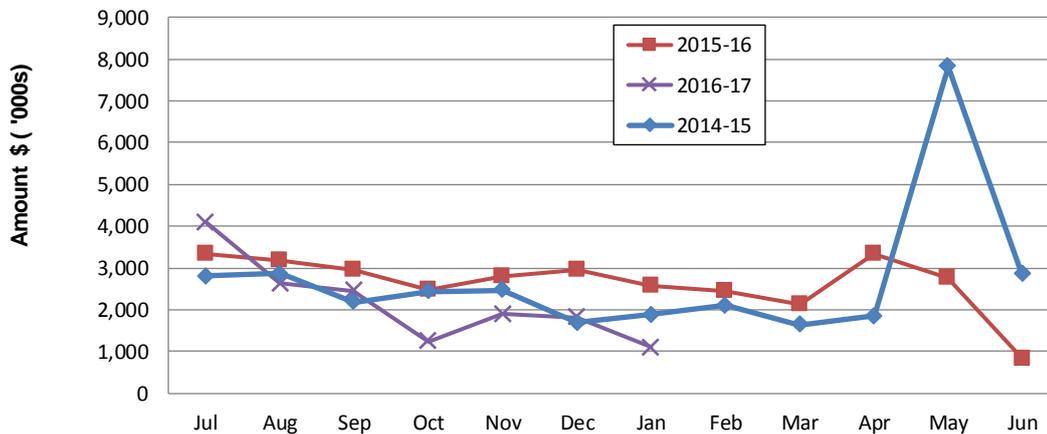
Note: YTD budgets are an estimation at the time of preparing the annual budget.

MINUTES ORDINARY COUNCIL MEETING

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Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 January 2017				
<b>Note 3: NET CURRENT FUNDING POSITION</b>				
		Positive=Surplus (Negative=Deficit)		
	Note	'31 Jan 2017	30th June 2016	31 Jan 2016
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	730,741	5,204,530	7,621,714
Cash Restricted	4	902,976	1,955,268	1,069,521
Receivables - Rates	6	187,990	32,321	314,330
Receivables -Other	6	308,652	687,966	643,557
Interest / ATO Receivable		27,805	8,541	16,566
Inventories		162,028	190,158	111,506
		2,320,192	8,078,784	9,777,194
<b>Less: Current Liabilities</b>				
Payables		(117,281)	(1,339,701)	(199,804)
Provisions		(197,101)	(197,101)	(226,944)
Royalties for Regions Funding		0	(3,200,000)	(5,700,000)
		(314,382)	(4,736,802)	(6,126,748)
Less: Cash Reserves	7	(902,976)	(1,955,268)	(1,069,521)
<b>Net Current Funding Position</b>		<b>1,102,834</b>	<b>1,386,714</b>	<b>2,580,925</b>

Note 3 - Liquidity Over the Year



**Comments - Net Current Funding Position**

Liquidity has declined due to the expenditure on items for which Council has not yet received funding and Financial Assistance Grant payment due in February.

MINUTES ORDINARY COUNCIL MEETING

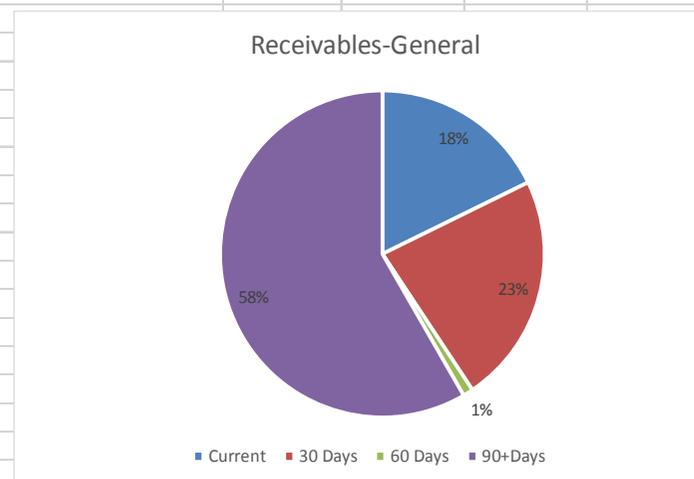
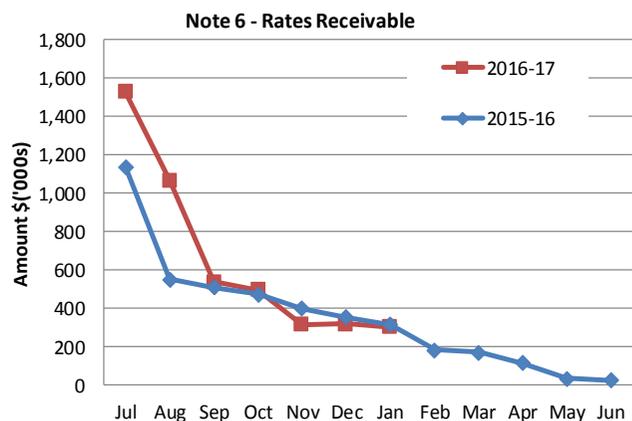
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Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 31 January 2017							
<b>Note 4: CASH AND INVESTMENTS</b>							
	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) <b>Cash Deposits</b>							
Municipal Bank Account	0.10%	11,736			11,736	Bankwest	At Call
Reserve Bank Account	0.00%		2,976		2,976	Bankwest	At Call
Telenet Saver	1.10%	718,205			718,205	Bankwest	At Call
Trust Bank Account	0.00%			11,288	11,288	Bankwest	At Call
Cash On Hand		800			800		On Hand
(b) <b>Term Deposits</b>							
Municipal Investment	2.50%	750,000			750,000	Bankwest	13/04/2017
Reserve Investment	2.30%		900,000		900,000	Bankwest	6/04/2017
<b>Total</b>		730,741	902,976	11,288	2,395,005		
<b>Comments/Notes - Investments</b>							
Surplus funds invested for terms conducive to cashflow requirements. Although the Municipal Bank Account appears in overdraft, it is not.							
There is a timing issue on the update of the ledger compared to the actual transfer of funds to cover the payments.							

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 January 2017				
<b>Note 6: RECEIVABLES</b>				
<b>Receivables - Rates Receivable</b>	<b>'31 Jan 2017</b>	<b>30 June 2016</b>	<b>Receivables - General</b>	<b>Current 30 Days 60 Days 90+Days</b>
	\$	\$		\$ \$ \$ \$
Opening Arrears Previous Years	25,814	5,744	Receivables - General	54,224 69,698 3,102 177,905
Levied this year	1,520,406	1,175,951	<b>Total Receivables General Outstanding</b>	<b>304,929</b>
Less Collections to date	(1,360,444)	(1,155,881)	<b>Amounts shown above include GST (where applicable)</b>	
Equals Current Outstanding	<b>185,776</b>	<b>25,814</b>		
<b>Net Rates Collectable</b>	<b>185,776</b>	<b>25,814</b>		
% Collected	87.99%	97.82%		



**Comments/Notes - Receivables Rates**

Rates collection is similar than last year.

No major issues at this time - major debtors are Main Roads and Department of Parks and Wildlife.

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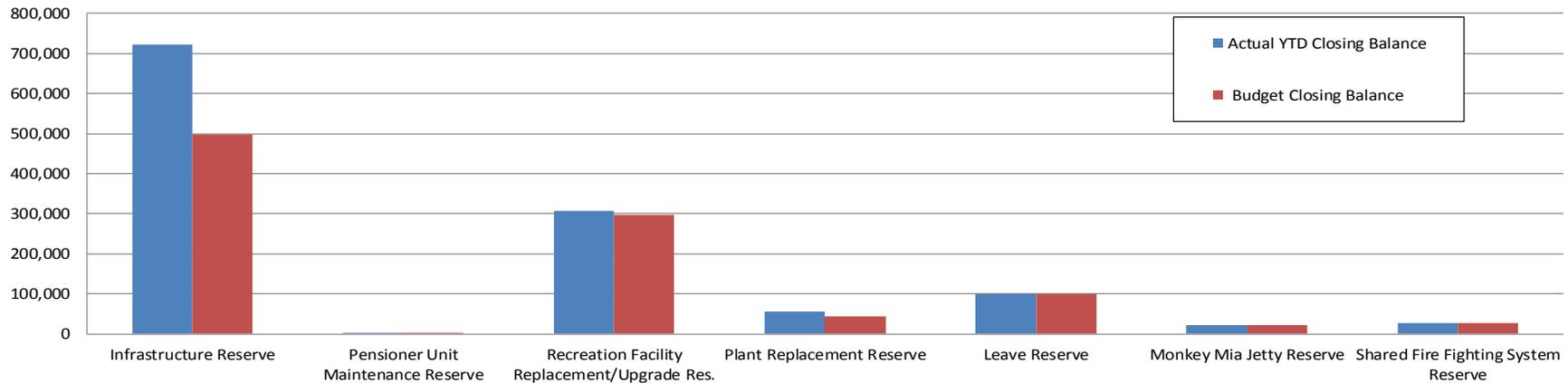
22 FEBRUARY 2017

Shire of Shark Bay  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 For the Period Ended 31 January 2017

**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	15,000	66,667	334,554	(886,458)	(928,519)		497,406	723,232
Pensioner Unit Maintenance Reserve	10,160	100	100	10,500	10,500	(20,000)	(20,000)		760	760
Recreation Facility Replacement/Upgrade Res.	366,294	6,400	6,400	0	0	(76,000)	(66,750)		296,694	305,944
Plant Replacement Reserve	140,462	4,000	4,000	300,000	300,000	(400,000)	(387,812)		44,462	56,650
Leave Reserve	87,921	2,100	2,100	10,000	10,000	0	0		100,021	100,021
Monkey Mia Jetty Reserve	20,627	400	400	0	0	0	0		21,027	21,027
Shared Fire Fighting System Reserve	27,607	540	540	0	0	0	0		28,147	28,147
	<b>1,955,268</b>	<b>28,540</b>	<b>28,540</b>	<b>387,167</b>	<b>655,054</b>	<b>(1,382,458)</b>	<b>(1,403,081)</b>		<b>988,517</b>	<b>1,235,781</b>

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



MINUTES ORDINARY COUNCIL MEETING

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Shire of Shark Bay					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 31 January 2017					
<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		
				216,458	
Foreshore project				200,000	
Jinker				20,000	
Admin Office Carpark				40,000	
Staff Housing				10,000	
Overlander Solar Relocation				80,000	
Museum Lighting				50,000	
Footpath Upgrades				40,000	
Drainage Upgrades				10,000	
Abultion Depot				50,000	
Information Signage				15,000	
Shade Shelters Eastern Foreshore				30,000	
Denham Hall				5,000	
SBDC Emergency Power				40,000	
Town Oval Bore 14-15 CFWD				50,000	
Town Oval Toilets				30,000	
Old Jail and Stables 14-15 CFWD					
	<b>1,302,197</b>		<b>81,667</b>	<b>886,458</b>	<b>497,406</b>
<b>Pensioner Unit Maintenance Reserve</b>	<b>10,160</b>				
Interest		Investment	100		
Transfer of Funds		General Revenue	10,500		
				20,000	
Upgrade to Units					
	<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		
				25,000	
Childcare Centre Softfall				5,000	
Recreation Centre 3 Phase Power				20,000	
Rectification Works Rec Centre				6,000	
Cricket Practice Nets				20,000	
Recreation Centre Signage					
	<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		
				85,000	
Camp Upgrades				20,000	
Major Plant items				215,000	
Prime Mover				27,000	
Works Manager- Dual Cab Ute				28,000	
Town Supervisor- Dual Cab Ute				25,000	
Town- Single Cab Ute					
	<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>\$1,382,458</b>	<b>\$988,517</b>

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 31 January 2017							
Note 8 CAPITAL DISPOSALS							
Actual YTD Profit/(Loss) of Asset Disposal					Original Budget		
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 31 01 2017		
\$	\$	\$	\$		Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
					\$	\$	\$
				<b>Plant and Equipment</b>			
				<b>Transport</b>			
95,000	(4,905)	40,000	(50,095)	Primemover Powerstar	(50,095)	(50,095)	0
43,000	(1,019)	30,000	(11,981)	Ute Hilux 4x4	(11,981)	(11,981)	0
34,000	(509)	25,062	(8,429)	Ute Dual Cab	(8,429)	(8,429)	0
32,000	(787)	24,545	(6,668)	Ute Ford Ranger	(6,668)	(6,668)	0
				Denham Recreational Boat Ramp (DOT asset)			
487,891	(11,607)	0	(476,284)		(476,284)	(476,284)	(0)
<b>691,891</b>	<b>(18,827)</b>	<b>119,607</b>	<b>(553,457)</b>		<b>(553,457)</b>	<b>(553,457)</b>	<b>0</b>
<b>Comments - Capital Disposal/Replacements</b>							

MINUTES ORDINARY COUNCIL MEETING

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Shire of Shark Bay											
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
For the Period Ended 31 January 2017											
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 \$	
<b>Note 9: RATING INFORMATION</b>											
<b>RATE TYPE</b>											
<b>Differential General Rate</b>											
GRV Rateable Property	0.092319	299	3,595,145	322,890	(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)	0		0	
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	220,000	1,000	221,000	
UV Mining	0.259757	1	21,367	4,579	(4,579)		0	5,550	-4,600	950	
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>		<b>441</b>	<b>10,023,032</b>	<b>1,202,592</b>	<b>(5,260)</b>	<b>(723)</b>	<b>1,196,609</b>	<b>1,217,812</b>	<b>-3,600</b>	<b>0</b>	<b>1,214,212</b>
<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		0	
<b>Sub-Totals</b>		<b>190</b>	<b>0</b>	<b>5,010</b>			<b>150,610</b>	<b>151,945</b>		<b>151,110</b>	
Concessions							(174,515)			(170,731)	
<b>Amount from General Rates</b>							<b>1,172,704</b>			<b>1,194,591</b>	
Specified Area Rates							38,468			38,470	
<b>Totals</b>							<b>1,211,172</b>			<b>1,233,061</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.											

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 31 January 2017								
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	2,720	9,425
Loan 53 - Staff Housing	62,945	0	21,358	19,660	41,587	43,285	255	3,200
Loan 56 - Staff Housing	79,415	0	7,819	15,870	71,596	63,545	2,064	4,880
	364,647	0	43,065	63,590	321,582	301,057	5,039	17,505

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

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 31 January 2017								
<b>Note 11: GRANTS AND CONTRIBUTIONS</b>								
Program/Details	Grant Provider	Approval	2016-17 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received/Invoiced	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGGC	Y	1,455,000	0	1,455,000	0	725,842	729,158
Grants Commission - Roads	WALGGC	Y	418,000	0	418,000	0	207,053	210,947
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	8,130	0	8,130	0	6,111	2,019
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Y	35,000	0	35,000	0	24,107	10,893
<b>RECREATION AND CULTURE</b>								
Foreshore Revitalisation	Royalties for Regions	Y	396,306	0	0	396,306	1,312,549	(916,243)
Community Bus	Lotterywest	N	150,000	0	0	150,000	0	150,000
Grant- Foreshore	Stronger Communities	Y	20,000	0	0	20,000	20,000	0
Grant- Walking Trail		N	50,000	0	50,000	0	0	50,000
Grant - Foreshore Playground	Lotterywest	Y	0	0	89,130	0	89,310	(89,310)
Grant - Museum Lighting	Tourism WA	Y	0	0	36,130	0	36,130	(36,130)
Grant- Waste Disposal	Shire of Carnarvon	Y	0	0	10,359	0	10,359	(10,359)
<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	252,000	48,000
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	0	659,800
Foreshore - DOT Boat Area	Royalties for Regions	Y	2,893,604	0	2,893,604	0	1,887,451	1,006,153
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	450,000	300,000
DOT - Trailer Parking-Non Cash Contribution	Department of Transport	Y	250,000	0	250,000	0	391,406	(141,406)
<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	432,700	(2,700)
Community Grant	Community Development	N	0	0	1,000	1,000	1,000	0
<b>TOTALS</b>			<b>8,284,840</b>	<b>0</b>	<b>6,883,353</b>	<b>1,539,106</b>	<b>6,228,047</b>	<b>2,057,793</b>
			Operating		6,896,734		4,534,325	
			Non-operating		1,388,106		1,844,722	
					8,284,840		6,379,047	
<b>Comments - Operating and Non Operating Grants</b>								

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<b>Shire of Shark Bay</b>					
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>					
<b>For the Period Ended 31 January 2017</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-Jan-17	
	\$	\$	\$	\$	
BCITF Levy	112	268	(312)	68	
Library Card Bond	100	100	(200)	0	
Bookeasy- Sales	0	291,532	(291,532)	0	
Kerb/Footpath Deposit	4,300	0	0	4,300	
Bond Key	2,450	1,010	(1,840)	1,620	
Hall Bond	0	550	(550)	0	
Police Licensing	4,470	174,330	(176,110)	2,690	
Election Deposit	0	80	(80)	0	
Marquee Deposit	0	700	(700)	0	
Building Licence Levy	0	993	(383)	610	
Road Reserve - Hughes Street	0	2,000	0	2,000	
Sunter Place - Recreation Reserve	95,343	1,438	(96,781)	0	
	<b>106,775</b>	<b>473,001</b>	<b>(568,488)</b>	<b>11,288</b>	

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

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)	(3,333)	(25,679)	22,346	25,679	Project completed
<b>Governance Total</b>			<b>(20,000)</b>	<b>(3,333)</b>	<b>(25,679)</b>	<b>22,346</b>		
<b>Housing</b>								
Staff housing Capital Works								
Staff Housing - 5 Spaven Way	1.2.4	CEO	(10,000)	(6,668)	0	(6,668)	0	
Staff Housing - 65 Brockman St	1.2.4	EMCD	(10,000)	(6,668)	(3,250)	(3,418)	3,250	
Staff Housing - 51 Durlacher St	1.2.4	EMFA	(10,000)	(6,668)	(246)	(6,422)	246	
Staff Housing - 80 Durlacher St	1.2.4	EMCD	(10,000)	(6,668)	0	(6,668)	0	
Pensioner Units Capital	3.7.1	EMCD	(20,000)	(13,332)	0	(13,332)	0	
<b>Housing Total</b>			<b>(60,000)</b>	<b>(40,004)</b>	<b>(3,496)</b>	<b>(36,508)</b>		
<b>Recreation and Culture</b>								
Denham Town Hall	3.7.1	EMCD	(30,000)	(30,000)	(10,019)	(19,981)	10,019	Project continuing.
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			(50,000)	(50,000)	0	(50,000)	0	
Recreation Centre - Signage	3.7.1	EMCD	(20,000)	(20,000)	(106)	(19,894)	106	Project completed.
<b>Recreation and Culture Total</b>			<b>(110,000)</b>	<b>(100,000)</b>	<b>(14,762)</b>	<b>(85,238)</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>(143,337)</b>	<b>(43,937)</b>	<b>(99,400)</b>		
<b>Drainage/Culverts</b>								
<b>Transport</b>								
Drainage upgrades	3.7.1	WKM	(40,000)	(17,780)	0	(17,780)	0	
<b>Transport Total</b>			<b>(40,000)</b>	<b>(17,780)</b>	<b>0</b>	<b>(17,780)</b>		
<b>Drainage/Culverts Total</b>			<b>(40,000)</b>	<b>(17,780)</b>	<b>0</b>	<b>(17,780)</b>		
<b>Footpaths</b>								
<b>Transport</b>								
Footpath Construction-Denham Footpath Plan	3.7.1	WKM	(50,000)	(33,332)	(777)	(32,555)		Project commenced.
<b>Transport Total</b>			<b>(50,000)</b>	<b>(33,332)</b>	<b>(777)</b>	<b>(32,555)</b>		
<b>Footpaths Total</b>			<b>(50,000)</b>	<b>(33,332)</b>	<b>(777)</b>	<b>(32,555)</b>		

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

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)	(6,668)	(1,458)	(5,210)	1,458	
<b>Recreation And Culture Total</b>			<b>(10,000)</b>	<b>(6,668)</b>	<b>(1,458)</b>	<b>(5,210)</b>		
<b>Furniture &amp; Office Equip. Total</b>			<b>(10,000)</b>	<b>(6,668)</b>	<b>(1,458)</b>	<b>(5,210)</b>		
<b>Heritage Assets</b>								
<b>Recreation And Culture</b>								
Museum and Art Gallery Lighting	2.2.2	WKM	(80,000)	(80,000)	(63,679)	(16,321)	63,679	Project completed.
Refurbishment of Old Jail and Stables - c/fwd	2.2.2	WKM	(30,000)	(30,000)	(10,796)	(19,204)	10,796	Project continuing.
<b>Recreation And Culture Total</b>			<b>(110,000)</b>	<b>(110,000)</b>	<b>(74,475)</b>	<b>(35,525)</b>		
<b>Heritage Assets Total</b>			<b>(110,000)</b>	<b>(110,000)</b>	<b>(74,475)</b>	<b>(35,525)</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)	(264,000)	(1,000)	264,000	Purchase completed.
Works Manager-Dual Cab Ute	1.1.6	WKM	(52,000)	(52,000)	(52,081)	81	52,081	Purchase completed.
Town- Dual Cab Ute	1.1.6	WKM	(48,000)	(48,000)	(43,253)	(4,747)	43,253	Purchase completed.
Town- Single Cab Ute	1.1.6	WKM	(45,000)	(45,000)	(41,763)	(3,237)	41,763	Purchase completed.
Camp Upgrades	1.1.6	WKM	(85,000)	(85,000)	0	(85,000)	0	
Major Plant Items	1.1.6	WKM	(20,000)	(13,332)	0	(13,332)	0	
Boat Jinker	1.1.6	WKM	(200,000)	(200,000)	(210,367)	10,367		Purchase completed.
<b>Transport Total</b>			<b>(715,000)</b>	<b>(708,332)</b>	<b>(611,464)</b>	<b>(96,868)</b>		
<b>Plant , Equipment and Vehicles Total</b>			<b>(865,000)</b>	<b>(708,332)</b>	<b>(611,464)</b>	<b>(96,868)</b>		

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

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)	(235,779)	0	(235,779)	85	
<b>Community Amenities Total</b>			<b>(378,341)</b>	<b>(235,779)</b>	<b>0</b>	<b>(235,779)</b>		
<b>Recreation And Culture</b>								
Recreation Grounds	1.6.7	WKM	(52,000)	(34,668)	(85)	(34,583)	85	
Foreshore Revitalisation	3.7.1	CEO	(1,125,000)	(1,125,000)	(1,282,933)	157,933	1,282,933	Project continuing.
Pontoon for Foreshore	3.7.1	WKM	(90,000)	(90,000)	(49,418)	(40,582)		Project completed.
Beach Access Ramp	3.7.1	WKM	(40,000)	(40,000)	(40,000)	0		Project completed.
Playground	3.7.1	WKM	0	0	(99,748)	99,748		Project completed.
Replace Shade shelters - Eastern Foreshore	3.7.1	WKM	(15,000)	(15,000)	(11,253)	(3,747)	11,253	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)	(16,668)	(15,934)	(734)	15,934	Project completed.
Town Oval Bore	3.7.1	WKM	(40,000)	(26,668)	(25,339)	(1,329)	25,339	Project continuing.
<b>Recreation And Culture Total</b>			<b>(1,393,000)</b>	<b>(1,354,004)</b>	<b>(1,524,710)</b>	<b>170,706</b>		
<b>Public Facilities Total</b>			<b>(1,771,341)</b>	<b>(1,589,783)</b>	<b>(1,524,710)</b>	<b>(65,073)</b>		

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

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)	(225,266)	(170,646)	(54,620)	170,646	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)	(238,366)	19,977	238,366	Project continuing.
R2R 15/16 - Knight Terrace	1.1.6	WKM	0	0	(82,882)	82,882	82,882	Carry over from 15/16
R2R 15/16 -Hughes Street	1.1.6	WKM	0	0	(15,624)	15,624	15,624	Carry over from 15/16
Road Projects R2R 16/17	1.1.6	WKM	(659,800)	(439,868)	0	(439,868)	0	
<b>Transport Total</b>			<b>(1,345,789)</b>	<b>(883,523)</b>	<b>(507,518)</b>	<b>(376,005)</b>		
<b>Roads (Non Town) Total</b>			<b>(1,345,789)</b>	<b>(883,523)</b>	<b>(507,518)</b>	<b>(376,005)</b>	<b>0</b>	
<b>Streetscapes</b>								
<b>Economic Services</b>								
Overlander - Solar Light Improvements	2.1.3	EMCD	(10,000)	(10,000)	0	(10,000)	0	
Welcome Signage	2.1.3	EMCD	(50,000)	(29,169)	(71,040)	41,871	71,040	Project completed.
<b>Economic Services Total</b>			<b>(60,000)</b>	<b>(39,169)</b>	<b>(71,040)</b>	<b>31,871</b>		
<b>Capital Expenditure Total</b>			<b>(4,452,130)</b>	<b>(3,531,924)</b>	<b>(2,835,379)</b>	<b>(696,545)</b>		

22 FEBRUARY 2017

12.4 BUDGET REVIEW 2016/2017  
FM00005

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved            Cr Capewell  
Seconded       Cr Cowell

**Council Resolution**

**That Council -**

- 1.     Accepts the budget review as presented;**
- 2.     Adopts the revised budget figures as budget amendments for the year ending 30 June 2017; and**
- 3.     Adopts the amended transfers to and from reserves for the year ended 30 June 2017.**

**6/0 CARRIED BY ABSOLUTE MAJORITY**

Background

Local Governments are required to conduct a budget review between 1 January and 31 March each financial year. This is a requirement covered by Regulation 33A of the *Local Government (Financial Management) Regulations 1996*. The intention of the legislation is to ensure Local Governments conduct at least one budget review between six and nine months into a financial year.

A budget review is a detailed comparison of the year to date actual results with the adopted budget. It determines whether the budget figures adopted by Council in July are still relevant and amends these figures to reflect the change in circumstances over the last 6 months.

Regulation 33A (2) and (3) of the Financial Management Regulations requires the results of the budget review to be submitted to Council within 30 days of the review. Council is then to consider the review and determine whether or not to adopt the review.

Regulation 33A(4) states that within 30 days after Council has made a determination, a copy of the review and determination is to be provided to the Department of Local Government.

Comment

The budget has been reviewed to continue to deliver on strategies adopted by the Council and the maintenance of a high level of service across all programs. Attached is a report on the budget changes for Council's information.

The actual opening surplus on the statement of financial activity as at 1 July 2016 was \$1,386,714 which is \$25,781 less than the estimated opening surplus of \$1,412,495.

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This predominantly occurred due to the delay in payment of the grant for the Foreshore Redevelopment.

### **Operating Revenue**

Amendments to the original operating revenue budget resulted in an overall decrease in revenue of \$496,595. This is mainly due to the decrease in grant income for the Department of Transport area. Grant income of \$375,000 for the foreshore trailer parking area was received in 2015/2016 but budgeted for 2016/2017 while the Royalties for Regions grant for this area was less than expected. Other items affecting operating revenue include the extra revenue for private works and 1616 celebrations and the transfer of the grant for the community bus from operating to capital.

### **Operating Expenditure**

Overall the review has increased the operating expenditure budget by \$586,494. This is due to an increase in expenditure for the loss on sale on the transfer of the Denham boat ramp to the Department of Transport of \$476,284 and the increase in depreciation on the road infrastructure of \$162,000 – these are however both non-cash items.

### **Capital Revenue**

Capital revenue has increased by \$1,201,244. This is mainly due to the increase in grant revenue for the Foreshore project of \$1,005,000 and the Museum of \$36,000. This area is also affected by the transfer of the grant for the community bus of \$150,000 from operating to capital.

### **Capital Expenditure**

Capital expenditure has increased by \$382,361. This is mainly due to the increase in expenditure on the Foreshore of \$257,000, the carry forward road projects from 2015/2016 of \$99,000 and extra expenditure on the Museum of \$36,000.

Note 13 of the attached report shows the detail of the capital expenditure.

### **Financing**

The area focuses mainly on transfer to and from reserves and this shows a net result of \$267,264. This is due to an increase of \$20,623 for the transfer from reserves and this reflects \$15,000 for the Information Bay expenditure as per Council's resolution and \$22,000 for the Foreshore project.

The transfer to reserves has increased by \$267,887 which is transferred to the infrastructure reserve for future projects.

Note 7 in the attached report shows the amended budget for reserve action for 2016/2017.

Also included in this area is the loan to the Shark Bay Bowling Club for \$20,000.

### **Overall Result**

Overall the closing funds will remain balanced with a nil surplus/deficit as a result of this budget review.

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Legal Implications

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires a Local Government to conduct a budget review between 1 January and 31 March each financial year.

Policy Implications

There are no policy implications associated with this report.

Financial Implications

The amendments result in a nil surplus and more accurately reflect the predicted revenue and expenditure on projects.

Strategic Implications

The budget review has been developed, taking into account the objectives of the Shire of Shark Bay's Strategic Community Plan 2016 and Corporate Business Plan. There are no new initiatives in this budget review which require an amendment to the Corporate Business Plan.

Risk Management

There is a requirement under the *Local Government (Financial Management) Regulations 1996* that a budget review be undertaken and therefore Council needs comply with the legislation. Therefore to not adopt a recommendation would present a high risk to Council.

Voting Requirements

Absolute Majority Required

Signatures

Chief Executive Officer

*P Anderson*

Date of Report

7 February 2017



MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY						
STATEMENT OF FINANCIAL ACTIVITY						
(Statutory Reporting Program)						
February 2017						
	Note	Original Budget	Actual to 31 December 2016	Amended Annual Budget	Variance	Comments
<b>Operating Revenues</b>						
Governance		\$ 5,000	\$ 11,033	\$ 14,000	9,000	Increase due to insurance reimbursements
General Purpose Funding - Rates	5	1,242,752	1,219,556	1,242,561	(191)	Net decrease in rate movements
General Purpose Funding - Other		1,955,540	975,693	1,937,540	(18,000)	Reduction in FA Grant and less interest on investments
Law, Order and Public Safety		52,830	24,868	60,530	7,700	Increase due to higher SES grant for 2016/17
Health		750	2,078	750	0	
Housing		84,760	39,913	75,000	(9,760)	Decrease due to vacant pensioner units
Community Amenities		284,000	250,997	266,000	(18,000)	Reduction due to Main Roads Litter Collection revenue now being treated as private works income
Recreation and Culture		520,150	294,039	415,150	(105,000)	Increase in SBDC sales and entrance fees and transfer of grant for community bus from operating to capital grant.
Transport		4,310,014	3,702,439	3,778,270	(531,744)	Net decrease in grants for Foreshore and DOT Marine areas
Economic Services		1,130,314	857,283	1,283,714	153,400	Increase in Private Works revenue, Caravan Park Leases and grants for 1616 Celebrations
Other Property and Services		34,000	27,543	50,000	16,000	Increase in refunds income - offset by expenditure
<b>Total Operating Revenue</b>		<b>9,620,110</b>	<b>7,405,442</b>	<b>9,123,515</b>	<b>(496,595)</b>	
<b>Operating Expense</b>						
Governance		(307,761)	(192,136)	(298,361)	9,400	Decrease in Members expenses
General Purpose Funding		(118,973)	(61,584)	(118,323)	650	Decrease in Administration overheads
Law, Order and Public Safety		(303,147)	(146,572)	(302,997)	150	Decrease in Cyclone pickup, depreciation and Kerbside numbering but increase in SES grant expenditure
Health		(65,372)	(25,584)	(64,532)	840	Decrease in Administration overheads
Housing		(184,713)	(83,527)	(164,423)	20,290	Transfer of Unit costs to Administration expenses
Community Amenities		(620,366)	(300,544)	(657,666)	(37,300)	Increase in expenditure for Economic Development and Tourism Strategies
Recreation and Culture		(2,099,333)	(1,111,000)	(2,103,183)	(3,850)	Decrease in costs of Parks and Gardens and council assistance program however an increase in Cape Inscription maintenance, Forshore shade covers and grant expenditure on decals for SBDC
Transport		(5,266,537)	(5,007,785)	(5,859,591)	(593,054)	Increase in depreciation on roads, loss on sale of assets and expenditure on DOT Marine area
Economic Services		(1,773,085)	(1,124,116)	(1,740,205)	32,880	Decrease in event development and 1616 celebrations expenditure
Other Property and Services		(33,500)	(82,663)	(50,000)	(16,500)	Increase in refunds expenditure and plant depreciation
<b>Total Operating Expenditure</b>		<b>(10,772,787)</b>	<b>(8,135,511)</b>	<b>(11,359,281)</b>	<b>(586,494)</b>	
<b>Funding Balance Adjustments</b>						
Add back Depreciation		1,782,700	892,018	1,785,230	2,530	Net changes to depreciation allocations
Adjust (Profit)/Loss on Asset Disposal	4	3,343	553,457	553,457	550,114	DOT
Adjust Provisions and Accruals		0	0	0	0	
<b>Net Cash from Operations</b>		<b>633,366</b>	<b>715,406</b>	<b>102,921</b>	<b>(530,445)</b>	
<b>Capital Revenues</b>						
Grants, Subsidies and Contributions	7	1,388,106	1,693,722	2,589,350	1,201,244	Increase in grants for Foreshore, Museum lighting and change in treatment of community bus grant to capital
Proceeds from Disposal of Assets	4	115,000	119,607	119,607	4,607	increase in proceeds on sale of assets
<b>Total Capital Revenues</b>		<b>1,503,106</b>	<b>1,813,329</b>	<b>2,708,957</b>	<b>1,205,851</b>	
<b>Capital Expenses</b>						
Land and Buildings	8	(200,000)	(43,211)	(205,000)	(5,000)	Increase in Admin office carpark and decrease in Recreation Centre and SBDC projects expenditure
Infrastructure - Roads	8	(1,345,789)	(465,593)	(1,456,400)	(110,611)	Carry Forward R2R projects from 2015/16
Infrastructure - Public Facilities	8	(1,771,341)	(1,494,673)	(1,987,091)	(215,750)	Increase in Foreshore expenditure (matched by grants)
Infrastructure - Streetscapes	8	(60,000)	(67,080)	(75,000)	(15,000)	As per Council resolution, increase in expenditure on Information Bay
Infrastructure - Footpaths	8	(50,000)	(777)	(50,000)	0	
Infrastructure - Drainage	8	(40,000)	0	(40,000)	0	
Heritage Assets	8	(110,000)	(69,976)	(146,000)	(36,000)	Increase in expenditure on Museum (matched by grant)
Plant and Equipment	8	(865,000)	(599,377)	(865,000)	0	
Furniture and Equipment	8	(10,000)	(1,458)	(10,000)	0	
<b>Total Capital Expenditure</b>		<b>(4,452,130)</b>	<b>(2,742,145)</b>	<b>(4,834,491)</b>	<b>(382,361)</b>	
<b>Net Cash from Capital Activities</b>		<b>(2,949,024)</b>	<b>(928,816)</b>	<b>(2,125,534)</b>	<b>823,490</b>	
<b>Financing</b>						
Proceeds from New Debentures		0	0	0	0	
Transfer from Reserves	3	1,382,458	1,012,895	1,403,081	20,623	Increase due to expenditure on Information Bay and Foreshore projects
Repayment of Debentures	6	(63,588)	(31,380)	(63,588)	0	
Transfer to Reserves	3	(415,707)	(323,850)	(683,594)	(267,887)	Increase is required to put more capacity into the Infrastructure Reserve for future projects
Loans to Community Organisations		0	(20,000)	(20,000)	(20,000)	As per Council Resolution - loan to Shark Bay Bowling Club
<b>Net Cash from Financing Activities</b>		<b>903,163</b>	<b>637,665</b>	<b>635,899</b>	<b>(267,264)</b>	
<b>Net Operations, Capital and Financing</b>		<b>(1,412,495)</b>	<b>424,255</b>	<b>(1,386,714)</b>	<b>25,781</b>	
<b>Opening Funding Surplus(Deficit)</b>	1	<b>1,412,495</b>	<b>1,386,714</b>	<b>1,386,714</b>	<b>(25,781)</b>	
<b>Closing Funding Surplus(Deficit)</b>	1	<b>0</b>	<b>1,810,969</b>	<b>0</b>	<b>0</b>	

NOTE: Note 5 shows the detail of changes to budgets.

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY					
STATEMENT OF BUDGET AMENDMENTS					
February 2017					
	Note	Annual Budget	Actual to 31 December 2016	Amended Annual Budget	Variance
<b>Operating Revenues</b>		\$		\$	\$
Rates	5	1,233,252	1,211,172	1,233,061	(191)
Operating Grants, Subsidies and Contributions	7	6,896,734	4,500,376	5,621,480	(1,275,254)
Fees and Charges		1,201,174	862,415	1,354,614	153,440
Interest Earnings		68,540	34,150	58,540	(10,000)
Other Revenue		217,000	797,329	855,820	638,820
Profit on Disposal of Assets	4	3,410	0	0	(3,410)
<b>Total Operating Revenue</b>		<b>9,620,110</b>	<b>7,405,442</b>	<b>9,123,515</b>	<b>(496,595)</b>
<b>Operating Expense</b>					
Employee Costs		(2,158,915)	(954,179)	(2,160,964)	(2,049)
Materials and Contracts		(6,295,604)	(5,337,203)	(6,301,015)	(5,411)
Utility Charges		(145,960)	(67,092)	(156,360)	(10,400)
Depreciation on Non-Current Assets		(1,782,700)	(892,018)	(1,785,230)	(2,530)
Interest Expenses		(17,505)	(3,824)	(17,505)	0
Insurance Expenses		(160,850)	(159,597)	(161,850)	(1,000)
Other Expenditure		(204,500)	(168,141)	(222,900)	(18,400)
Loss on Disposal of Assets	4	(6,753)	(553,457)	(553,457)	(546,704)
<b>Total Operating Expenditure</b>		<b>(10,772,787)</b>	<b>(8,135,511)</b>	<b>(11,359,281)</b>	<b>(586,494)</b>
<b>Funding Balance Adjustments</b>					
Add back Depreciation		1,782,700	892,018	1,785,230	2,530
Adjust (Profit)/Loss on Asset Disposal	4	3,343	553,457	553,457	550,114
Adjust Provisions and Accruals		0			0
<b>Net Cash from Operations</b>		<b>633,366</b>	<b>715,406</b>	<b>102,921</b>	<b>(530,445)</b>
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	7	1,388,106	1,693,722	2,589,350	1,201,244
Proceeds from Disposal of Assets	4	115,000	119,607	119,607	4,607
<b>Total Capital Revenues</b>		<b>1,503,106</b>	<b>1,813,329</b>	<b>2,708,957</b>	<b>1,205,851</b>
<b>Capital Expenses</b>					
Land and Buildings	8	(200,000)	(43,211)	(205,000)	(5,000)
Infrastructure - Roads	8	(1,345,789)	(465,593)	(1,456,400)	(110,611)
Infrastructure - Public Facilities	8	(1,771,341)	(1,494,673)	(1,987,091)	(215,750)
Infrastructure - Streetscapes	8	(60,000)	(67,080)	(75,000)	(15,000)
Infrastructure - Footpaths	8	(50,000)	(777)	(50,000)	0
Infrastructure - Drainage	8	(40,000)	0	(40,000)	0
Heritage Assets	8	(110,000)	(69,976)	(146,000)	(36,000)
Plant and Equipment	8	(865,000)	(599,377)	(865,000)	0
Furniture and Equipment	8	(10,000)	(1,458)	(10,000)	0
<b>Total Capital Expenditure</b>		<b>(4,452,130)</b>	<b>(2,742,145)</b>	<b>(4,834,491)</b>	<b>(382,361)</b>
<b>Net Cash from Capital Activities</b>		<b>(2,949,024)</b>	<b>(928,816)</b>	<b>(2,125,534)</b>	<b>823,490</b>
<b>Financing</b>					
Proceeds from New Debentures		0	0		
Transfer from Reserves	3	1,382,458	1,012,895	1,403,081	20,623
Repayment of Debentures	6	(63,588)	(31,380)	(63,588)	0
Transfer to Reserves	3	(415,707)	(323,850)	(683,594)	(267,887)
Loans to Community Organisations		0	(20,000)	(20,000)	(20,000)
<b>Net Cash from Financing Activities</b>		<b>903,163</b>	<b>637,665</b>	<b>635,899</b>	<b>(267,264)</b>
<b>Net Operations, Capital and Financing</b>		<b>(1,412,495)</b>	<b>424,255</b>	<b>(1,386,714)</b>	<b>25,781</b>
<b>Opening Funding Surplus(Deficit)</b>		<b>1,412,495</b>	<b>1,386,714</b>	<b>1,386,714</b>	<b>(25,781)</b>
<b>Closing Funding Surplus(Deficit)</b>		<b>0</b>	<b>1,810,969</b>	<b>0</b>	<b>0</b>

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY				
STATEMENT OF BUDGET AMENDMENTS				
February 2017				
Capital Acquisitions	Note	Amended Budget	Annual Budget	
		\$	\$	
Land and Buildings	13	(205,000)	(305,000)	
Infrastructure Assets - Roads	13	(1,456,400)	(1,127,400)	
Infrastructure Assets - Public Facilities	13	(1,987,091)	(1,746,341)	
Infrastructure Assets - Footpaths	13	(50,000)	(50,000)	
Infrastructure Assets - Drainage	13	(40,000)	(40,000)	
Infrastructure Assets - Streetscapes	13	(75,000)	(278,389)	
Heritage Assets	13	(146,000)	(30,000)	
Plant and Equipment	13	(865,000)	(865,000)	
Furniture and Equipment	13	(10,000)	(10,000)	
<b>Capital Expenditure Totals</b>		<b>(4,834,491)</b>	<b>(4,452,130)</b>	



MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
February 2017

Note 2: BUDGET AMENDMENTS

Program	Ledger No.	Description	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
		Opening Deficit			(25,781)	(25,781)
<b>OPERATING</b>						
General Purpose Funding	Rates	00101600		1,050		(24,731)
		00103017			(1,579)	(26,310)
		00102030		79,193		52,883
		00103053			(835)	52,048
		00103095			(4,600)	47,448
		00103150			(1,900)	45,548
		00103159			(72,370)	(26,822)
	General Purpose Income	00203245			(4,000)	(30,822)
		00203246			(4,000)	(34,822)
	Interest on Investments	00304140			(10,000)	(44,822)
	Other General Purpose Income	00401600		1,500		(43,322)
Governance	Members of Council	05101010		3,000		(40,322)
		05101080		2,500		(37,822)
		05101091		5,000		(32,822)
		05101282		4,000		(28,822)
		05101600		900		(27,922)
		05102615		3,000		(24,922)
	Administration Other	05200001			(16,100)	(41,022)
		05200612		10,000		(31,022)
		05200672		13,500		(17,522)
		05200686		5,000		(12,522)
		05200928			(5,000)	(17,522)
		05200929		12,000		(5,522)
		05200930			(2,500)	(8,022)
		05200951			(2,500)	(10,522)
		05201299			(16,500)	(27,022)
		05201300		12,000		(15,022)
		05201301	(1,300)			
		05201302	(6,800)			
		05201605			(27,000)	(42,022)
		05204405		9,000		(33,022)

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
February 2017

**Note 2: BUDGET AMENDMENTS**

Program	Ledger No.	Description	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	
Law, Order and Public Safety	10101600	Governance Overheads		400		(32,622)	
	10103218	FESA Grant - Bushfire Brigade			(4,500)	(37,122)	
	10201600	Governance Overheads		400		(36,722)	
	10203858	Dog Registration Fees			(2,500)	(39,222)	
	Other Law, Order and Public Safety	10301600	Governance Overheads		500		(38,722)
		10301301	Depreciation - Plant and Equipment	(4,300)			
		10302426	Cyclone Clean Up		5,750		(32,972)
		10302793	Kerbside Numbering		2,800		(30,172)
		10302795	SES Denham - Operating			(14,000)	(44,172)
		10303218	Grant FESA - SES		13,700		(30,472)
	10303824	Fines and Penalties		1,000		(29,472)	
Health	15101600	Governance Overheads		570		(28,902)	
	15301600	Governance Overheads		270		(28,632)	
Housing	Staff Housing	09100022	65 Brockman Street - Utilities			(1,200)	(29,832)
		09100043	80 Durlacher Street - Maintenance			(1,000)	(30,832)
		09100062	16A Sunter Place - Utilities			(1,000)	(31,832)
		09100072	16B Sunter Place - Utilities			(800)	(32,632)
		09100100	Staff Housing Costs Allocated to Services		19,300		(13,332)
		09100101	Unit 6 Hughes Street Allocated		4,000		(9,332)
	Pensioner Units	25101600	Governance Overheads		990		(8,342)
		25103960	Rent - Pensioner Unit 1			(1,520)	(9,862)
		25103963	Rent - Pensioner Unit 4			(4,120)	(13,982)
	25103972	Rent - Pensioner Unit 13			(4,120)	(18,102)	

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
February 2017

**Note 2: BUDGET AMENDMENTS**

Program	Ledger No.	Description	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	
Community Amenities	Household Rubbish	30101600	Governance Overheads	690		(17,412)	
	Sanitation Other	30201600	Governance Overheads		780		(16,632)
		30202190	Rural Rubbish Tip Maintenance			(2,000)	(18,632)
		30202600	Main Roads Rubbish Collection		15,000		(3,632)
		30203326	Refuse Recycling Initiatives Grant		10,000		6,368
		30203743	Main Roads Rubbish Collection			(18,000)	(11,632)
	Town Planning	30301600	Governance Overheads		1,200		(10,432)
		30302857	Tourism and Development Strategy			(10,000)	(20,432)
		30302806	Economic Development Strategy			(30,000)	(50,432)
		30302803	Local Planning Scheme Review			(2,500)	(52,932)
	Other Community Amenities	30401600	Governance Overheads		630		(52,302)
		30401303	Depreciation - Buildings	2,700			
		30401304	Depreciation - Public Facility	4,600			
		30401931	Maintenance - Cemeteries			(3,800)	(56,102)
Recreation and Culture	Public Halls & Civic Centres	35101310	Depreciation	4,700			
		35101600	Governance Overheads		720		(55,382)
		35110732	Maintenance - Denham Hall			(5,000)	(60,382)
	Foreshore	35200732	Maintenance - Foreshore Playground			(20,300)	(80,682)
		35201600	Governance Overheads		720		(79,962)
		35203330	Foreshore Revitalisation Grant		916,244		836,282
		35203333	Playground Grant		89,000		925,282
	35210776	Utilities - Foreshore/Lagoon		3,000		928,282	

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
February 2017							
Note 2: BUDGET AMENDMENTS							
Program	Ledger No.	Description	Non Cash Adjustment	Increase In Available Cash	Decrease In Available Cash	Amended Budget Running Balance	
Other Recreation and Sport	35301301	Depreciation - Plant and Equipment	(2,900)				
	35301302	Depreciation - Furniture and Equipment	(4,700)				
	35300861	Running Costs - Community Bus			(2,500)	925,782	
	35301166	Capital Assistance Grants		20,000		945,782	
	35301600	Governance Overheads		1,050		946,832	
	35302241	Maintenance - Town Common/Little Lagoon			(2,500)	944,332	
	35302244	Maintenance - Town Oval		10,000		954,332	
	35302281	Maintenance - Walk Trails			(2,500)	951,832	
	35303238	Transfer from Trust Account		7,000		958,832	
	35303810	Gymnasium Fees			(2,000)	956,832	
	35305589	Insurance Claim - Pontoon			(5,300)	951,532	
	35311301	Depreciation Bus	(8,900)				
	35312161	Parks and Gardens - Town Parks		10,000		961,532	
	35312162	Parks and Gardens - Foreshore Parks		10,000		971,532	
	35330776	Utilities - Town Oval			(1,400)	970,132	
	TV & Radio Broadcasting	35401600	Governance Overheads		390		970,522
		35401301	Depreciation - TV Transmission	(24,300)			
	Libraries	35501600	Governance Overheads		1,290		971,812
	Other Culture	35601465	Insurance - Galla Curci		1,000		972,812
	Museum	35701600	Governance Overheads		300		973,112
35701470		Insurance - Heritage Assets			(2,000)	971,112	
	35703010	Museum Lighting Grant		36,000		1,007,112	
	35705127	Cape Inscription Maintenance			(13,000)	994,112	
World Heritage	36000611	Salaries and Wages			(5,800)	988,312	
	36000683	Staff Housing Costs			(1,000)	987,312	
	36000685	Insurance - Workers Compensation		1,100		988,412	
	36000901	Merchant Fees			(4,000)	984,412	
	36000975	Printing and Stationery			(3,000)	981,412	
	36001302	Depreciation - F & E	(15,000)				
	36000996	Decals/signage project			(17,000)	964,412	
	36001600	Governance Overheads		780		965,192	
	36002699	Merchandise Purchases			(30,000)	935,192	
	36003722	Entrance Fees		10,000		945,192	
	36003770	Merchandise Sales		30,000		975,192	

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
February 2017

Note 2: BUDGET AMENDMENTS

Program	Ledger No.	Description	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Transport	Streets, Roads and Depot	45101301	Depreciation - Plant and Equipment	(3,900)		
		45101305	Depreciation - Country Roads	125,000		
		45101306	Depreciation - Town Streets	37,630		
		45101600	Governance Overheads		1,110	
		45102001	Maintenance - Drainage/Sump			(2,100)
		45102216	Maintenance - Street and Traffic Signs			(10,000)
		45102762	Road Date Collection		4,400	
		45103280	Useless Loop Maintenance Grant		15,000	
		Road Plant Purchases	45201501	Loss on Sale of Assets	70,420	
			45201600	Governance Overheads	600	
			45204250	Profit on Sale of Assets	3,410	
		Monkey Mia Boating Facilities	45401600	Governance Overheads	300	
		Denham Marine Facilities	45501600	Governance Overheads	600	
			45500776	Utilities - Denham Marina		(9,000)
			45501470	Insurance - Denham Marina		(1,000)
			45501501	Loss on Sale of Assets	476,284	
			45501998	Marina Slipway Haulage	4,770	
			45502105	RBFS - DOT Trailer Parking	260,300	
			45502106	R4R - DOT Boat Area		(137,600)
			45503730	Fuel Wharfage Charge	6,000	
			45503753	Pen and Berthing Fees	15,000	
			45503759	DOT Reimbursement for Foreshore	600,820	
			45503761	RBFS - DOT Trailer Parking Grant		(300,000)
			45503762	R4R - DOT Boat Area		(1,006,154)
			45503763	DOT Non Cash Contribution	141,000	
	Economic Services	Community Development	50100660	Staff Training		(2,000)
		50100770	Staff Housing		(2,200)	
		50101600	Governance Overhead	630		
		50102665	Other Minor Expenditure		(2,500)	
		50102748	Grants - Community Development	1,000		
		50102755	Event Development	25,000		

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

SHIRE OF SHARK BAY  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
February 2017

Note 2: BUDGET AMENDMENTS

Program	Ledger No.	Description	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	
Tourism and Area Promotion	50201471	Insurance Claim - Overlander			(5,700)	573,468	
	50201600	Governance Overhead		870		574,338	
	50202394	1616 Celebrations - Tourism WA			(75,000)	499,338	
	50202395	2016 Celebrations		562,580		1,061,918	
	50202397	1616 Celebrations -GDC			(274,970)	786,948	
	50202398	1616 Celebrations - Economic Evaluation			(40,000)	746,948	
	50202400	1616 Celebrations - SOSB Activities			(50,000)	696,948	
	50202401	1616 Celebrations - Dutch Embassy Grant			(22,700)	674,248	
	50202402	1616 Celebrations - Staff Time			(3,100)	671,148	
	50203862	1616 Celebrations - Grants		22,700		693,848	
	50203903	Caravan Park Leases		22,700		716,548	
	Building Control	50301600	Governance Overhead		720		717,268
		50401600	Governance Overhead		750		718,018
	Other Economic Services	50403930	Rental Shop 4		12,000		730,018
		50501900	Private Works - Other			(79,500)	650,518
Private Works	50504010	Private Works - Income		95,000		745,518	
Other Property and Services	Public Works Overheads	55100509	Annual Leave		13,500		759,018
		55100561	FBT			(8,000)	751,018
		55100585	Public Holidays		5,200		756,218
		55100675	Superannuation		12,700		768,918
		55101580	Public Works Allocated to Services			(27,800)	741,118
	Plant Operation Costs	55101600	Governance Overheads		4,400		745,518
		55201585	Plant Costs Allocated to Services			(83,390)	662,128
		55201600	Governance Overheads		1,890		664,018
		55201623	Depreciation	(100,000)			664,018
		55201635	Repairs			(17,000)	647,018
	Other Property and Services	55201639	Tyres		5,000		652,018
		55201640	Workshop Consumables			(2,500)	649,518
		55204420	Diesel Fuel Rebate			(4,000)	645,518
		55301653	Purchases - Bulk Fuel			(500)	645,018
		Unclassified	55501280	Refunds Expenditure			(20,000)
55504460	Refunds Income			20,000		645,018	

MINUTES ORDINARY COUNCIL MEETING

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SHIRE OF SHARK BAY  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
February 2017

**Note 2: BUDGET AMENDMENTS**

Program	Ledger No.	Description	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
<b>CAPITAL</b>						
Land and Buildings	05204735	Shire Office Carpark			(10,000)	635,018
	35304739	Recreation Centre - 3 Phase Power		3,000		638,018
	36004992	Discovery Centre - Emergency Power		2,000		640,018
Heritage Assets	35705130	Museum and Art Gallery			(36,000)	604,018
Public Facilities	30105578	Recycling Facilities			(10,000)	594,018
	35205535	Foreshore Revitalisation			(157,000)	437,018
	35305588	Pontoon for Foreshore		42,000		479,018
	35205	Foreshore Playground			(99,750)	379,268
	352060	Shade Shelters - Eastern End Foreshore		3,000		382,268
	3530555	Practice Cricket Nets			(3,000)	379,268
	35104736	Childcare Softfall		9,000		388,268
Roads (Non Town)	45180079	R2R Knight Terrace			(83,000)	305,268
	45180080	R2R Hughes Street			(16,000)	289,268
	45180081	R2R Cycleways - Foreshore			(11,611)	277,657
Sreetscapes	50205728	Welcome Signage Improvements			(15,000)	262,657
Reserves		Transfer to Reserves			(267,887)	(5,230)
		Transfer from Reserves		20,623		15,393
		Loan to Community Group			(20,000)	(4,607)
Sale of Assets		Proceeds from sale		4,607		0
			552,644	3,328,987	(3,328,987)	

MINUTES ORDINARY COUNCIL MEETING

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Shire of Shark Bay									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
February 2017									
<u>Note 3: Cash Backed Reserve</u>									
Name	Opening Balance	Original Budget Interest Earned	Amended Budget Interest Earned	Original Budget Transfers In (+)	Amended Budget Transfers In (+)	Original Budget Transfers Out (-)	Amended Budget Transfers Out (-)	Original Budget Closing Balance	Amended Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Infrastructure Reserve	1,302,197	15,000	15,000	66,667	334,554	(886,458)	(928,519)	497,406	723,232
Pensioner Unit Maintenance Reserve	10,160	100	100	10,500	10,500	(20,000)	(20,000)	760	760
Recreation Facility Replacement/Upgrade Res.	366,294	6,400	6,400	0	0	(76,000)	(66,750)	296,694	305,944
Plant Replacement Reserve	140,462	4,000	4,000	300,000	300,000	(400,000)	(387,812)	44,462	56,650
Leave Reserve	87,921	2,100	2,100	10,000	10,000	0	0	100,021	100,021
Monkey Mia Jetty Reserve	20,627	400	400	0	0	0	0	21,027	21,027
Shared Fire Fighting System Reserve	27,607	540	540	0	0	0	0	28,147	28,147
	<b>1,955,268</b>	<b>28,540</b>	<b>28,540</b>	<b>387,167</b>	<b>655,054</b>	<b>(1,382,458)</b>	<b>(1,403,081)</b>	<b>988,517</b>	<b>1,235,781</b>

MINUTES ORDINARY COUNCIL MEETING

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Shire of Shark Bay  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 February 2017

Note 4 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal					Amended Budget			Comments
Cost	Accum Depr	Proceeds	Profit (Loss)		Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
\$	\$	\$	\$		\$	\$	\$	
				<b>Plant and Equipment</b>				
				<b>Transport</b>				
95,000	(4,904)	40,000	(50,096)	Primemover Powerstar	(50,096)	(50,096)	0	
43,000	(1,019)	30,000	(11,981)	Ute Hilux 4x4	(11,981)	(11,981)	0	
34,000	(509)	25,062	(8,429)	Ute Dual Cab	(8,429)	(8,429)	0	
32,000	(787)	24,545	(6,668)	Ute Ford Ranger	(6,668)	(6,668)	0	
487,891	(11,607)	0	(476,284)	Denham Recreational Boat Ramp (DOT asset)	(476,284)	(476,284)	(0)	
<b>691,891</b>	<b>(18,826)</b>	<b>119,607</b>	<b>(553,457)</b>		<b>(553,457)</b>	<b>(553,457)</b>	<b>0</b>	

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Shire of Shark Bay											
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
February 2017											
Note 5: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
RATE TYPE											
<b>Differential General Rate</b>											
GRV Rateable Property	0.09232	299	3,595,145	322,890	(681)	(723)	321,486	331,900	0	0	331,900
GRV Vacant	0.09232	18	345,894	28,041			28,041	31,933			31,933
GRV - Commercial	0.09487	43	2,041,029	191,231			191,231	193,637			193,637
GRV - Industrial/Residential	0.10216	44	610,127	61,093			61,093	62,331			62,331
GRV Industrial /Residential Vacant	0.09232	2	17,100	(474)			(474)	0			0
GRV Rural Commercial	0.09595	5	304,200	29,188			29,188	29,188			29,188
GRV Resort	0.10128	2	1,112,800	112,703			112,703	112,700			112,700
UV General	0.19045	6	739,348	219,156			219,156	220,000	1,000		221,000
UV Mining	0.25976	1	21,367	4,579	(4,579)		0	5,550	-4,600		950
UV Pastoral	0.13043	12	654,760	85,399			85,399	85,399			85,399
UV Exploration	0.24976	9	581,262	148,786			148,786	145,174			145,174
<b>Sub-Totals</b>		441	10,023,032	1,202,592	(5,260)	(723)	1,196,609	1,217,812	-3,600	0	1,214,212
<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	0			0
<b>Sub-Totals</b>		190	0	150,610		0	150,610	151,110			151,110
Concessions							(174,515)				(170,731)
<b>Amount from General Rates</b>							<b>1,172,704</b>				<b>1,194,591</b>
Specified Area Rates							38,468				38,470
<b>Totals</b>							<b>1,211,172</b>				<b>1,233,061</b>

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Shire of Shark Bay											
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
February 2017											
6. INFORMATION ON BORROWINGS											
(a) Debenture Repayments											
Particulars	Principal 1-Jul-16	New Loans	Principal Repayments			Principal Outstanding			Interest Repayments		
			Actual \$	Original Budget \$	Amended Budget \$	Actual \$	Original Budget \$	Amended Budget \$	Actual \$	Original Budget \$	Amended Budget \$
Loan 53 - Staff Housing	62,945	0	9,673	19,659	19,659	53,272	43,286	43,286	66	3,200	3,200
Loan 56 - Staff Housing	79,415	0	7,819	15,872	15,872	71,596	63,543	63,543	1,771	4,880	4,880
Loan 57 - Monkey Mia Bore	222,287	0	13,888	28,057	28,057	208,399	194,230	194,230	1,987	9,425	9,425
	364,647	0	31,380	63,588	63,588	333,267	301,059	301,059	3,824	17,505	17,505



MINUTES ORDINARY COUNCIL MEETING

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<b>CAPITAL WORKS PROGRAM 2016/17</b>					
<b>Infrastructure Assets</b>	<b>Strategic Plan Reference</b>	<b>Responsible Officer</b>	<b>Original Annual Budget</b>	<b>Actual to 31 December</b>	<b>Amended Annual Budget</b>
<b>Land and Buildings</b>					
<b>Governance</b>					
Admin Office Carpark	1.1.6	WKM	(20,000)	(25,679)	(30,000)
<b>Governance Total</b>			<b>(20,000)</b>	<b>(25,679)</b>	<b>(30,000)</b>
<b>Buildings</b>					
<b>Housing</b>					
Staff housing Capital Works					
Staff Housing - 5 Spaven Way	3.2.1	CEO	(10,000)	0	(10,000)
Staff Housing - 65 Brockman St	3.2.1	EMCD	(10,000)	(2,800)	(10,000)
Staff Housing - 51 Durlacher St	3.2.1	EMFA	(10,000)	(77)	(10,000)
Staff Housing - 80 Durlacher St	3.2.1	EMCD	(10,000)	0	(10,000)
Pensioner Units Capital	3.2.1	EMCD	(20,000)	0	(20,000)
<b>Housing Total</b>			<b>(60,000)</b>	<b>(2,877)</b>	<b>(60,000)</b>
<b>Recreation and Culture</b>					
Denham Town Hall	2.2.1	WKM	(30,000)	(10,019)	(30,000)
Recreation Centre - 3 Phase Power	2.2.1	EMCD	(5,000)	(1,736)	(2,000)
Discovery Centre - Emergency Power	1.1.2	EMCD	(5,000)	(2,900)	(3,000)
Town Oval Toilets	2.2.1	WKM	(50,000)	0	(50,000)
Recreation Centre - Signage	2.2.1	EMCD	(20,000)	0	(20,000)
<b>Recreation and Culture Total</b>			<b>(110,000)</b>	<b>(14,655)</b>	<b>(105,000)</b>
<b>Transport</b>					
Depot - New Ablution	3.2.1	WKM	(10,000)	0	(10,000)
<b>Transport Total</b>			<b>(10,000)</b>	<b>0</b>	<b>(10,000)</b>
<b>Land and Buildings Total</b>			<b>(200,000)</b>	<b>(43,211)</b>	<b>(205,000)</b>
<b>Drainage/Culverts</b>					
<b>Transport</b>					
Drainage upgrades	3.2.1	WKM	(40,000)	0	(40,000)
<b>Transport Total</b>			<b>(40,000)</b>	<b>0</b>	<b>(40,000)</b>
<b>Drainage/Culverts Total</b>			<b>(40,000)</b>	<b>0</b>	<b>(40,000)</b>
<b>Footpaths</b>					
<b>Transport</b>					
Footpath Construction	3.2.1	WKM	(50,000)	(777)	(50,000)
<b>Transport Total</b>			<b>(50,000)</b>	<b>(777)</b>	<b>(50,000)</b>
<b>Footpaths Total</b>			<b>(50,000)</b>	<b>(777)</b>	<b>(50,000)</b>

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	Actual to 31 December	Amended Annual Budget
<b>Furniture &amp; Office Equip.</b>					
<b>Recreation And Culture</b>					
Discovery Centre - Furniture & Equipment	1.4.2	EMCD	(10,000)	(1,458)	(10,000)
<b>Recreation And Culture Total</b>			<b>(10,000)</b>	<b>(1,458)</b>	<b>(10,000)</b>
<b>Furniture &amp; Office Equip. Total</b>			<b>(10,000)</b>	<b>(1,458)</b>	<b>(10,000)</b>
<b>Heritage Assets</b>					
<b>Recreation And Culture</b>					
Museum and Art Gallery Lighting	1.4.2	EMCD	(80,000)	(59,180)	(116,000)
Refurbishment of Old Jail and Stables - c/fwd	2.2.2	WKM	(30,000)	(10,796)	(30,000)
<b>Recreation And Culture Total</b>			<b>(110,000)</b>	<b>(69,976)</b>	<b>(146,000)</b>
<b>Heritage Assets Total</b>			<b>(110,000)</b>	<b>(69,976)</b>	<b>(146,000)</b>
<b>Plant , Equipment and Vehicles</b>					
<b>Recreation and Culture</b>					
Community Bus	3.2.1	EMCD	(150,000)	0	(150,000)
<b>Recreation and Culture</b>			<b>(150,000)</b>	<b>0</b>	<b>(150,000)</b>
<b>Transport</b>					
Prime Mover	4.1.3	WKM	(265,000)	(264,000)	(265,000)
Dual Cab Ute - Works Manager	4.1.3	WKM	(52,000)	(52,081)	(52,000)
Dual Cab Ute - Town	4.1.3	WKM	(48,000)	(43,253)	(48,000)
Single Cab Ute - Town	4.1.3	WKM	(45,000)	(41,763)	(45,000)
Camp Upgrades	4.1.3	WKM	(85,000)	0	(85,000)
Major Plant Items	4.1.3	WKM	(20,000)	0	(20,000)
Boat Jinker	4.1.3	WKM	(200,000)	(198,280)	(200,000)
<b>Transport Total</b>			<b>(715,000)</b>	<b>(599,377)</b>	<b>(715,000)</b>
<b>Plant , Equipment and Vehicles Total</b>			<b>(865,000)</b>	<b>(599,377)</b>	<b>(865,000)</b>

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	Actual to 31 December	Amended Annual Budget
<b>Public Facilities</b>					
<b>Community Amenities</b>					
Refuse Tip and Recycling	1.1.2	WKM	(378,341)	0	(388,341)
<b>Community Amenities Total</b>			<b>(378,341)</b>	<b>0</b>	<b>(388,341)</b>
<b>Recreation And Culture</b>					
Recreation Grounds	2.2.1	WKM	(52,000)	(85)	(52,000)
Foreshore Revitalisation	1.5.1	CEO	(1,125,000)	(1,275,174)	(1,282,000)
Pontoon for Foreshore	1.5.1	WKM	(90,000)	(48,774)	(48,000)
Beach Access Ramp	1.5.1	CEO	(40,000)	(40,000)	(40,000)
Playground	1.5.1	CEO	0	(99,748)	(99,750)
Replace Shade Shelters - Eastern Foreshore	2.2.1	WKM	(15,000)	(11,679)	(12,000)
Practice Cricket Nets	2.2.1	WKM	(6,000)	0	(9,000)
Childcare Centre Softfall	2.2.1	WKM	(25,000)	(15,934)	(16,000)
Town Oval Bore	2.2.1	WKM	(40,000)	(3,279)	(40,000)
<b>Recreation And Culture Total</b>			<b>(1,393,000)</b>	<b>(1,494,673)</b>	<b>(1,598,750)</b>
<b>Public Facilities Total</b>			<b>(1,771,341)</b>	<b>(1,494,673)</b>	<b>(1,987,091)</b>

MINUTES ORDINARY COUNCIL MEETING

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Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	Actual to 31 December	Amended Annual Budget
<b>Roads (Non Town)</b>					
<b>Transport</b>					
Useless Loop Road - RRG 16/17	1.1.2	WKM	(377,600)	(170,646)	(377,600)
R2R Nanga Road	1.1.2	WKM	(90,000)	0	(90,000)
R2R Cycleways - Foreshore	1.1.2	WKM	(218,389)	(196,441)	(230,000)
R2R 15/16 Knight Terrace - Carry Forward 15/16	1.1.2	WKM	0	(82,882)	(83,000)
R2R 15/16 Hughes Street - Carry Forward 15/16	1.1.2	WKM	0	(15,624)	(16,000)
Road Projects R2R 16/17	1.1.2	WKM	(659,800)	0	(659,800)
<b>Transport Total</b>			<b>(1,345,789)</b>	<b>(465,593)</b>	<b>(1,456,400)</b>
<b>Roads (Non Town) Total</b>			<b>(1,345,789)</b>	<b>(465,593)</b>	<b>(1,456,400)</b>
<b>Streetscapes</b>					
<b>Economic Services</b>					
Welcome Signage	1.4.2	EMCD	(50,000)	(67,080)	(65,000)
Overlander - Solar Light Improvements	1.4.2	EMCD	(10,000)	0	(10,000)
<b>Economic Services Total</b>			<b>(60,000)</b>	<b>(67,080)</b>	<b>(75,000)</b>
<b>Streetscapes Total</b>			<b>(60,000)</b>	<b>(67,080)</b>	<b>(75,000)</b>
<b>Capital Expenditure Total</b>			<b>(4,452,130)</b>	<b>(2,742,145)</b>	<b>(4,834,491)</b>

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**13.0 TOWN PLANNING REPORT**

**13.1 PROPOSED OUTBUILDING – LOT 36 (5) DIRK PLACE, DENHAM P1161**

AUTHOR

Liz Bushby, Gray 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 Capewell

Nature of Interest: Proximity Interest as owns property next door.

Cr Capewell left the Council Chamber at 4.53 pm

Moved            Cr Ridgely

Seconded       Cr Laundry

**Council Resolution**

**That Council:**

1. **Note that the application for a proposed outbuilding on Lot 36 (5) Dirk Place Denham was advertised to the adjacent owner of Lot 37 Dirk Place, Denham for 14 days and no submission was received.**
2. **Approve the application lodged by Thomas Webb for an outbuilding on Lot 36 (5) Dirk Place Denham subject to the following conditions and footnote advice:**
  - (i) **The plans lodged with this application dated shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.**
  - (ii) **The outbuilding shall only be utilised for non habitable purposes at all times.**
  - (iii) **The external colours and materials of the outbuilding shall harmonise with the colours and materials of existing development on site to the satisfaction of the Chief Executive Officer.**
  - (iv) **All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land unless otherwise approved in writing by the Chief Executive Officer.**

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- (v) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.

**FOOTNOTE ADVICE:**

- (a) This is a planning consent only and a separate Building Permit is required.

**5/0 CARRIED**

Cr Ridgely returned to Council Chamber at 4.55pm

BACKGROUND

Lot 36 has an approximate area of 875m<sup>2</sup>, has been developed with a single house, and a cream colorbond outbuilding in the south east portion of the lot. A location plan and site photograph is included below for ease of reference.



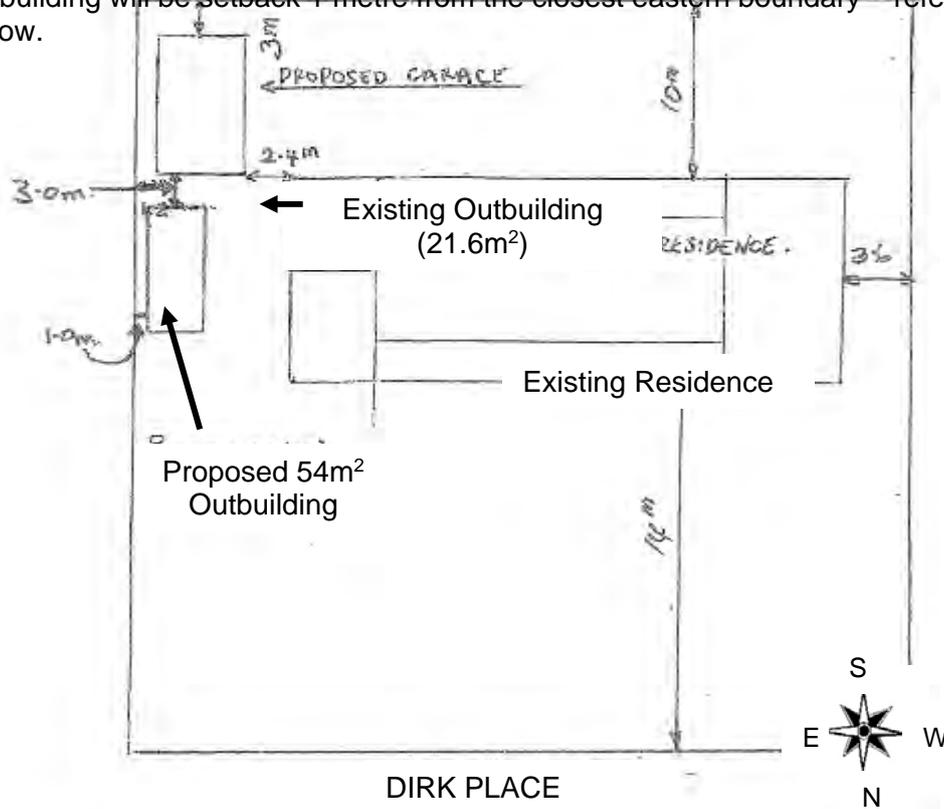


The lot is zoned Residential with a flexible R12.5/30 density code under the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme').

COMMENT

The applicant proposes to construct a 54m<sup>2</sup> outbuilding to the east of the existing dwelling. The outbuilding is proposed to have a wall height of 4 metres and maximum height of 4.6 metres (to the roof peak).

The floor area is proposed to measure 4.5 metres wide and 12 metres long. The outbuilding will be setback 1 metre from the closest eastern boundary – refer site plan below.



• **State Planning Policy 3.1 - Residential Design Codes ('the Codes')**

The Residential Design Codes ('R Codes') operate as a State Planning Policy produced by the Western Australian Planning Commission. The R Codes provide a basis for the control and assessment of residential development throughout Western Australia.

The R Codes have two separate options for the assessment of development including 'Deemed to Comply' criteria and 'Design Principles'.

Where an application proposes a variation to the 'Deemed to Comply' criteria of the Codes, then planning approval is required for the development, and a more detailed assessment has to be made based on 'Design Principles' in the Codes.

Under the Codes there are specific 'deemed to comply' requirements for outbuildings as summarised in the table over page.

<b>Clause 5.4.3 C3 'deemed to comply' criteria / Outbuildings that:</b>	<b>Officer Comment (Gray &amp; Lewis)</b>
(i) are not attached to the building	Complies.
(ii) are non habitable	Complies.
(iii) collectively do not exceed 60sqm in area or 10 percent in aggregate of the site area, whichever is the lesser	Variation. The combined area of the existing and proposed outbuildings will be 75.6m <sup>2</sup> .
(iv) do not exceed a wall height of 2.4 metres	Variation – The 54m <sup>2</sup> outbuilding proposes a wall height of 4 metres.
(v) do not exceed a ridge height of 4.2 metres	Variation – The 54m <sup>2</sup> outbuilding proposes a ridge height of 4.603 metres.
(vi) are not within the primary street setback area;	Complies.
vi) do not reduce the open space required in table 1; and	Complies. There is still adequate site open space as per Table 1 of the Codes.
vii) comply with the siting and design requirements for the dwelling, but do not need to meet the rear setbacks requirements of table 1.	Variation – a 1 metre side setback is proposed in lieu of 1.5 metres (for the new 54m <sup>2</sup> outbuilding).

The application proposes variations to the 'Deemed to Comply' requirements therefore Council has to determine if the development complies with the design principle which is:

*“Outbuildings that do not detract from the streetscape or the visual amenity of residents of neighbouring properties”.*

Gray & Lewis recommends that the application be supported as it will not have any negative visual impact on neighbours or the existing streetscape.

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- **Consultation**

The Shire sent a letter to the owner of adjacent Lot 35 Dirk Place (to the east) inviting them to comment on the proposal. Lot 35 is a vacant lot and has a higher ground level than Lot 36.

Advertising closed on the 10 February 2017, and no submissions were received.

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 – Regulations 61(1)(d) only exempts ancillary outbuildings from requiring planning approval where they comply with the ‘deemed to comply’ requirements of the Residential Design Codes.

Regulation 67 outlines ‘*matters to be considered by Council*’ including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

POLICY IMPLICATIONS

There are no Local Planning Policy implications associated with this report.

FINANCIAL IMPLICATIONS

The Shire pays Gray & Lewis consultancy fees for general planning advice.

STRATEGIC IMPLICATIONS

There are no strategic implications associated with this report.

RISK MANAGEMENT

There are no known risks associated with this report.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

*L Bushby*

Chief Executive Officer

*P Anderson*

Date of Report

10 February 2017

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13.2 PROPOSED EXTENSION TO SHARK BAY HOTEL – LOT 14 (45) KNIGHT TERRACE, DENHAM P3020

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 Laundry

Nature of Interest: Financial Interest as the Draftsman

Cr Laundry left the Council Chamber at 4.56pm

Moved            Cr Ridgley  
Seconded       Cr Fenny

**Council Resolution**

**That Council:**

1. **Approve the application for an extension (coolroom) on Lot 14 (45) Knight Terrace Denham subject to the following conditions and footnote advice:**
  - (i) **The plans lodged with this application dated shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.**
  - (ii) **The extension shall be used for a coolroom as stated in the application.**
  - (iii) **The external colours of the extension shall harmonise with the colours and materials of existing development on site to the satisfaction of the Chief Executive Officer.**
  - (iv) **All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land unless otherwise approved in writing by the Chief Executive Officer.**
  - (v) **All development shall be contained within the boundaries of Lot 14.**
  - (vi) **If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

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**FOOTNOTE ADVICE:**

- (a) This is a planning consent only and a separate Building Permit is required prior to any on site works or construction. As this addition is to a Class 6 building the building permit application will need to be a Certified Building Permit Application.**
- (b) The applicant is advised that the existing Shark Bay Hotel is built across three lots, being Lots 13, 14 and 15. The owner / applicant is encouraged to examine the opportunity to amalgamate the existing three lots (13, 14 and 15) to consolidate existing development and minimise building issues associated with construction on green title lot boundaries for any future development. The Shire may require amalgamation as a condition if any future major development / redevelopment is proposed.**
- (c) The applicant is advised that the Shires Scheme requires minimum finished floor areas for lots that are subject to inundation. Any future major development or redevelopment may be required to meet minimum finished floor levels.**

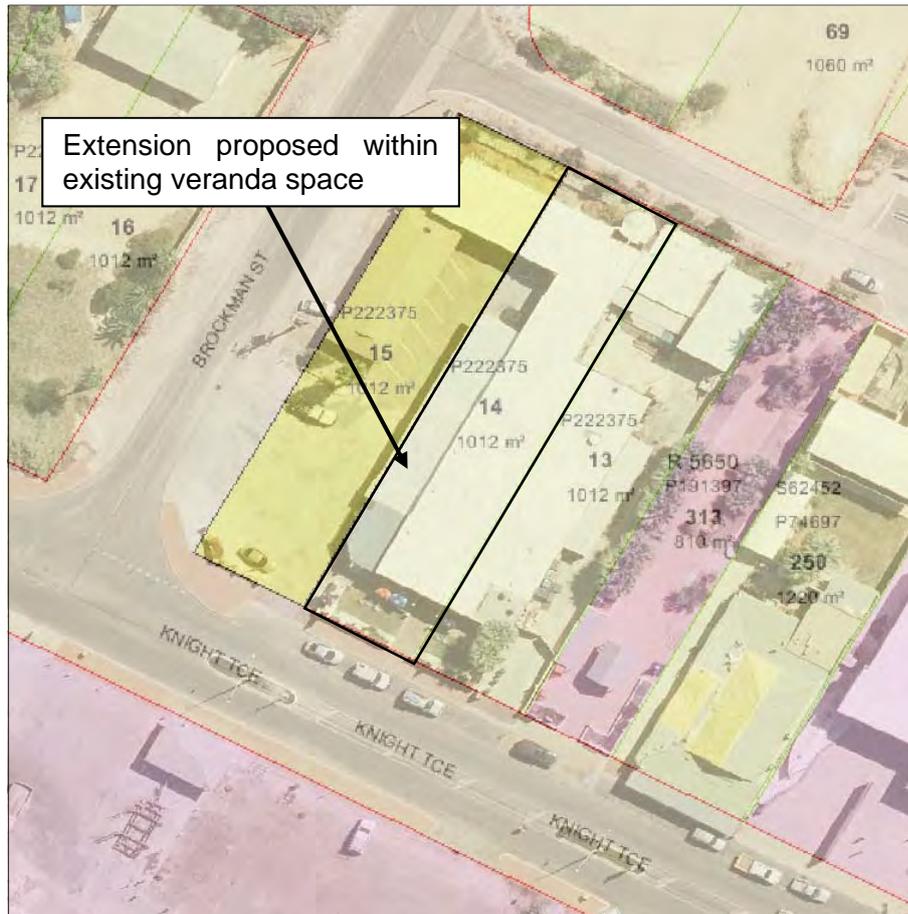
**5/0 CARRIED**

Cr Laundry returned to Council Chamber at 4.59 pm.

BACKGROUND

Lot 14 has an approximate area of 1012m<sup>2</sup> and contains a portion of the existing Shark Bay Hotel building and a veranda that traverses the western boundary. The remainder of the Shark Bay Hotel and associated carparking is contained on adjacent Lots 15 and 13. A location / aerial plan is included below for ease of reference.

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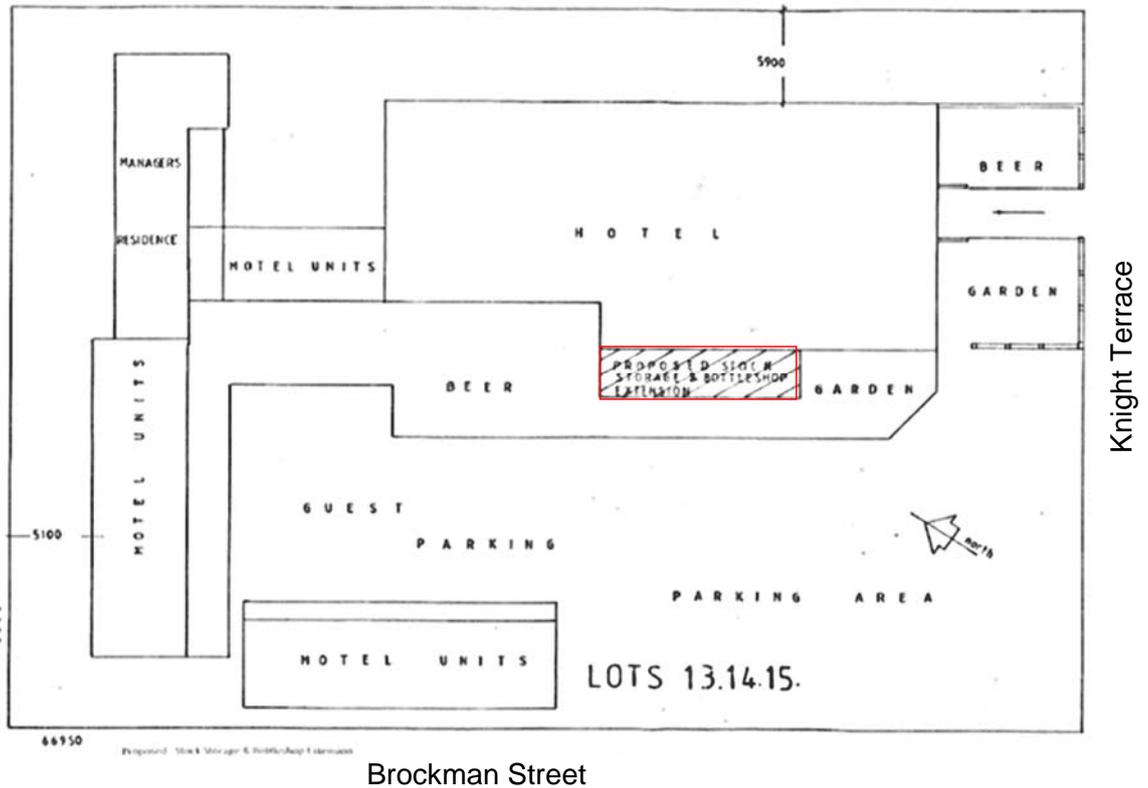
All three lots are zoned 'Town Centre' under the Shire of Shark Bay Local Planning Scheme No 3 (the Scheme).

COMMENT

- *Description of application*

The applicant proposes to construct a 35.4m<sup>2</sup> extension to the west of the existing hotel building. The extension is proposed to facilitate upgrading of an existing coolroom.

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As the extension is proposed within the existing veranda space, it will not adversely impact on the existing carparking established historically on site. Due to the minor nature of the extension, it is not anticipated that the development will attract a higher level of customers or staff to the extent that it warrants any additional on site carparking.

The site plan and floor plans provided do not show the boundaries of Lots 13, 14 and 15. It is anticipated that the development is located on Lot 14 based on aerial photography.

- *Setbacks*

Clause 5.10.1 of the Scheme outlines standards for development within the Town Centre zone. For a motel or hotel the Scheme states that the front, rear and side setbacks standards are to be determined by the local government, having due regard to the Building Code of Australia and other relevant regulations.

Council therefore has discretion to support a nil setback to the western boundary of Lot 14. It is likely that at the separate building permit stage the wall proposed on the boundary will need to achieve certain fire ratings, due to proximity to the lot boundary.

- *Minimum finished floor levels*

The Scheme requires a minimum finished floor level of 3.2 metres AHD for any building extension. Under Clause 5.8.3 of the Scheme the only exemption specified is for non habitable outbuildings that are detached from any single house.

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Under Clause 5.6.1 of the Scheme, Council has the ability to vary any '*standard or requirement*' prescribed under the Scheme. Ordinarily this discretion would be applied to 'standards and requirements' outlined in the Town Centre zone such as setbacks, site coverage etc.

Notwithstanding the above, if Council is satisfied that the minimum finished floor level is a '*standard or requirement*' of the Scheme then it can invoke powers under Clause 5.6.1 to vary the requirement for the minimum finished floor level.

Although there are no levels shown on the plans submitted, it is recognised that significant fill would likely be needed to meet a minimum finished floor level and it would be difficult to achieve on this lot having regard that existing development is built at ground level.

It is noted that Council has previously varied the finished floor level for other building extensions (eg Monkey Mia Restaurant).

If the variation is supported Council has to be satisfied that '*the non compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality*'.

- *Recommended Conditions and advice*

It is recommended that a condition be imposed requiring the development to be fully contained within Lot 14.

It is also recommended that the applicant be advised that they are encouraged to examine the opportunity to amalgamate the existing three lots (13, 14 and 15) to consolidate existing development and minimise building issues associated with construction on green title lot boundaries for any future development.

The Shires Building Surveyor has advised that as this addition is to a Class 6 building the building permit application will need to be a Certified Building Permit Application. It is recommended that this be relayed to the applicant as an advice note.

#### LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 – Regulations 61(1)(d) only exempts ancillary outbuildings from requiring planning approval where they comply with the 'deemed to comply' requirements of the Residential Design Codes.

Regulation 67 outlines '*matters to be considered by Council*' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Shire of Shark Bay Local Planning Scheme No 3 – Clause 5.10.1 is outlined in the body of this report.

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Clause 5.8.2 requires that no building or building extension shall be erected on any lot considered by the local government as being liable to flooding or inundation unless the floor level is not less than RL3.2 metres AHD.

Clause 5.6.2 allows Council to consult with owners and occupiers in the area if any proposed scheme variation is likely to have any affect on them.

### POLICY IMPLICATIONS

There are no Local Planning Policy implications associated with this report.

### FINANCIAL IMPLICATIONS

The Shire pays Gray & Lewis consultancy fees for general planning advice.

### STRATEGIC IMPLICATIONS

There are no strategic implications associated with this report.

### RISK MANAGEMENT

There are no known risks associated with this report.

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Author	<i>L Bushby</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	16 February 2017

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13.3 PROPOSED ABLUTIONS ON RESERVE 50325, DIRK HARTOG ISLAND  
RES50325

AUTHOR

Liz Bushby, Gray & 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 Cowell

Nature of Interest: Impartiality Interest as employee of the Department of Parks and  
Wildlife

Moved            Cr Ridgley  
Seconded       Cr Capewell

**Council Resolution**

**That Council:**

1. **Approve the application lodged by the Department of Parks and Wildlife for ablation buildings on Reserve 50325 Dirk Hartog Island subject to the following conditions:**
  - (i) **The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Shire Chief Executive Officer.**
  - (ii) **All access and parking areas immediately adjacent to the proposed ablation buildings are to be maintained to a suitable standard at all times.**
  - (iii) **All stormwater from roofed and paved areas shall be collected and disposed of on-site.**
  - (iv) **The ablutions to grey unless an alternative colour is approved separately in writing by the Chief Executive Officer.**
2. **Advise the applicant / owners via footnotes on the planning consent as follows:**
  - (a) **Please be advised that that planning approval has been granted for the plans as submitted with your application. The Shire Chief Executive Officer may approve minor changes in consultation with the Shires Building Surveyor however any plans lodged as part of a building permit application shall generally be in accordance with the plans already processed with this planning application.**

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- (b) **A planning consent is not an approval to commence any construction. A separate building permit must be obtained for all works.**
- (c) **The proposed development is within a designated bushfire prone area. The Shire recommends that the Department consider development of a bushfire management plan for development and /or emergency evacuation procedures in the event of any fire on the island for staff.**

**6/0 CARRIED**

BACKGROUND

An application has been lodged by the Department of Parks and Wildlife for two ablution buildings on Reserve 50325 on Dirk Hartog Island.

- *Lot History*

The subject land (Reserve 50325) is crown land which has a management order to the Conservation Council however Department of Parks and Wildlife is the responsible authority for the land.

- *Zoning*

Reserve 50325 is zoned 'Rural / Pastoral' under the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme'), and is also contained within a Special Control Area (SCA) applicable to the Shark Bay World Heritage Property.

The zoning of the reserve is historic and reflects previous pastoral use of the island.

COMMENT

- *Proposed Development*

Gray & Lewis understands that Department of Parks and Wildlife staff camp in this area as they work on the island to implement a Cat Eradication Program. This location is used as a 'cat eradication operations base'.

The application proposes two 9m<sup>2</sup> ablution buildings. Each building will contain a toilet separated by a shower by a dividing wall.

- *Access and carparking*

Vehicles can only access the Island by the existing single barge, and there are a number of tracks that provide access around the island.

Department of Parks and Wildlife has shown that the building will be accessed via the existing Quoin Bluff track.

- *World Heritage and Environmental Matters*

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Gray & Lewis has not referred this application to the Shark Bay World Heritage Advisory Committee or Department of Parks and Wildlife for comment due to the minor nature of the development.

The fact that the application has been submitted by the Department reflects Parks and Wildlife's support for an endorsement of the application.

- *Visual Impact / aesthetics*

As no site visit can be undertaken it is difficult for Gray & Lewis to undertake a full assessment of visual impact. Building design is a subjective issue and visual impact is most relevant in terms of protecting the World Heritage values of the area.

Notwithstanding the above, it is noted that the proposed development is small scale, has a limited floor area, is not bulky in appearance, and will be located a reasonable distance from Herald Bay.

It is not anticipated that the buildings will have any adverse visual impact, and they are proposed to be a grey colour to match the colour of existing sheds already approved in this location.

- *Coastal Setbacks*

The Western Australian Planning Commission has a 'Statement of Planning Policy No. 2.6 – State Coastal Planning Policy'. Council is required to consider any state planning policy in accordance with Clause 10.2(e) of its Scheme.

As the location is remote, assessment under State Planning Policy 2.6 is on a case by case basis.

As the ablutions can be relocated, any risk can be managed by appropriate retreat should coastal processes become an issue.

Coastal risks are considered minimal and do not appear to cause any impediment to the development.

- ***Relevant State Planning Policies and Guidelines –Bushfire Prone Areas***

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'.

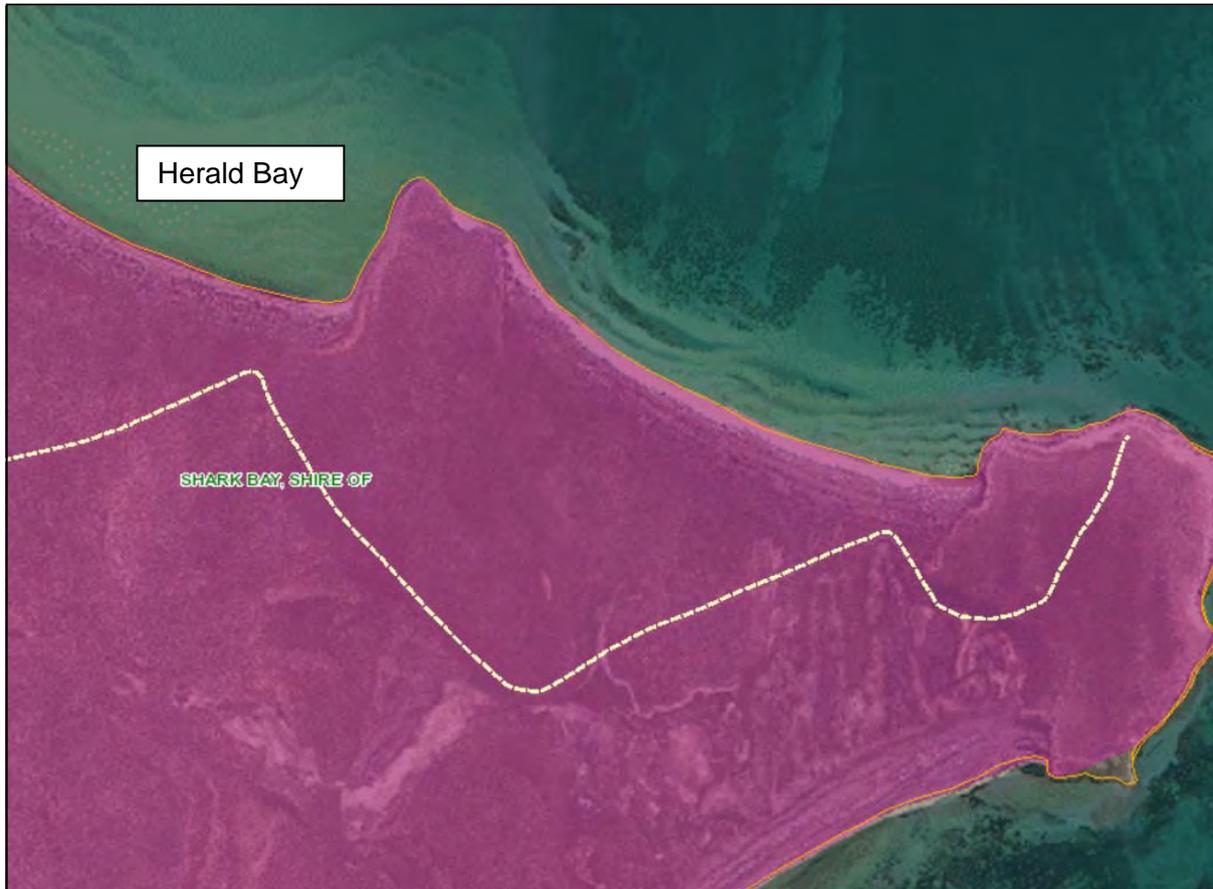
The Shire has a mandatory obligation to consider State Planning Policy 3.7 when making a decision on any application where the lot is within a designated bushfire prone area.

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.

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Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. The ablutions are proposed within the declared bushfire prone area (pink area).

Under Clause 5.4 of the Guidelines all planning applications in Bushfire Prone Areas are to be accompanied by a Bushfire Attack Level assessment.



Gray & Lewis recommends that the application be determined without a Bushfire Attack Level for the following reasons:

- Whilst State Planning Policy3.7 requires lodgement of a Bushfire Attack Level assessment for the proposed development, a Bushfire Attack Level is not required as part of the separate building permit process.
- A Bushfire Attack Level for non habitable development only influences siting of buildings (setbacks to vegetation) because no higher construction standards apply to Class 4 to 9 buildings under the Building Code of Australia.
- Under the Bushfire Guidelines the applicant has discretion as to whether they choose to build to a higher construction standard, and it is not compulsory. In this circumstance a Bushfire Attack Level at the planning stage is considered onerous.
- The ablutions are non habitable buildings and are simply proposed to service the existing 'cat eradication base'.

Under Planning Bulletin 111/2016 which provides guidance on planning in bushfire prone areas, it clearly states that exemptions from the requirements of State Planning Policy3.7

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should be applied pragmatically by the decision maker. It states that exemptions can be applied for infrastructure and where the landuse does not result in any intensification.

Gray & Lewis is of the view that the proposed development is not an intensification and there is no benefit in requiring a Bushfire Attack Level.

### LEGAL IMPLICATIONS

Shire of Shark Bay Local Planning Scheme No 2 – The majority of the scheme requirements are explained in the body of this report.

### POLICY IMPLICATIONS

The Western Australian Planning Commission has a 'Statement of Planning Policy No. 2.6 – State Coastal Planning Policy' which is discussed in the body of this report.

### FINANCIAL IMPLICATIONS

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

### STRATEGIC IMPLICATIONS

The Shire has a Draft Local Planning Strategy, which recommends that the majority of Dirk Hartog Island be reserved 'Conservation' with the exception of freehold lots which are proposed to be 'Special Use' zones.

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Author	<i>L Bushby</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	16 February 2017

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

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 Ridgley

**Council Resolution**

**That Council:**

1. **Recommend that Western Australian Planning Commission approve the Structure Plan lodged by TPG (planning consultants) for Lots 130 and 501 Monkey Mia Road, Monkey Mia subject to the following:**
  - (i) **The Statutory Report being modified to:**
    - (a) **Replace reference to the ‘Bushfire Management Plan (Appendix B)’ with reference to ‘a Bushfire Management Plan endorsed by the Shire of Shark Bay and the Department of Fire and Emergency Services’.**
    - (b) **Include a provision that ‘No development shall be permitted in Bushfire Attack Level-40 or Bushfire Attack Level-Flame Zone’.**
    - (c) **Include a provision that ‘The Shire may require the Bushfire Management Plan or Bushfire Attack Level assessment to be reviewed as part of future development stages’.**
    - (c) **Include a provision that ‘Management Plans are included in this Structure Plan Report as supporting information only, and require separate approval under the conditions of Ministerial Statement 709.’**
    - (d) **Include provisions to address the submission / conditions of Main Roads WA.**
  - (ii) **Approval of a Revised Bushfire Management Plan endorsed by the Department of Fire and Emergency Services and Shire of Shark Bay.**
2. **Advise the applicant that the Shire does not support the intensification of a vulnerable landuse within the higher Bushfire Attack Level-40 and Bushfire Attack Level-Flame Zone affected parts of the lots, and notes**

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that a revised Bushfire Management Plan is being progressed to address current State Planning Policy requirements, comments by Gray & Lewis, and Department of Fire and Emergency Service advice.

3. Note that the Structure Plan for Monkey Mia has been advertised 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 closed on the 4 January 2017.
4. Note the Table of Submissions included as Attachment 4, and adopt the officer recommendations within Attachment 4.
5. Authorise the Chief Executive Officer to lodge the Structure Plan to the Western Australian Planning Commission with supporting information and advise as follows:
  - (i) The Shire understands that additional information is required to support the proposed Structure Plan and that issues such as Bushfire Management require resolution prior to the Structure Plan being considered by Western Australian Planning Commission. The Shire actively supports the Structure Plan and seeks to facilitate future development and expansion at Monkey Mia as it is a valuable asset which has potential to provide improved tourist facilities in a unique location.
  - (ii) Monkey Mia is a well established, world known, vital tourist development within the Shire, which warrants special variation of State Planning Policy 2.6. Future development is likely to be in a transportable form that can readily relocated as part of any planned managed retreat, in the event of future coastal impact.

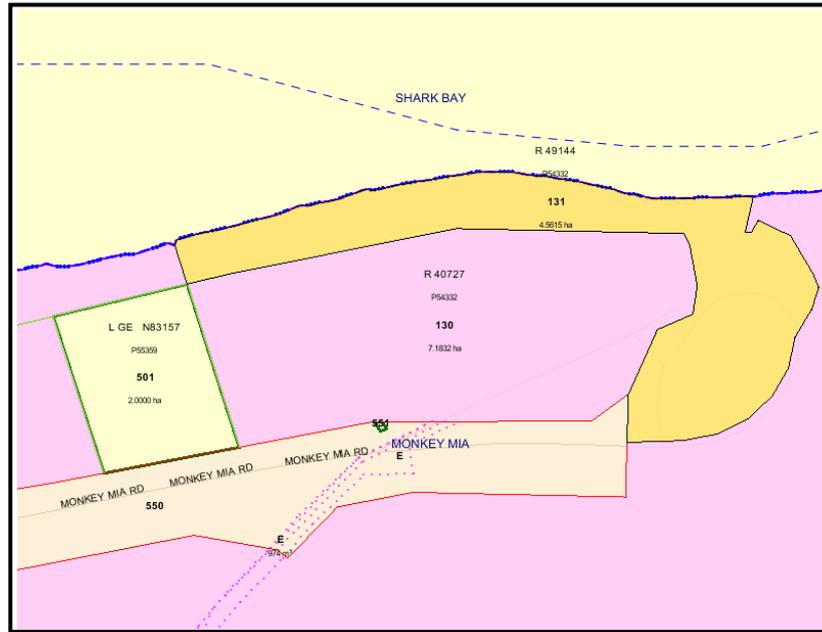
**6/0 CARRIED**

#### 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.

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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.

- **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 Attachment 1 at the end of this report.

- **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**

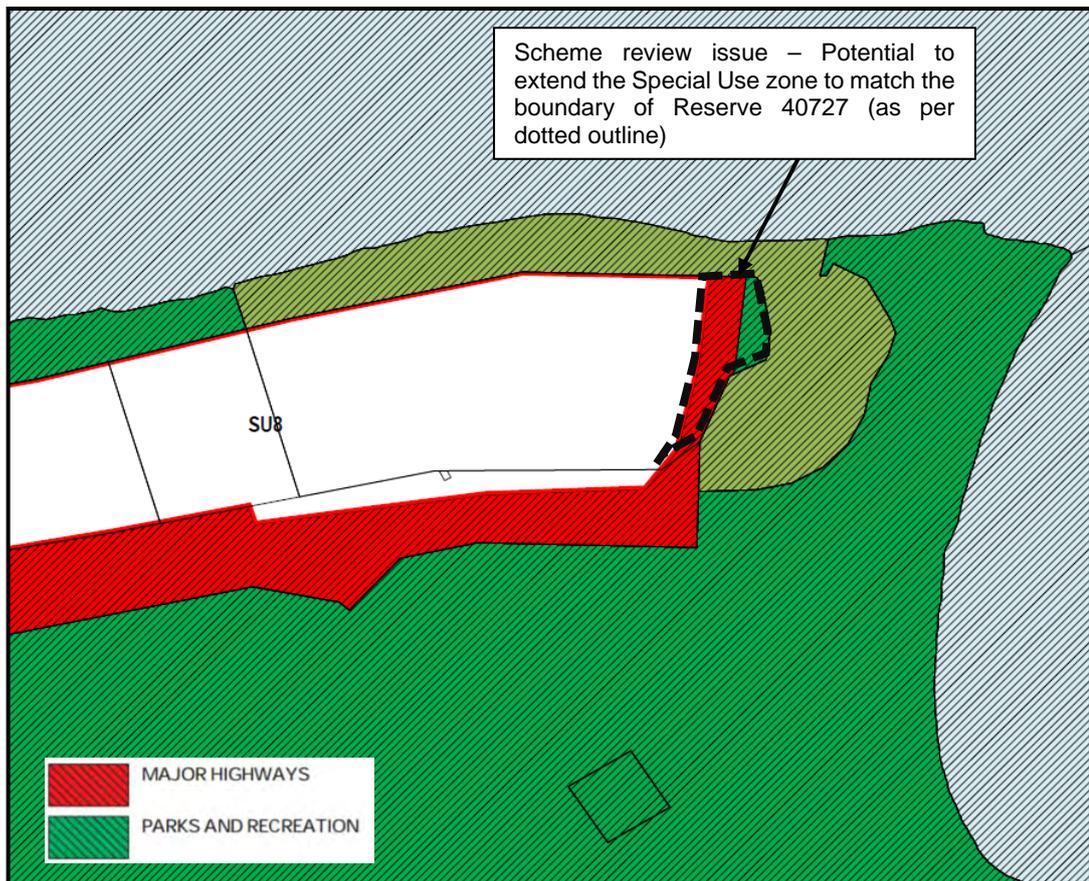
The majority of Reserve 40727 is zoned 'Special Use' under the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme'). There are specific landuse controls and conditions applicable to Monkey Mia listed in Schedule 4 of the Scheme.

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 below.

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.



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).

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- **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;

- 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.

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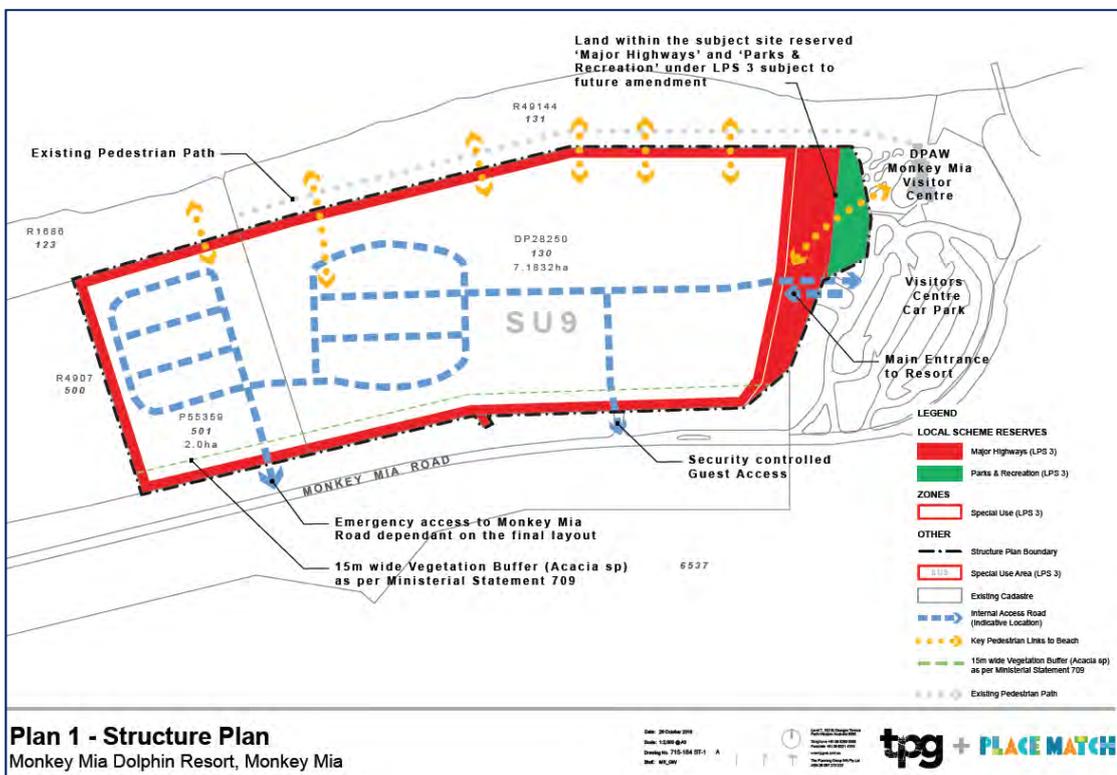
- (v) The redevelopment will increase the number of accommodation units from approximately 204 to 318.

- **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.

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

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- 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.
- 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 with an extract below for convenience.

The Concept Masterplan proposes:

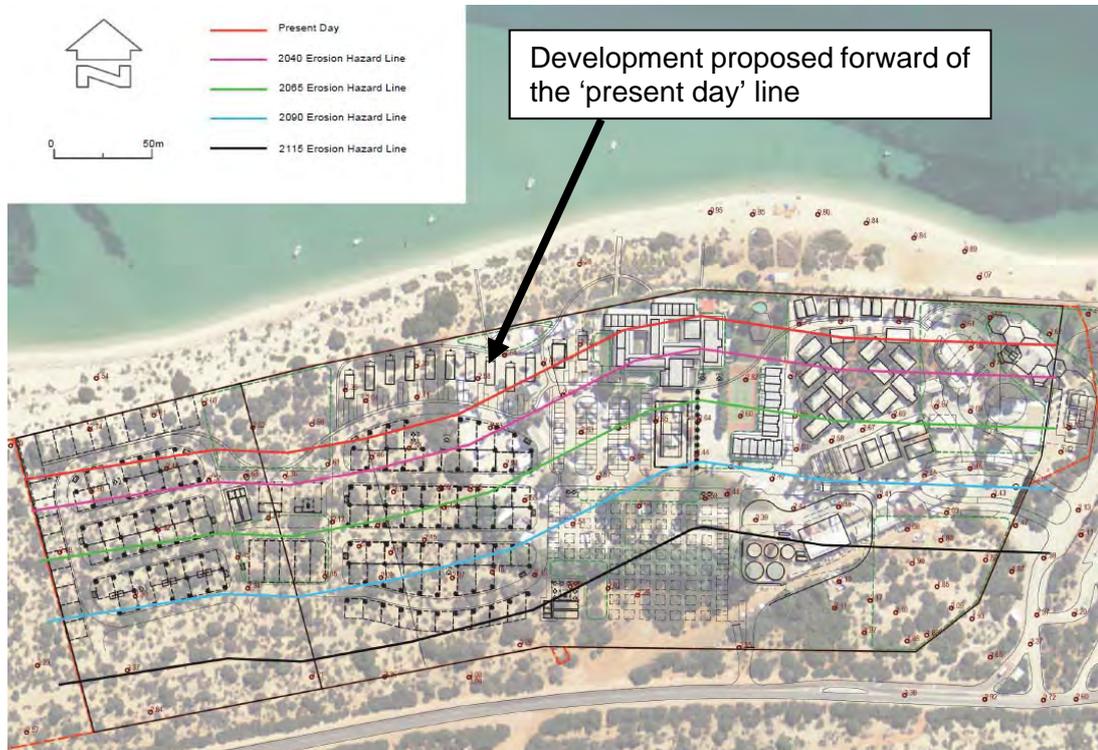
- A Beachfront Plaza to the south east of the existing Boughshed restaurant incorporating convenience retail, tourist retail, administration, reception and Malgana centre. This will include a landscape interface with the Department of Parks and Wildlife visitor centre;
- Twelve new beachside cabins to 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.



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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 Coastal Hazard Risk Management and Adaptation Plan includes mapping that identifies erosion scenarios at different times.



The hazard lines are not intended to be predictions of the future shoreline location, but are conservative estimates of possible future foreshore retreat used for consideration in coastal planning.

The Department of Planning has raised some concerns over the Coastal Hazard Risk Management and Adaptation Plan (at an officer level). It appears the general methodology is supported.

Department of Planning has indicated that they do not support any new development being forward of the 'present day' hazard line, which includes 12 beachfront cabins and some campsites.

The Coastal Hazard Risk Management and Adaptation Plan proposes a planned managed retreat for any assets affected in the long term by coastal processes. Department of Planning recommends the Coastal Hazard Risk Management and Adaptation Plan include additional information on implementation of any planned managed retreat.

Gray & Lewis is generally supportive of the Coastal Hazard Risk Management and Adaptation Plan and the applicant is liaising directly with Department of Planning in regards to the Coastal Hazard Risk Management and Adaptation Plan. Ultimately the

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Western Australian Planning Commission has jurisdiction over this matter and is required to endorse the Structure Plan.

It should be noted that State Planning Policy 2.6 includes some scope for variations as it recognises 'development may need to occur within an area identified to potentially impacted by physical coastal processes within a planning timeframe'. It allows variations for commercial development that is demonstrably dependent on a coastal location and coastal nodes.

It is recommended that the Western Australian Planning Commission be advised that Monkey Mia is a well established, world known, vital tourist development within the Shire, which warrants special variation of State Planning Policy 2.6. Future development is likely to be a form that can readily relocated as part of any planned managed retreat, in the event of coastal impact.

**B. *State Coastal Planning Policy No. 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. Lots 130 and 501 are within the declared bushfire prone area.

The applicant submitted a Bushfire Management Plan on the 15 November 2016.

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.

Department of Fires and Emergency Services does not support the structure plan as it proposes development (camping sites) in the highest Bushfire Attack level of Bushfire Attack Level-40 and Bushfire Attack Level Flame Zone. The thrust of State Planning Policy 3.7 is to avoid development in the highest Bushfire Attack Level 40 and flame zone areas.

For Councillors information, the Bushfire Attack Level is a site specific assessment that takes into consideration a number of factors including the slope of the land, the types of surrounding vegetation and the distance of the building to that vegetation. At the end of the assessment the location of any development or buildings are assigned one of six Bushfire Attack Level's. The assigned Bushfire Attack Level determines the level of bush fire resistant construction required.

There are six Bushfire Attack Level's:

- Bushfire Attack Level-LOW - very low risk (bushfire resistant construction is not required)
- Bushfire Attack Level-12.5 - low risk
- Bushfire Attack Level-19 - moderate risk

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- Bushfire Attack Level-29 - high risk
- Bushfire Attack Level-40 - very high risk
- Bushfire Attack Level-Flame Zone - extreme risk

Gray & Lewis is of the view that the Bushfire Management Plan could be improved, and has provided officer comments to the applicant.

Consistent with Department of Fire and Emergency Services advice, Gray & Lewis does not recommend support for development within the high risk Bushfire Attack Level 40 and flame zone areas, particularly having regard for the vulnerable nature of tourist accommodation.

State Planning Policy 3.7 has a clear presumption against approving any development that will result in intensification or introduction of new development in Bushfire Attack Level-40 or Bushfire Attack Level-Flame Zone unless it is 'unavoidable development' and a Bushfire Management Plan has been endorsed by the local government and Department of Fire and Emergency Services.

The existing Structure Plan report makes reference to implementation of the existing Bushfire Management Plan.

It is recommended that the statutory provisions of the Structure Plan be revised to refer to a '*Bushfire Management Plan endorsed by the Shire of Shark Bay and Department of Fire and Emergency Services, which may need to be reviewed from time to time*'.

Bushfire Management is given high scrutiny by the Western Australian Planning Commission, and it is unlikely that Western Australian Planning Commission will endorse the Structure Plan until a revised Bushfire Management Plan is endorsed by Department of Fire and Emergency Services.

The applicant is working with the Shire, Main Roads WA and Department of Fire and Emergency Services to obtain approval of a revised Bushfire Management Plan prior to approval of the Structure Plan by the Western Australian Planning Commission.

C. *Environmental considerations*

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.

A Section 38(6) – Notice of Nomination as Proponent was issued by the Minister for Environment on 24 June 2016 to nominate the RAC as the proponent responsible for the expansion of the Monkey Mia Dolphin resort.

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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. Environmental conditions require that the Shire be consulted as part of preparation of various management plans.

Separate to the Structure Plan, Strategen has formally referred the Drainage Management Plan, Nutrient and Irrigation Management Plan and Construction Management Plan to the Shire seeking comment by the 17 February 2017. Officers have provided internal comments on these documents to the Chief Executive Officer.

Whilst the Management Plans are well presented, they are very broad and lack some implementation details.

This is not considered an impediment to the Structure Plan progressing as:

- (1) The various management plans require separate approval under the conditions of the Ministerial Statement No. 709.
- (2) The Shire has separate opportunity to comment on the environmental statements.
- (3) The broad information provided is considered sufficient for the purpose of progressing the Structure Plan.

*D. Access, Traffic and Parking*

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

Department of Parks and Wildlife has confirmed that there is formal legal access arrangement with RAC over any portion of reserve 49144. Department of Parks and Wildlife's preferred solution would be to grant a licence under Section 101 of the *Conservation and Land Management Act 1984* to provide this access. This advice has been relayed to the applicant.

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 supported by Main Roads WA.

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.



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.

The application was referred to the Department of Aboriginal Affairs who confirmed one site is 400 metres to the south and two other sites are likely outside of the Structure Plan area.

- **Consultation**

The application has been advertised for 28 days which conforms with the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations'). *Late submissions have been accepted.*

*A submission table is included as Attachment 4 and includes officer recommendations.*

#### 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.

*Shire of Shark Bay Local Planning Scheme No 3* – Explained in 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.

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### 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

*L Bushby*

Chief Executive Officer

*P Anderson*

Date of Report

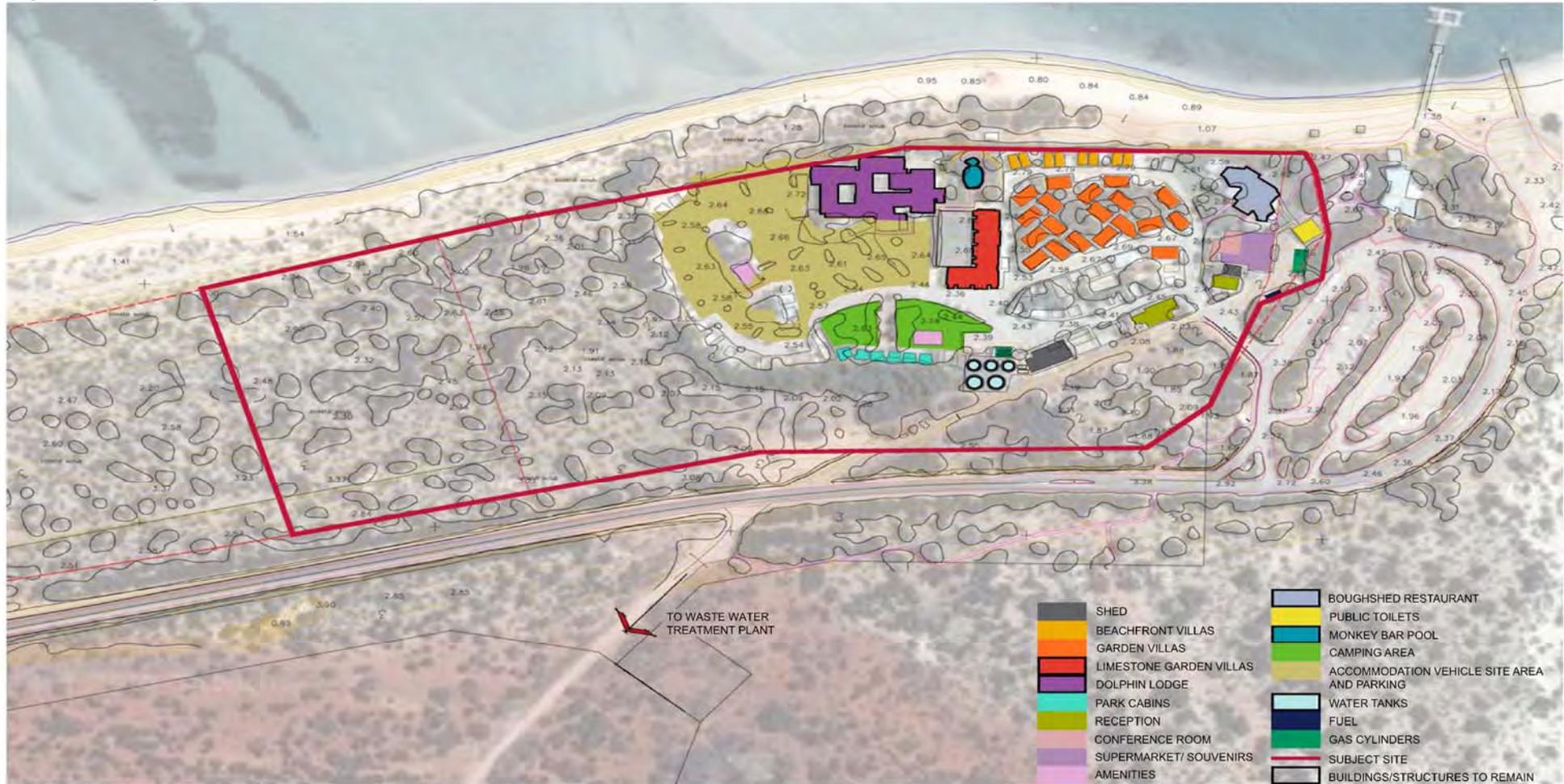
15 February 2017

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ATTACHMENT # 1

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



ATTACHMENT # 2



**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.

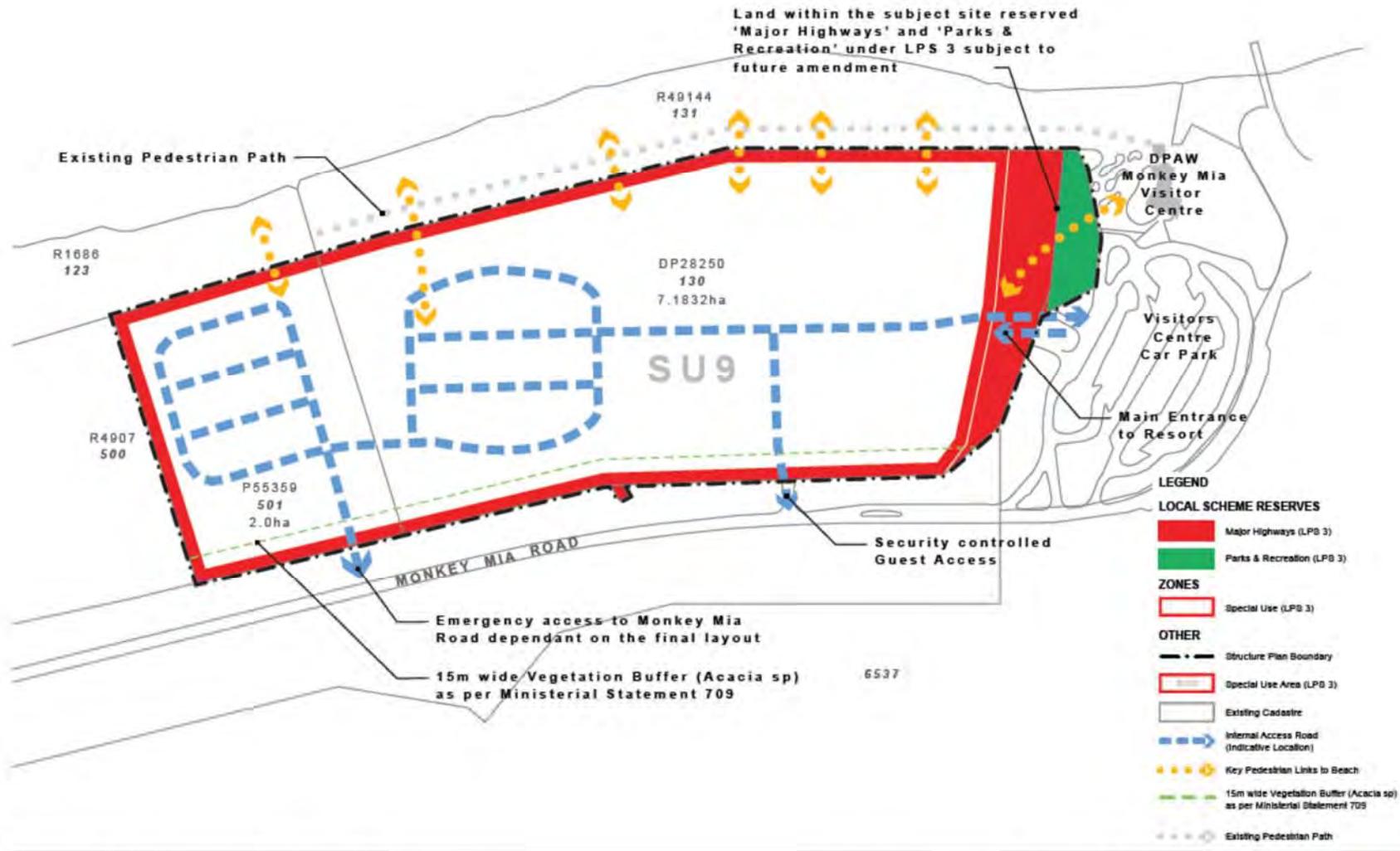
## Environmental Considerations

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.



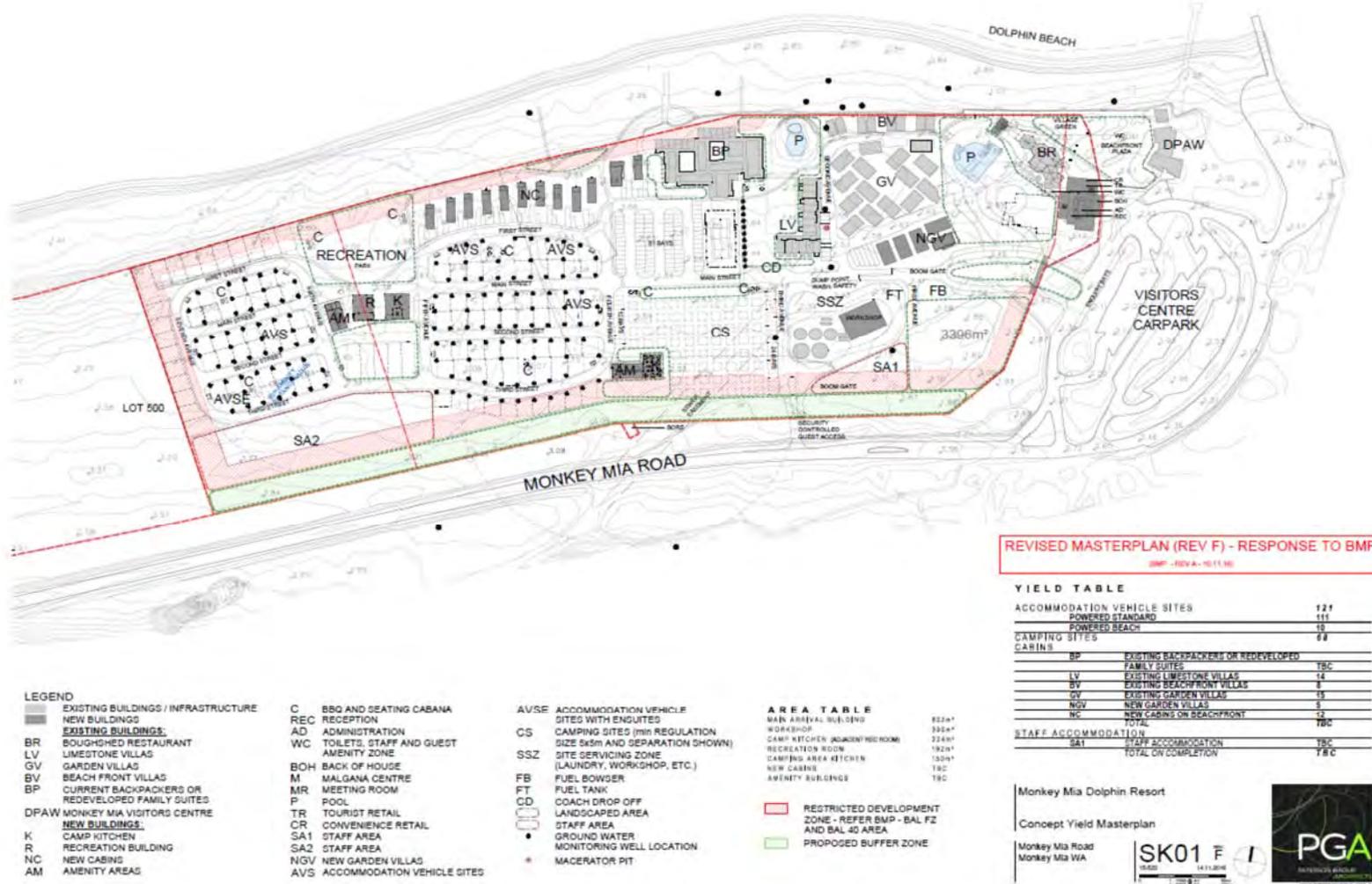
**Plan 1 - Structure Plan**  
Monkey Mia Dolphin Resort, Monkey Mia

Plan 12301 (01)  
Drawing No. 715-104 65-1 A  
Date 04/02/17

tpg + PLACE MATCH



ATTACHMENT # 3



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ATTACHMENT # 4

Agency Comments	Applicant's response
<p><b><u>Main Roads WA</u></b></p> <p>Main Roads has no objection to the proposal subject to the Shire of Shark Bay imposing the following conditions:</p>	
<ul style="list-style-type: none"> <li>No stormwater drainage shall be discharged onto the Monkey Mia Road reserve;</li> </ul>	<p>Noted. No objection (standard MRWA requirement).</p>
<ul style="list-style-type: none"> <li>No vehicle access shall be permitted to or from Monkey Mia Road within the '15mwide Vegetation Buffer' except at the proposed access points;</li> </ul>	<p>Noted. The proposed access points are indicative under the Structure Plan. As the design is refined at Development Application stage there may be a need to adjust the location of the access points based on DFES requirements. This shall be done in collaboration with MRWA and DFES to ensure compliance with the relevant standards.</p>
<ul style="list-style-type: none"> <li>The proposed emergency access point from Lot 501 shall only be permitted to comply with State Planning Policy No. 3.7 - Planning in Bushfire Prone Areas and when accommodation development commences on Lot 501; and</li> </ul>	<p>Noted. The access point at the workshop is for daily use. Not just emergency exit. The design of the emergency access point shall be provided at the detailed design stage.</p>
<ul style="list-style-type: none"> <li>Satisfactory arrangements being made for the two access points to Monkey Mia Road to a standard of construction and design to the satisfaction of the Main RoadsWA.</li> </ul>	<p>Noted and agreed. The existing roads are shell grit. This is what is proposed.</p>
<p>In addition, Main Roads provides the following comments on the Traffic Impact Statement that shall need to be addressed at the development application stage:</p> <ul style="list-style-type: none"> <li>Provide a scaled geometric layout for each proposed access point to Monkey Mia Road including the vehicle swept path movements of the largest type of vehicle using each access and location of any security control measures, such as a boom gate;</li> </ul>	<p>Noted and agreed.</p>

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<ul style="list-style-type: none"> <li>How would the proposed emergency access point from Lot 501 be designed to restrict access for emergency purposes only; and</li> </ul>	Noted and agreed. This will be provided at the detailed design stage.
<ul style="list-style-type: none"> <li>How would a boom gate at the security controlled guest access to Lot 130 deter pedestrians to access and cross over Monkey Mia Road to walk the Wulyibidi Yaninyina Trail.</li> </ul>	Noted. Vehicle and pedestrian numbers along Monkey Mia Road are very low. Sight lines are more than sufficient. This is not considered an issue.

Agency Comments	Applicant's response
<b><u>Department of Parks and Wildlife</u></b>	
In general terms, any development within the Shark Bay World Heritage Property must allow for visitors to enjoy and appreciate the values of Shark Bay by providing for compatible and sustainable recreational activities that do not adversely impact on the Shark Bay Marine Park, the World Heritage values or the overall integrity of the Shark Bay World Heritage Property.	<p>Noted and agreed. This Structure Plan provides a guiding planning framework to facilitate the redevelopment and expansion of the Monkey Mia Dolphin Resort for tourism purposes. It will guide development in an integrated and orderly manner through subsequent planning approvals in accordance with the Shire's Local Planning Scheme.</p> <p>The resort expansion has approval under the Environmental Protection Act 1986 (EP Act) and the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). RAC is required to implement a suite of environmental management documents which are applied and managed through the Environmental Management System. This provides a structured environmental management approach for the expansion of the resort.</p>
The Concept Yield Masterplan (CYM) on page 31 of the Plan shows two 'landscaped areas' that extend outside the resort lease area. One area is shown adjacent to the Parks and Wildlife Visitor Centre and labelled as 'Beachfront Plaza' and 'Village Green'. The second landscaped area is unlabeled and is situated at the entrance to the resort. Both these 'landscaped areas' are substantially located on the Conservation Park. The Masterplan also shows that the Parks and Wildlife office building is to be removed.	<p>Noted and agreed.</p> <p>Initial discussions with DPaW to create an integrated landscape and business and management plan for the retail, administrative and research functions have proved positive. The Concept Plan has therefore taken this into consideration. RAC shall continue to discuss the integration of the resort development with the Conservation Park area. The Concept Plan will continue to be refined and circulated to DPaW for awareness and comment.</p>

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<p>Although the Conservation Park is out of scope of the Plan, Parks and Wildlife is keen to see that any commercial development at Monkey Mia is complimentary to any future site development, and that development is well integrated and relatively seamless across these cross-boundary areas. Discussions between Parks and Wildlife and RAC to plan for the development of these interface areas is ongoing.</p>	
<p>The Concept Masterplan also shows that the existing public ablutions block is to be removed. As such it is important that the redevelopment provide adequate toilet facilities for day visitors who do not wish to use the resort's restaurant.</p>	<p>Noted.</p> <p>New ablutions are being provided based on visitor numbers. The reciprocal facility is planned immediately to the south of the Boughshed that is externally accessible and most likely to be used by visitors following dolphin feeding times and later in the day. The Boughshed demand on these facilities increases into the late afternoon and dinner service hours, when day visitors have left the property.</p> <p>Summary:</p> <ul style="list-style-type: none"> <li>• Entry to the ablutions does not require that day visitors enter the restaurant.</li> <li>• There is a demonstrable reciprocal use pattern between day visitor and restaurant patrons.</li> <li>• The location of the facilities is on a clear line of site from the resort entry.</li> <li>• A wayfinding strategy will respond by providing appropriate directional indicators for the benefit of visitors to DPaW facilities</li> </ul>
<p>With reference to the 15 metre buffer shown on the CYM, (and discussed in Section 3.5 on page 33 of the Plan), Parks and Wildlife has had recent discussion with RAC with respect to the reduction of the buffer from 15 metres to 5</p>	<p>Noted and agreed. Thick-billed Grass Wren has recently been delisted from the EPBC Act and is classified as Priority 4 species under the Wildlife Conservation Act 1959. Priority 4 species are adequately known, rare but not threatened or meet criteria for Near Threatened, or</p>

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<p>metres to allow for widening and landscaping of the main roadway within the resort area. Initially it was understood that the buffer was a visual buffer only and so the department had indicated the possibility of some flexibility in this area. However, it has come to light that this buffer is the subject of the Environment Protection Authority's Ministerial Statement 709 of November 2002 which directs that the 15 metre buffer be maintained for the protection of part of the territory of the thick-billed grass wren. This will require a process to amend that Ministerial Statement should the proposal to amend the buffer zone proceed.</p>	<p>that have been recently removed from the threatened list. A process is being undertaken to amend the Ministerial Statement to review this buffer zone. This is an important consideration in the context of the fire risk the 15m wide vegetation strip presents to the operations of the resort.</p>
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Agency Comments	Applicant's response
<p><b><u>Department of Parks and Wildlife</u></b></p>	
<p>While not specifically detailed in this plan it should be noted that there has been some recent discussion with RAC and Parks and Wildlife about possible access to local basic raw materials (gravel) to allow for surfacing of the development area. Permission was granted for samples to be taken for analysis from a number of previously rehabilitated gravel pits within Crown Reserve. Parks and Wildlife has advised RAC that a formal application must be submitted seeking Lawful Authority under the CALM Regulations 2002 (Regulation 35A Quarrying, removing or disturbing soil etc) to allow access to basic raw materials from the this reserve. The Shire of Shark Bay's approval will also be required because the reserve is jointly vested in the CALM Executive Body (Parks and Wildlife) and the Shire.</p>	<p>Noted. Not directly relevant to the Structure Plan proposal.</p>
<p>As you are aware Parks and Wildlife is an adjacent landholder having care and control over the adjacent Conservation Park, (Crown Reserve 49144, Lot 131 Monkey Mia Road). It appears that access to the existing main entry into the Monkey Mia resort is through a car park area on the Conservation Park. Parks and</p>	<p>Noted and agreed. RAC shall pursue an access arrangement with DPaW. The process shall be <u>initiated concurrent with</u> the development application (when the detailed design of the access points can be confirmed).</p>

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<p>Wildlife confirms that as there is no formal legal access arrangement with RAC. While an easement could be legally created under Section 144 of the Land Administration Act 1997 to provide sustained legal access, it would need to be granted by the Minister for Lands through the Department of Lands. Parks and Wildlife's preferred solution would be to grant a licence under Section 101 of the Conservation and Land Management Act 1984 to provide this access.</p>	
<p>Parks and Wildlife notes that RAC Resorts is seeking to create two new vehicle accesses from the resort lease area to the Monkey Mia Road. One access is for emergency egress and the other for access for guests who have already paid the Monkey Mia attraction fee. It is understood that the current RAC Resort lease does not extend to the Monkey Mia Road. Therefore there will need to be an extension to the current lease, or some other legal arrangement, to traverse the road reserve before entering the physical Monkey Mia Road (see attached maps of the tenure of the area).</p>	<p>Disagree. The proposed access point directly abuts the road reserve. There is no need to extend the lease boundary into the road reserve. The crossover will be designed to the satisfaction of MRWA.</p>
<p>The Ministerial Statement 709 specifies that advice from the Shire of Shark Bay and Parks and Wildlife is to be obtained in relation to a Drainage Management Plan and a Nutrient and Irrigation Management Plan. Parks Wildlife recommends that the Department of Environment Regulation should also be consulted with respect to these plans.</p>	<p>Noted and agree. RAC's consultants have been liaising with the DER regarding the documents as part of the Development Application proposal prior to submitting.</p>

<b>Agency Comments</b>	<b>Applicant's response</b>
<b><u>Department of Parks and Wildlife</u></b>	
<p>While it is understood that this Structure Plan is an overarching document and so is not intended to provide design detail, the following are key areas of concern to be considered as the</p>	<p>Noted. The sewerage treatment plant and potable water plant has been upgraded in 2013 to accommodate the resort expansion. The new membrane bio-reactor waste water treatment plant has been</p>

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<p>planning process unfolds.</p> <p>The management of sewage, waste water, and run-off needs to be addressed adequately, by providing detail on how solid and liquid sewage waste will be contained and managed. Given the close proximity to the marine park the management of sewage is particularly critical given the significant numbers of campers and visitors accessing the area and the potential impact from waste leaching into the marine park.</p>	<p>specifically designed and build to account for DPaW, EPA, DER concerns in this regard and is now fully tested, commissioned and operating for two years. All operational permits are now in place and regular bore testing regime in place. Water treatment for reuse in landscaping requires additional upgrades.</p> <p>This detail shall be provided as part of the Development Application.</p>
<p>The management of solid waste and litter is critical to keeping the foreshore and marine park free of litter and other debris generated from the site, both in the construction phase and during ongoing operations. It is recommended that the waste management plan take these issues into consideration</p>	<p>Noted. This shall be addressed as part of the final Construction Management Plan.</p>
<p>Management of visitor impacts such as pedestrian access onto the foreshore and into the marine park needs to be considered given the increased visitation and overnight accommodation offered. It will be important to understand how the visitors will be contained within the site, and how they will access the marine park. It is important that any issues of ad hoc development of tracks, site erosion, and vegetation loss are adequately addressed. In addition, this increased visitation is likely to have significant impact on the dolphin viewing area and its capacity to comfortably and effectively accommodate those engaged in the Dolphin Experience. It will therefore be critical to engage in close collaboration with Parks and Wildlife to facilitate good integrated cross-boundary planning and design for this key site.</p>	<p>Noted and agreed. RAC shall liaise with DPaW in this regard.</p>
<p>As the proposed further developments will require clearing of vegetation, the increased run off from additional drains, buildings, walkways and other hardened areas such as sealed carparks raises some concerns with regard to the management of this runoff and the movement of silt and</p>	<p>Noted and agreed. This shall be addressed as part of the Development Application.</p>

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

<p>pollutants. Some consideration should be given to rehabilitation of any impacted areas using locally sourced native plants, particularly where there is increased risk of erosion by wind or water.</p>	
<p>With the development of the site and construction of buildings the impact on important aesthetic and visual values of the Shark Bay World Heritage Property. (ie land and seascapes, coastal scenery) must be considered in the design and placement of all infrastructure. Any development must be compatible with and not interfere with the enjoyment of the aesthetic values of the Shark Bay World Heritage Property.</p>	<p>Noted and agreed. This shall be addressed as part of the Development Application. The <u>architect is designing with reference to Peron Peninsular Colour Palette guidelines.</u></p>

<p><b>Agency Comments</b></p>	<p><b>Applicant's response</b></p>
<p><u>Department of Parks and Wildlife</u></p>	
<p>The impact of additional electric lighting should be taken into consideration. Light pollution can significantly alter the nighttime environment in natural areas. The nocturnal activity of marine animals such turtles can be adversely impacted by artificial lights.</p>	<p>Noted and agreed. This shall be addressed as part of the Development Application.</p>
<p>During construction and ongoing management of the site, the introduction of pest plants or diseases and/or contaminated materials must be taken into consideration. This is particularly important when sourcing basic raw materials.</p>	<p>Noted and agreed. This shall be addressed as part of the Development Application.</p>
<p>In principle Parks and Wildlife is highly supportive of well managed and well considered nature based tourism ventures within the Shark Bay World Heritage Property, and acknowledges the significant contribution these ventures can make to enhancing the understanding, appreciation and enjoyment of the World Heritage values.</p>	<p>Noted. RAC looks forward to continue its positive relationship with DPaW on this exciting project.</p>

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<p>The department has a strong interest in continuing to work collaboratively with RAC and the Shire-of Shark Bay over coming years with regard to the development of appropriate, integrated, complimentary and seamless visitor spaces and infrastructure that will continue to deliver a world class experience for visitors to Monkey Mia and the broader Shark Bay World Heritage Property.</p>	
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Agency Comments	Applicant's response
<p><b>Department of Aboriginal Affairs</b></p>	
<p>The Department of Aboriginal Affairs (DAA) has undertaken a review of the location and confirms there are three reported Aboriginal heritage places where the mapping of these places intersect the area of the proposed structure plan. These places are lodged Aboriginal heritage place DAA 8778 (Monkey Mia) and registered Aboriginal Sites DAA 496 (Monkey Mia 5) and DAA 16214 (Monkey Mia Hill). A review of the information within the site files indicates the actual location of DAA 8778 is not located within the proposed structure plan area and is situated approximately 400m to the south. Similarly, it is likely both DAA 496 (Monkey Mia 5) and DAA 16214 (Monkey Mia Hill) are located on the south side of the Monkey Mia access road and outside of the proposed structure plan area.</p>	<p>Noted.</p>
<p>The Structure Plan report for the Monkey Mia Dolphin Resort, dated 26 October 2016, details consultation with Yamatji Marlpa Aboriginal Corporation (YMAC) has occurred, however that ethnographic and archaeological site identification surveys will be undertaken with the Malgana People to determine if</p>	<p>Noted. RAC recognises that the Monkey Mia area has a special cultural significance for the Malgana People. RAC is committed to working with the Malgana People to ensure that any Aboriginal heritage issues are managed appropriately and by agreement with the Traditional Owners. RAC has taken assignment of the</p>

MINUTES ORDINARY COUNCIL MEETING

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<p>Aboriginal sites exist within the development area and whether consent under section 18 of the <i>Aboriginal Heritage Act 1972</i> (AHA) is required if an Aboriginal heritage site cannot be avoided. Please note that if Aboriginal heritage places are identified during the heritage surveys, proponents are required under the AHA to report these findings to theDAA. This ensures the Register of Sites and Objects (Register) contains the most current information and improves the accuracy of the database (Register).</p>	<p>Native Title Agreement negotiated between the former resort operators (Aspen) and intends to uphold the undertakings of that Agreement. Consultation is already being undertaken with the Malgana Working Group as part of the Structure Plan and Development Application processes. Heritage Agreement currently in preparation for execution.</p>
<p>It is recommended that developers undertaking activities within the area for the proposal, are familiar with the State's Cultural Heritage Due Diligence Guidelines. These have been developed to assist proponents to identify any risks to Aboriginal heritage and to mitigate risk where heritage sites may be present. The guidelines are available at: <a href="http://www.daa.wa.gov.au/globalassets/pdf-files/ddg">http://www.daa.wa.gov.au/globalassets/pdf-files/ddg</a>. If, after reviewing these guidelines, the developer has any queries regarding their responsibilities regarding the AHA, they should contact the DAA in the first instance.</p>	<p>Noted.</p>

<b>Agency Comments</b>	<b>Applicant's response</b>
<p><b><u>Department of Fire and Emergency Services (DFES)</u></b></p>	
<p>DFES do not support the structure plan as it proposes development (camping sites) in BAL- 40 and BAL-FZ without sufficient justification, and the BMP has not demonstrated to the fullest extent compliance to the bushfire protection criteria.</p> <p>A revised BMP for the proposed structure plan, in line with the points provided for the bushfire consultant following this letter, is required.</p>	<p>Noted. RAC's project team are working with DFES, the Shire, the Department of Lands and Main Roads WA to reach a mutually agreeable solution in relation to fire management. A revised BMP will be resubmitted to DFES in due course to ensure all matters are addressed appropriately prior to the Structure Plan being approved by the Western Australian Planning Commission.</p>

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Agency Comments	Applicant's response
<b><u>Shark Bay World Heritage</u></b>	
Following the Public Environmental Review in 2004, the Environmental Protection Authority identified issues relevant to the proposed expansion (Bulletin 1165). The complement of management plans appended to the Structure Plan, including the Foreshore Management Plan, Environmental Management System and Coastal Hazard Risk Management Plan, appear to address the majority of environmental factors previously highlighted in Ministerial Statements 709 and 919.	Noted.
The western subspecies of the Thick-billed Grasswren ( <i>Amytornis textilis textilis</i> ) is endemic to Western Australia and is currently only known from the Shark Bay region. Whilst this subspecies has experienced an historic decline, there is no current evidence to indicate further declines in numbers since 1910, with the surveys conducted in 1998 and 2003 indicating that populations (estimated at 21,500 in 2000) are stable. As such, this Grasswren has been deleted from the EBPC Act threatened species list vulnerable category. However, the Committee recommends on-going monitoring to ensure habitat and refuge areas within the proposal area are sufficient to maintain this status quo.	Noted. A Grasswren survey is currently being undertaken over the site.
Given that aesthetics of land and seascapes are included in the World Heritage values, the Committee suggests that construction materials, building designs and colours be sympathetic to the surrounding local environment to minimise visual impacts. To assist developers with this aspect of the values, the Committee commissioned a graphic artist to formulate colour palettes relative to areas of the World Heritage property, including Peron Peninsula. These palettes have also been adopted by the Shire of Shark Bay.	Noted. Materials and colour palettes shall be addressed in detail as part of the development application phase. The architect is designing with reference to Peron Peninsular Colour Palette guidelines.
Although the Monkey Mia dolphins are not specifically identified as a World Heritage value, the marine megafauna	Noted and agreed. RAC shall liaise with DPaW in this regard.

MINUTES ORDINARY COUNCIL MEETING

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<p>of Shark Bay is, and any cumulative impacts on the sensitive environment and the dolphins should be considered in relation to the carrying capacity of the area and the potential for the dolphin interactive experience to be compromised.</p> <p>It is understood that the current review of the management of the Monkey Mia dolphin provisioning program by Department of Parks and Wildlife will consider the expected growth in tourist visitation to the Resort, the current and raised pressures and the management strategies to mitigate these.</p>	
<p>The Committee endorses the Royal Automobile Club's environmental policy, which acknowledges responsibility to protect the natural environment, mitigate negative impacts and pursue continuous improvement for more sustainable operations.</p> <p>It also supports the proposal to expand the Monkey Mia Dolphin Resort, with the expectation that any environmental impacts will be clearly articulated and measures taken to reduce and/or prevent these within the proposal area.</p>	<p>Noted and agreed.</p>

22 FEBRUARY 2017

**14.0 BUILDING REPORT**

**15.0 HEALTH REPORT**

**16.0 WORKS REPORT**

**16.1 FIVE YEAR CAPITAL ROAD PLAN 2016/2017-2020/2021 ADJUSTMENT  
FM00008**

Author

Works Manager

Disclosure of Any Interest

Disclosure of Interest: Cr Fenny

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

Cr Fenny left Council Chamber at 5.17

Moved            Cr Laundry  
Seconded       Cr Capewell

**Council Resolution**

**That Council endorse the recommended adjustments to the five year Road Capital plan for the years 2016/2017 through to 2020/2021 within the Shire of Shark Bay to enable potential savings on Regional Road Group funding by joint sealing programs with Main Roads Western Australia in 2017/2018 and 2018/2019.**

**5/0 CARRIED**

Cr Fenny returned to Council Chamber at 5.19pm

Background

This item was presented to the Ordinary Council meeting held on the 19 December 2016. Due to a declaration of interest by Cr Fenny, this left Council without a quorum so the item was laid on the table to be addressed at the February 2017 Ordinary Council meeting.

The 5 year Road Capital plan proposed road works schedule contains an estimated Capital expenditure on roads within the Shire of Shark Bay for the next 5 years.

At the Ordinary Council Meeting held 27 July 2016 the following Council Resolution was carried:

22 FEBRUARY 2017

Moved            Cr Wake  
Seconded       Cr Capewell

**Council Resolution**

***That the 5 year Road Capital plan as attached to the Works Managers report dated 19 July 2016, for the years 2016/2017 through to 2020/2021, within the Shire of Shark Bay, be endorsed.***

**6/0 CARRIED**

An extract of the Council item is attached to the end of this report.

**Comment**

At the time of the report presented in the July ordinary council meeting it was unknown that Main Roads Western Australia had committed to a reseal program on the Monkey Mia Road.

It has since been confirmed that Main Roads Western Australia will be commencing a reseal program on the Monkey Mia Road in 2017/2018 and 2018/2019. Main Roads Western Australia have suggested that the Shire of Shark Bay enter into a joint resealing program to take advantage of the economy of scales that will be gained from a joint venture.

Main Roads would take all responsibility and tendering protocols associated with their tendering procedures alleviating the need for the Shire of Shark Bay to call for tenders.

From previous experience on the Hamelin Pool Road this process of joint sealing programs with Main Roads Western Australia can potentially have huge cost advantages to the Shire of Shark Bay. Essentially Regional Road Group funds associated with reseals will go a further and any savings will be reallocated to future Regional Road Group projects associated with the Shire of Shark Bay.

As such, an out of session approval has been asked for from the Regional Road Group to reschedule the approved Regional Road Group programs for this year and next year to take advantage of any potential savings.

The approvals being sought are as follows:

Introduce Ocean Park Road shoulders into 2016/2017

Change Nanga Bay Road reseal from 2016/2017 to 2017/2018

With this in mind and the fact that the Monkey Mia Road will be resealed over two financial years, 2017/2018 and 2018/2019, it is suggested that the following changes are made to the 5 year capital road plan:

Introduce Ocean Park Road shoulders into 2016/2017

Change Nanga Bay Road reseal from 2016/2017 to 2017/2018.

Change Ocean Park reseal from 2018/2019 to 2020/2021

Change Eagle Bluff re-sheet from 2018/2019 to 2020/2021

**Legal Implications**

There are no Legal implications associated with this report.

22 FEBRUARY 2017

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Policy Implications

There are no policy implications associated with this this report.

Financial Implications

Exact savings associated with this report are hard to determine until the final tender has been accepted by Main Roads Western Australia. Past experience on the Hamelin Pool Road has shown savings of up to 30% and above are potentially obtainable.

Other cost savings associated with this strategy will be administrative as any time and effort required to enter into and conduct a formal tender and evaluation process will be undertaken by Main Roads Western Australia.

Strategic Implications

There are no strategic implications associated with this report

Risk Management Implications

There is no risk associated with this report

Voting Requirements

Simple Majority Required

Signatures

Author

*B Galvin*

Chief Executive Officer

*P Anderson*

Date of Report

14 December 2016

MINUTES ORDINARY COUNCIL MEETING

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SHIRE OF SHARK BAY Road Capital Program 2015/16 to 2019/20																									
Regional Road Group																									
Road	Year	Place		Amount	2016/17				2017/18				2018/19				2019/20				2020/21				
		From	To		Type	Time	By	Cost	Type	Time	By	Cost	Type	Time	By	Cost	Type	Time	By	Cost	Type	Time	By	Cost	
Useless Loop Road	16/17	13.00	18.30	5.30	Resheet	July/16	Shire	\$ 377,600.00																	
	17/18	77.00	82.50	5.50					Resheet	July/17	Shire	\$ 229,000.00													
	18/19	33.00	38.50	5.50									Resheet	July 18	Shire	\$ 229,000.00									
	19/20	74.00	77.00	3.00										Resheet	July/19	Shire	\$ 120,000.00								
	19/20	63.00	65.50	2.50										Resheet	July/19	Shire	\$ 109,000.00								
20/21	50.40	55.90	5.50																	Resheet	July/20	Shire	\$ 229,000.00		
Stella Rowley Drive	19/20	0.00	4.30	4.30																Shoulders	Nov/19	Shire	\$ 90,000.00		
Nanga Road	17/18	0.00	2.65	2.65					Reseal	43,132	Contractors	\$ 90,000.00													
Ocean Park Road	16/17	0.00	2.50	2.50	Shoulders	42,767	Shire	\$ 90,000.00																	
	18/19	0.00	2.50	2.50									Reseal	Feb/19	Contractors	\$ 90,000.00									
Eagle Bluff Road	18/19	0.00	4.38	4.38																	Resheet	44,228	Shire	\$ 90,000.00	
<b>Total RRG</b>								<b>\$ 377,600.00</b>				<b>\$ 319,000.00</b>				<b>\$ 319,000.00</b>				<b>\$ 319,000.00</b>				<b>\$ 319,000.00</b>	
RRG								\$ 251,733.33				\$ 212,666.67				\$ 212,666.67				\$ 212,666.67				\$ 212,666.67	
Balance								-\$ 125,866.67				-\$ 106,333.33				-\$ 106,333.33				-\$ 106,333.33				-\$ 106,333.33	
Roads to Recovery																									
Road	Year	Place		Amount	2016/17				2017/18				2018/19				2019/20				2020/21				
		From	To		Type	Time	By	Cost	Type	Time	By	Cost	Type	Time	By	Cost	Type	Time	By	Cost	Type	Time	By	Cost	
Woodleigh- Byro	16/17	84.00	120.00	36.00	Reconstruct	Sept/16	Contractor	\$ 150,000.00																	
Knight Terrace	16/17	0.00	0.90	0.90	Reseal	Feb/17	Contractor	\$ 361,150.00																	
Old Knight Terrace	16/17	0.00	0.14	0.14	Reconstruct	Mar/17	Contractor	\$ 150,000.00																	
Brockman Street	17/18	0.00	0.59	0.59					Reconstruct	Feb/18	Contractors	\$ 199,877.00													
Durlacher Street	18/19	0.00	1.12	1.12									Reconstruct	Feb/19	Contractors	\$ 399,745.00									
<b>Total R2R</b>								<b>\$ 661,150.00</b>				<b>\$ 199,877.00</b>				<b>\$ 399,745.00</b>				<b>\$ -</b>				<b>\$ -</b>	
<b>Grand Total</b>								<b>\$ 1,038,750.00</b>				<b>\$ 518,877.00</b>				<b>\$ 718,745.00</b>				<b>\$ 319,000.00</b>				<b>\$ 319,000.00</b>	

MINUTES ORDINARY COUNCIL MEETING

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MINUTES OF THE ORDINARY COUNCIL MEETING

27 JULY 2016

16.2 FIVE (5) YEAR ROAD CAPITAL PLAN 2016/2017 - 2020/2021  
FM00005

Author  
Works Manager

Disclosure of Any Interest  
Nil

Moved            Cr Wake  
Seconded       Cr Capewell

Council Resolution

**That the 5 year Road Capital plan as attached to the Works Managers report dated 19 July 2016, for the years 2016/2017 through to 2020/2021, within the Shire of Shark Bay, be endorsed.**

6/0 CARRIED

Background

The 5 year Road Capital plan proposed road works schedule contains an estimated Capital expenditure on roads within the Shire of Shark Bay for the next 5 years.

Comment

There is an established 5 year road capital plan for capital works on rural and urban roads within the Shire of Shark Bay. This plan has been put into place to show the projected years that works will be completed and also the sections of those roads that, at this point in time, have been deemed to be in most need for capital works.

As road use changes and given the fact that certain events will occur out of our control, the projected years shown in the inserted spread sheet are estimates of the proposed works and time frames involved.

This Road Capital plan is a living document and needs to be reviewed annually. This will ensure that capital expenditure will be spent in a most productive manner.

Regional Road Group projects for 2016/2017 include a re-sheet program on the Useless Loop Road between SLK 13 to SLK 18.5. This will involve contractors carting sheeting material from the gravel pit at SLK 28 and Shire laying out the material to achieve a 150mm coverage. Some extra works will be undertaken to do some minor realignments and form work in preparation for the expected 2017/18 seal program on the Useless Loop Road. It is estimated these works will come to \$377,600.00. Also included in the RRG funding is the part resealing of the Nanga Road, associated costs will be \$90,000.00.

The Shire of Shark Bay has an allocation of approximately 1.26 million dollars over the next 3 years. A workshop with councillor participation was held on the 11<sup>th</sup> of February 2016 to discuss potential road requirements within the Shire. Councillors indicated that

Confirmed at the Ordinary Council meeting held on the 31 August 2016 – Signed by the President Cr Cowell \_\_\_\_\_

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# MINUTES ORDINARY COUNCIL MEETING

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## MINUTES OF THE ORDINARY COUNCIL MEETING

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they would like to concentrate primarily on town streets with some expenditure on the Woodleigh-Byro Road.

The following table represents the Roads to Recovery allocations for the Shire of Shark Bay.

Year	Previous	New allocation	Increase/Decrease
2016/17	\$199,877	\$659,891	\$460,014
2017/18	\$199,877	\$199,877	Nil
2018/19	\$399,754	\$399,754	Nil
	\$1,199,260	\$1,830,708	\$631,448

With this in mind the following roads have been costed and presented for Council approval for 2016/17.

### Woodleigh-Byro Road:

The Woodleigh-Byro Road from SLK 84 (Cross Roads) to SLK 120 (Shire Boundary). This section of the Woodleigh-Byro Road is in need of some maintenance. It is proposed to resheet the road as required with forming and shaping in the remaining areas. Extra drainage will be installed as required with grids cleaned and batters maintained. The estimated cost involved with this project will be \$150,000.00.

### Knight Terrace:

Knight Terrace from the western end round-a-bout to the eastern end round-a-bout will be resealed with asphalt. The cost implication involved would be approximately \$360,000.00. This reseal would enhance the foreshore revitalisation projects already underway.

### Old Knight Terrace:

Old Knight Terrace in conjunction with Knight Terrace would be looked at to formalise the parking at and around the Shark Bay Supermarket whilst also implementing a suitable path for the jinker to navigate the western end round-a-bout. The storm water drainage issues would also be addressed at this stage. An allocation of \$150,000.00 has been given to this project.

### Legal Implications

There are no legal implications associated with this report

### Policy Implications

There are no policy implications associated with this report

### Financial Implications

The Regional Road Group funding is based on a two thirds one third contribution from the Shire. In the 2016/2017 financial year the total Regional Road Group budget will

Confirmed at the Ordinary Council meeting held on the 31 August 2016 – Signed by the President Cr Cowell \_\_\_\_\_

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## MINUTES OF THE ORDINARY COUNCIL MEETING

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be \$467,000.00. The required contribution from the Shire is one third, this equates to \$155,666.00.

Roads to Recovery funding does not require any contributions from the Shire. The total spend from Roads to Recovery will be \$695,800.00

### Strategic Implications

Outcome 1.1

1.1.7 Develop and maintain sustainable transport infrastructure.

Outcome 1.2

1.2.5 Allocate resources to deliver economic development and population growth.

### RISK MANAGEMENT

There are no risks associated with this report.

### Voting Requirements

Simple Majority Required

### Signatures

Author	<i>B Galvin</i>
Chief Executive Officer	<i>J Anderson</i>
Date of Report	19 July 2016

Confirmed at the Ordinary Council meeting held on the 31 August 2016 – Signed by the President Cr Cowell \_\_\_\_\_

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SHIRE OF SHARK BAY Road Capital Program 2015/16 to 2019/20																									
Regional Road Group	Road	Year	Place		Amount	2019/17				2017/18				2018/19				2019/20				2020/21			
			From	To		Type	Time	By	Cost	Type	Time	By	Cost	Type	Time	By	Cost	Type	Time	By	Cost	Type	Time	By	Cost
Useless Loop Road	19/17	13.00	18.30	5.30	Resheet	July/19	Shire	\$ 377,000.00																	
	17/18	77.00	82.50	5.50					Resheet	July/17	Shire	\$ 230,000.00													
	19/19	33.00	36.50	3.50																					
	19/20	74.00	77.00	3.00																	Resheet	July/19	Shire	\$ 120,000.00	
	19/20	63.00	65.50	2.50																	Resheet	July/19	Shire	\$ 100,000.00	
	20/21	50.40	55.00	4.60																	Resheet	July/20	Shire	\$ 230,000.00	
Stella Rowley Drive	19/20	0.00	4.30	4.30																Shoulders	Nov/19	Shire	\$ 90,000.00		
Nanga Road	19/17	0.00	1.40	1.40	Reseal	Feb/17	Contractors	\$ 90,000.00																	
	17/18	1.40	2.05	0.65	Reseal	Feb/18	Contractors	\$ 90,000.00																	
Ocean Park Road	20/21	0.00	2.50	2.50																	Reseal	Nov/18	Contract	\$ 90,000.00	
Eape Bluff Road	19/19	0.00	4.38	4.38																	Resheet	Nov/18	Shire	\$ 90,000.00	
<b>Total RRG</b>								<b>\$ 467,000.00</b>	<b>\$ 319,000.00</b>				<b>\$ 319,000.00</b>				<b>\$ 319,000.00</b>				<b>\$ 319,000.00</b>				
RRG								\$ 311,733.33	\$ 212,666.67				\$ 212,666.67				\$ 212,666.67				\$ 212,666.67				
Balance								-\$ 155,666.67	-\$ 106,333.33				-\$ 106,333.33				-\$ 106,333.33				-\$ 106,333.33				
<b>Roads to Recovery</b>																									
Road	Year	Place		Amount	2019/17				2017/18				2018/19				2019/20				2020/21				
		From	To		Type	Time	By	Cost	Type	Time	By	Cost	Type	Time	By	Cost	Type	Time	By	Cost	Type	Time	By	Cost	
Woodleigh-Byrne	19/17	84.00	120.00	36.00	Reconstruct	Sept/16	Contractor	\$ 150,000.00																	
Knight Terrace	19/17	0.00	0.90	0.90	Reseal	Feb/17	Contractor	\$ 391,150.00																	
Old Knight Terrace	19/17	0.00	0.14	0.14	Reconstruct	Mar/17	Contractor	\$ 150,000.00																	
Brockman Street	17/18	0.00	0.50	0.50					Reconstruct	Feb/18	Contractors	\$ 199,877.00													
Dunfacher Street	18/19	0.00	1.12	1.12																	Reconstruct	Feb/18	Contractors	\$ 399,745.00	
<b>Total R2R</b>								<b>\$ 661,150.00</b>	<b>\$ 199,877.00</b>				<b>\$ 399,745.00</b>				<b>\$ -</b>				<b>\$ -</b>				
R2R								\$ -	\$ -				\$ -				\$ -								
<b>Grand Total</b>								<b>\$ 1,128,750.00</b>	<b>\$ 518,877.00</b>				<b>\$ 718,745.00</b>				<b>\$ 319,000.00</b>				<b>\$ 319,000.00</b>				

Confirmed at the Ordinary Council meeting held on the 31 August 2016 – Signed by the President Cr Cowell \_\_\_\_\_

22 FEBRUARY 2017

**17.0 TOURISM, RECREATION AND CULTURE REPORT**

**17.1 GASCOYNE COMMUNITY CHEST FUND 2017**  
**GS00008**

AUTHOR

Executive Manager Community Development

DISCLOSURE OF ANY INTEREST

NIL

Officer Recommendation

That Council requests the Shire administration to seek clarification on being awarded the \$20,000 of Royalties for Regions - Community Chest Funds from the Gascoyne Development Commission, and

That the Destination Shark Bay Brand Development Project be endorsed for implementation by the Shire of Shark Bay from July 2017.

Cr Ridgley left Council Chamber at 5.47 pm

Cr Ridgley returned to Council Chamber at 5.47 pm

**AMENDMENT TO OFFICERS RECOMMENDATION**

**Reason: Council considered the reasoning behind the allocation of these funds to the shire should be identified in the first instance and amended the recommendation to suit**

Moved Cr Ridgley

Seconded Cr Capewell

**Council Resolution**

**That Council requests the Shire administration to seek clarification on being awarded the \$20,000 of Royalties for Regions - Community Chest Funds from the Gascoyne Development Commission.**

**6/0 CARRIED**

BACKGROUND

The Gascoyne Tourism Development Board (the proponent) submitted a grant application of \$20,000 to the Royalties for Regions - Community Chest Fund 2017 to assist in the development of a strategic tourism alliance and support the development of a destination brand for Shark Bay tourism.

The total project budget is for \$25,000 and includes:

- \$20,000 Community Chest Funds
- \$3,000 Shire of Shark Bay – local level engagement

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- \$2,000 Shark In-kind contribution from Gascoyne Tourism & Shire of Bay staff

The Gascoyne Development Commission Board met in December to consider Community Chest Fund applications. It is unclear as to why the Gascoyne Tourism Board Inc., was not eligible to receive the funds for which it applied. The decision was to agree with the principles outlined in the application 'Project Objectives' and divest the funds with the Shire of Shark Bay.

Vincent Catania MLA – Member for the North West Central announced in a Media Statement on 30 January 2017, “*Shark Bay will receive \$20,000 towards development of a Shark Bay Brand...*”

The Shire Administration has not had any formal notification of this decision or that they are to receive the funds, which are not available until 1 July 2017.

#### COMMENT

#### **What is Destination Branding?**

Destinations that rely on tourism to drive economic progress – especially those destinations that are relatively unknown to the traveling public, need an efficient means to create a sense of place on the travellers' mental map. In today's developing and expanding travel destinations, travellers encounter a growing number of messages from established and emerging destinations – all competing for limited 'mind-space' and discretionary spending decisions.

In order to compete in a cluttered travel environment, destination marketing requires more than a logo or catchy slogan (see items in Appendix 1.) It requires a strategic approach to building a sustainable destination brand. A strategic brand is one that aligns key stakeholders – government tourism agencies, non-government sector, private sector tourism providers and media and travel consumers.

The brand must communicate the travel assets of a destination in a way that connects with the needs and wants of the travelling public. A destination brand is essentially the promise of an experience, one that the traveller desires and that the destination can deliver.

A well-accepted metaphor for destination branding is like a gift: *this gift comprises the best experiences and product that a destination has to offer guests when they visit. The brand image is how this gift is packaged and wrapped. While the guest cannot experience the gift until they arrive, effective packaging should create appeal, provide insight into the contents and ultimately be harmonious with the gift without over or under promising.*

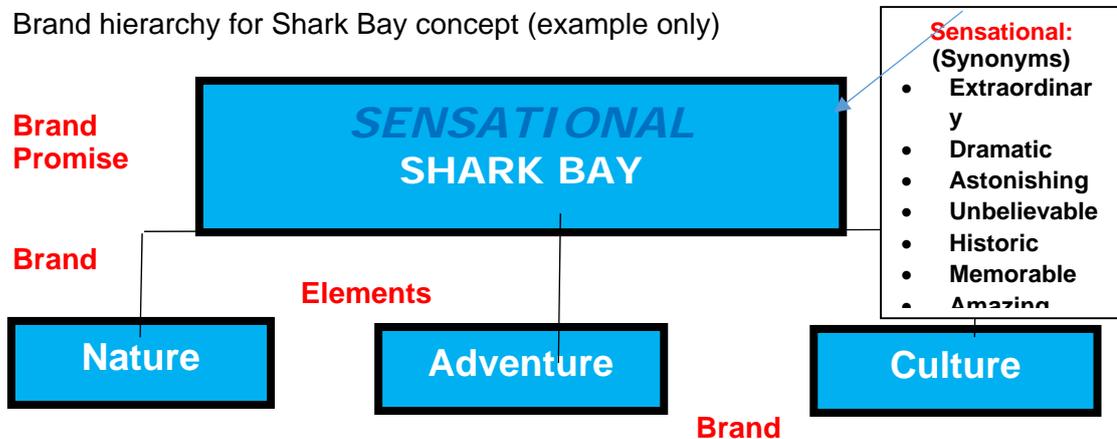
Creating a strong brand requires the connection of three marketing components:

- **Brand elements**
  - The top motivational factors that speak why a guest selects a destination, what they seek from the experience, and what a destination promises to deliver. Consumer research is a key factor in shaping a destination brand.
- **The brand promise**
  - Why buy?

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- The promise provides an encompassing and memorable idea and is often stated in a 'slogan' (refer Appendix 1. Examples of other Local Governments 'slogan's')
- Some international examples include:
  - Costa Rica's "*No artificial ingredients*" promises an environmentally friendly beach-and-natural holiday experience;
  - Egypt's "*Where it all begins*" presents a dual proposition, that the country is the origin of civilization for guests who want to experience antiquity and at the same time modernity;
- **Touch points**
  - Brand *touch points* are the physical elements by which a guest can experience – or touch- the brand. Ultimately, touch points make the brand elements and brand promise real for the traveller. An inventory of *touch points* will help determine how well a destination can deliver on brand elements and brand promises.

Brand hierarchy for Shark Bay concept (example only)



**Touch Points**

World Heritage Sites  
National Parks  
Walk Trails  
Stunning vistas  
Marine life interactions  
Photography

Diving with Sharks  
4WD tracks  
Camping  
Wind sports  
Fishing  
Boating

Discovery Centre  
Museum  
Seafood  
Pearls  
Cuisine  
Family time

The brand marketing message is a vital strategic tool to help shape the future of a tourism destination. (Ref: R Kwortnik E Hawkes 2011)

LEGAL IMPLICATIONS

Effective management and administration of signed Agreement

POLICY IMPLICATIONS

There are no policy implications relating to this report

FINANCIAL IMPLICATIONS

Effective project management, implementation and acquittal of Royalty for Regions-Community Chest Funds 2017.

STRATEGIC IMPLICATIONS

MINUTES ORDINARY COUNCIL MEETING

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OUTCOME 1.4.2

Continue to promote and support tourism

RISK MANAGEMENT

There are no risks associated with this report

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author  
Chief Executive Officer  
Date of Report

*L Butterly*  
*P Anderson*  
10 February 2017

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APPENDIX (1)



Shire logo



In use on Visitor Centre website banner



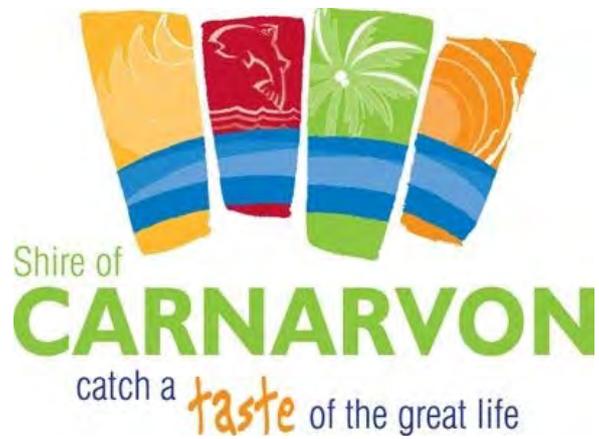
 world heritage **Discovery and Visitors Centre**

**The World Heritage is not a Shire logo however it is used extensively throughout the Shark Bay World Heritage Discovery & Visitor Centre**

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(Visitor Centre logo)



(Visitor Centre logo)

**TAKE A FRESH LOOK**



22 FEBRUARY 2017

17.2 SHEARER'S THE TRUCK DAYS – VIDEO PRODUCTION  
GS00001

AUTHOR

Executive Manager Community Development

DISCLOSURE OF ANY INTEREST

Nil

Officer Recommendation

Option 1

That the Shearers & Pastoral Workers Social Club be encouraged to secure the support of a like-industry organisation to auspice the 'Shearer's – The Truck Days' video production and apply for grant funding with a relevant State agency;

OR

Option 2

Council approves the requested \$2,000 sponsorship on the basis that the Shearers & Pastoral Workers Social Club provide Shire administration with appropriate legal and financial organisation structure in which to place the funds.

Moved            Cr Cowell  
Seconded       Cr Ridgley

Council Resolution

**That the Shearers & Pastoral Workers Social Club be encouraged to secure the support of a like-industry organisation to auspice the 'Shearer's – The Truck Days' video production and apply for grant funding with a relevant State agency;**  
**6/0 CARRIED**

BACKGROUND

The Shearers & Pastoral Workers Social Club are planning the production of a video to showcase the memoirs and oral histories of the few remaining shearers. The story will be told through interviews and a montage of archive photographs of the early shearing industry in Western Australia, with a particular focus on the 'truck days'.

COMMENT

The Shearers & Pastoral Workers Social Club are approaching Local Government Council's throughout Western Australia and requesting financial support of up to \$2,000 each to produce the video. Production will be managed by Ron Reddingius – who currently produces Channel 7 Perth's Home in WA. Sponsors will receive ten copies of the final video.

The information submitted by the Shearers & Pastoral Workers Social Club does not indicate there is any legal structure to the Club and although advice was given for them to seek an organisation to auspice their project funds (E.g. WA Shearing Industry Assoc.) it doesn't appear that this has been achieved.

## MINUTES ORDINARY COUNCIL MEETING

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A project of this nature lends itself to being funded through a number of recognised State-level agencies:

- Lotterywest
- WA Historical Foundation, and
- State Heritage Council's – Heritage Grants Program

### LEGAL IMPLICATIONS

There are no legal implications relating to this report.

### POLICY IMPLICATIONS

There are no policy implications relating to this report

### FINANCIAL IMPLICATIONS

This type of sponsorship request could come through the Council Members 'Donations' budget which has a current balance of \$4,218.

### STRATEGIC IMPLICATIONS

There are no strategic implications relating to this report.

### RISK MANAGEMENT

The risk associated with supporting the sponsorship request is related to there being no identified legal entity in which to invest the funds.

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Author

*L Butterly*

Chief Executive Officer

*P Anderson*

Date of Report

10 February 2017

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THE  
SHEARERS & PASTORAL WORKERS SOCIAL CLUB  
invite you to be part of a piece of history.

In January 2017 we are initiating the video production of an archival story to capture the era of shearing in WA between 1900 - 1960.

The video will be titled...  
***'Shearers - The Truck Days'***



This video is designed to show case the memoirs and oral histories of the few remaining shearers and team staff members of this bygone era. The story will be told through interviews, and a montage of archive photographs of the time. This historic video, will be professionally produced by WA's leading television producer Ron Reddingius. Ron has worked in television for more than 40 years and currently produces Channel 7 Perth's Home In WA.

We invite you to be a part of this historic collation to permanently capture the essence of a bygone era of agricultural life in Western Australia.

Please help us ensure part of our history is recorded and donate to ensure we create this wonderful piece of heritage.

All participants from shires, councils, businesses and individuals will all receive a credit acknowledgement at the conclusion of the story.

Pre - production is planned for December with the shooting to commence January 2017.

We are seeking your support by means of a contribution of \$2000

All Sponsors will also receive 10 x copies of this video in either DVD format or on individual thumb drives (USB).

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*'Shearers - The Truck Days'*



So that the SHEARERS & PASTORAL WORKERS SOCIAL CLUB can initiate this pre-production we ask for your firm commitment by Tuesday the 28th of February 2017.

If you, your shire, council, or business wish to participate and support this wonderful historical project please call **Doug Kennedy on 0429024106** or via email on **dekennedy1@bigpond.com** or complete the attached form and email to Doug.

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17.3 AUSTRALIA DAY BREAKFAST 2016  
RC00012

AUTHOR

COMMUNITY DEVELOPMENT OFFICER

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as relative of the author of the report

Moved Cr Bellottie

Seconded Cr Laundry

**Council Resolution**

**That the Australia Day Breakfast report be noted and \$1,600 be included in the draft 2017/2018 Budget deliberations.**

**6/0 CARRIED**

BACKGROUND

The Shire of Shark Bay hosted the Australia Day Breakfast on the 26 January. The event is funded by the Shire and as in previous years between 80 and 120 community members have been in attendance.

COMMENT

Australia Day 2017 was celebrated on the 26 January on the Denham Foreshore BBQ area next to the jetties. The event attracted over eighty people. The event was advertised through posters, SMS mobile phone messages and on the Facebook pages – Shark Bay Buy and Sell and Shark Bay News and Views.

The recipients of the Australia Day Awards were announced and awarded at the event. Jamie Burton was the recipient in the over 25 year's category, for her work with community groups, Fishing Fiesta and her community spirit. The winner in the under 25 year's category was Leah Whitmore, for volunteering at the Dirk Hartog Festival, working with children and for being an excellent role model to the youth of Shark Bay.

The breakfast included bacon, eggs and mullet with a choice of bread or a wrap. Mullet, always a welcome staple at the Australia Day Breakfast, was donated by the Shark Bay Fish Factory.

The 2017 Australia Day Awards and Breakfast event was a great success and the event, weather permitting will be held on the Denham Foreshore in the coming years.

LEGAL IMPLICATIONS

There are no legal implications relevant to this report.

POLICY IMPLICATIONS

There are no policy implications relevant to this report.

FINANCIAL IMPLICATIONS

The cost to hold the Australia Day Breakfast event was approximately \$1,600.

It is recommended that \$1,600 be included in the 2017/2018 budget for the event to be held in 2018.

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STRATEGIC IMPLICATIONS

3.3.2 Promote the assets and lifestyle to the local community

RISK MANAGEMENT

There are no risk management implications relevant to this report.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

*L Butterly*

Chief Executive Officer

*P Anderson*

Date of Report

9 February 2017

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**18.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**19.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

Moved           Cr Ridgley  
Seconded       Cr Laundry

**Council Resolution**

**That Council accept the tabling of urgent business items as follows:**

- 19.1 RAC Structure Plan Monkey Mia Fire Mitigation**
- 19.2 Application for Temporary Storage of Buildings at Shark Bay Airport – Lot 91 Shark Bay Airport Road Denham**
- 19.3 Monkey Mia Jetty – Local Government Property Local Law 7.24 Penalties**
- 19.4 Shark Bay Bowling Club**

**6/0 CARRIED**

**19.1 RAC STRUCTURE PLAN MONKEY MIA FIRE MITIGATION**  
**P2024**

**AUTHOR**

Chief Executive Officer

**DISCLOSURE OF ANY INTEREST**

Nil

Moved           Cr Ridgley  
Seconded       Cr Cowell

**Council Resolution**

**That Council approve the fire mitigation proposal by RAC on Reserve 49107 Lot 500 of a 25 metre buffer on the western boundary mulched to height of 5 cm on the condition that RAC are responsible for the installation and ongoing maintenance of the buffer.**

**In respect to Reserve 1686 which is joint managed by the Shire of Shark Bay and the Department of Parks and Wildlife, the Shires support to maintain vegetation coverage at less than 25% in this area be will be conditional on the proposal being supported by the Department of Parks and Wildlife.**

**6/0 CARRIED**

**BACKGROUND**

The Monkey Mia Dolphin Resort Redevelopment Structure Plan has been circulated by Council for comment and the Department of Fire and Emergency Services has advised that it will not support the structure plan in its current form due to inadequate fire mitigation measures under the current regulations.

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COMMENT

As Council is aware the new fire regulations in their current format impose significant imposts upon developments throughout the state, these regulations would appear not to fully recognise the differing environmental conditions that exist in Western Australian.

The Office of Bushfire Management is currently undertaking a review which may develop models or regulations that address the significantly differing fuel loads that exist.

The Shire has limited legal responsibility to install fire breaks in the majority of the reserves under its care and control.

However in some populated areas and installation of strategic fire mitigation points it is good practice to have a buffer in place to protect life and property.

The Department of Parks and Wildlife and the Chief Executive Officer have been in preliminary discussions regarding strategic buffers and funding sources for this long term project for the protection of the Denham Townsite.

The Chief Executive Officer in discussions with RAC has been exploring differing options that may enable the Department of Fire and Emergency Services to support the plan without significant increases in constructions cost or significant loss of natural vegetation.

The Western Boundary of the Monkey Mia lease area is Lot 500 (Reserve 49107) and is vested in the Shire for the purposes of tourism with a current area of 5 hectares.

This area is currently undeveloped and it is proposed to establish a 25 metre buffer on the boundary that is mulched to approximately 5cm high, this is in line with the practise of vacant blocks in the Townsite and assists in reducing erosion and provides a natural habitat while significantly reducing fuel loadings.

This will not diminish RAC's requirement to have an internal fire break/ buffer system in place on their boundaries which will predominately be the roadways to access areas of the resort.

The area to the south is the Monkey Mia road reserve which is under the care and control of Main Roads and they have agreed to a similar buffer i.e. 25 meter buffer mulched to 5 cm high.

The north (west) boundary Reserve 1686 is jointly vested with the Shire and the Department of Parks and Wildlife which comprises minimal area adjacent to the Monkey Mia Resort lease area which is predominantly beach and sand dunes.

The vegetation in this area will be maintained at less than 25% vegetation cover and no action is required.

This is in line with what the current vegetation coverage is at present.

The Department of Parks and Wildlife have indicated in email correspondence to RAC the following:

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*In the meantime I am able to confirm Parks and Wildlife in-principle support for the measures proposed in the 17 February letter, where they relate to lands managed by Parks and Wildlife. In respect to the reserve joint managed by the Shire of Shark Bay and Parks and Wildlife, Parks and Wildlife support will be conditional on the proposal also being supported by the Shire of Shark Bay.*

The ongoing maintenance of these buffers would remain the responsibility of RAC and would provide a good strategic fire mitigation point in the event of a fire event, and also provide a safe walking area for visitors to the area.

### LEGAL IMPLICATIONS

There are no policy implications relative to this report

### POLICY IMPLICATIONS

There are no policy implications relative to this report

### FINANCIAL IMPLICATIONS

There are no policy implications relative to this report

### STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report

### RISK MANAGEMENT

This is a low risk item to Council

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Chief Executive Officer

*P Anderson*

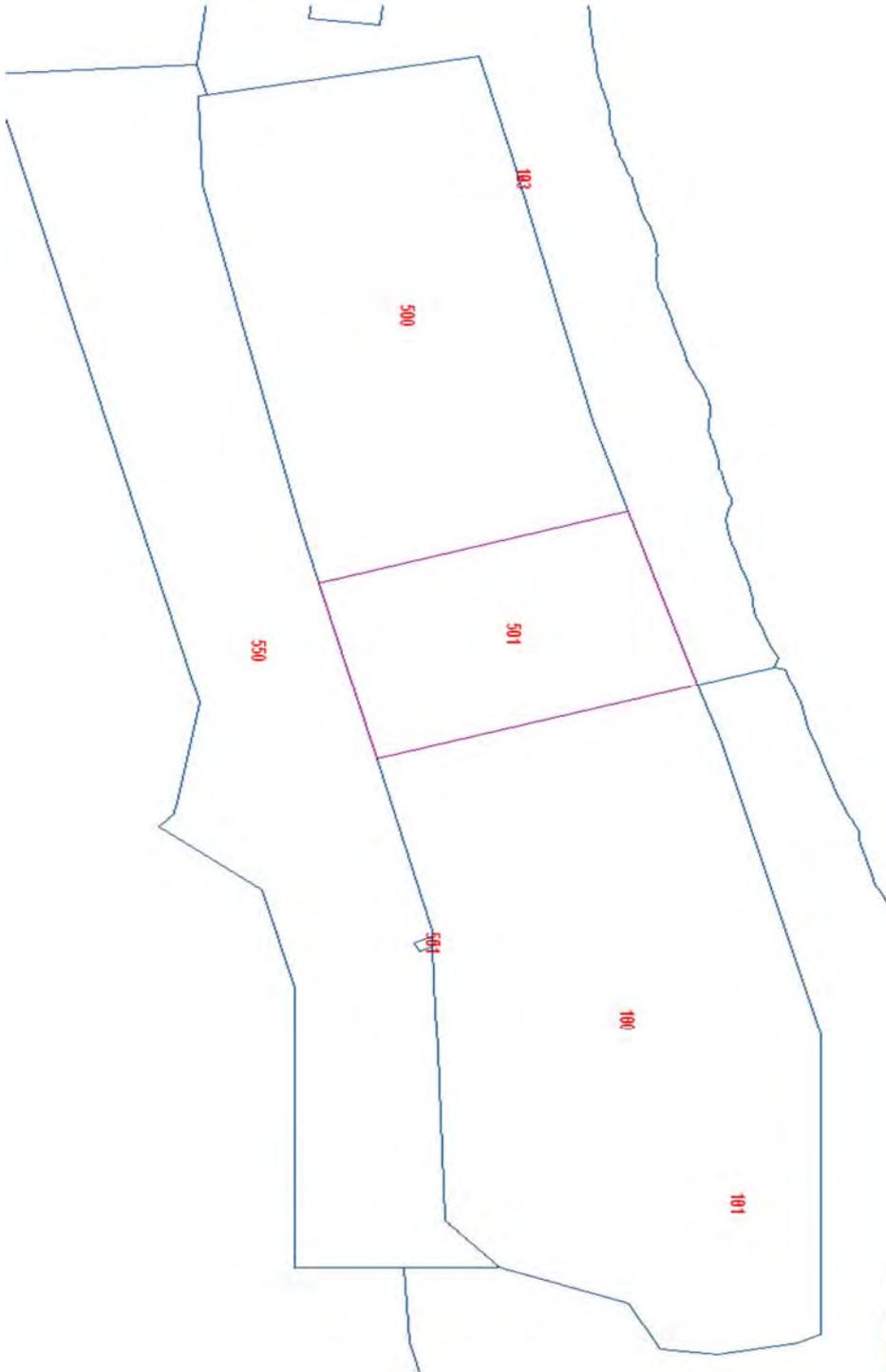
Date of Report

17 February 2017

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22 FEBRUARY 2017

15 February 2017

Mr Paul Anderson  
CEO  
Shire of Shark Bay  
PO Box 126 Denham WA 6537  
Australia



Dear Sir

**RE: Monkey Mia Dolphin Resort (MMDR) Redevelopment Structure Plan – Fire Mitigation Buffers**

In correspondence issued by the Department of Fire & Emergency Services (DFES) dated 16 January 2017 (DFES ref D01097) and provided to the Shire under separate cover, DFES has advised it will not support the MMDR Structure Plan in its current form due to inadequate fire mitigation measures under the current, but new regulations pertaining to same. The various applicable Regulations, Policies and Australian Standards are outlined in DFES' letter.

RAC Tourism Assets Pty Ltd (RAC) is hopeful that the concerns raised by DFES can be addressed through a cross-boundary, strategic approach to fire risk mitigation across the overall Monkey Mia precinct, including land managed by Parks and Wildlife (DPaW) and the Shire of Shark Bay (Shire), either in their own right or jointly.

The strategic approaches, to provide fire risk mitigation, are as follows:

- **Northern Boundary**  
It is proposed that on the northern boundary of Lot 501 in the Shark Bay Shire/Parks and Wildlife joint vested reserve (Reserve 1686) and on the Parks and Wildlife managed Conservation Park (Reserve 49144) a buffer of 25 metres will be maintained at not more than 25% vegetation cover.
- **Eastern Boundary**  
Adjacent to the eastern boundary of the MMDR lease (Reserve 40727) on the area of carpark (also within Reserve 49144) a buffer will be maintained and will be maintained at not more than 40% vegetation cover. It should be noted that RAC does not believe these mitigation measures would require significant removal of vegetation on Parks and Wildlife managed lands. We believe vegetation cover is currently at approximately 40%
- **Western Boundary**  
On the western boundary, bounding (Shire's) Lot 500, it is proposed the implementation and maintenance of a 25-metre buffer, mulched to approximately 5cm high.

[rac.com.au](http://rac.com.au)

The Royal Automobile Club of W.A. (Inc.) T 9436 6693 222 229 220  
A 832 Wellington Street, West Perth, WA, 6005 P GPO Box C140, Perth, WA, 6000

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- Southern Boundary

A similar strategy is intended for the Main Road's Monkey Mia Road Reserve verge. Authority for these consents resides with Main Roads. Responsibility for mulching implementation and maintenance would likewise reside with RAC.

In summary, these measures would involve the maintenance of low fuel (vegetation coverage) in accordance with clause 2.2.3.2 (f) of AS 3959-2009 *Construction of Buildings in Bushfire Prone Areas* as noted below. Also, these measures will endeavour to mitigate erosion and overall loss of habitat to native plants and animals whilst mitigating the overall fire risk to staff, guests and assets. Responsibility for maintenance will reside with RAC.

The table below provides a summary of land tenure and the proposal for each location.

Boundary	Site	Lot	Owner/Mgt Authority	RAC Proposal
North (west)	Beachfront to north Lot 501 & 49107	Lot 1686	Shire & DPaW	Maintain of vegetation at less than 25% vegetation cover. No action required.
North (East)	Beachfront Conservation Park Reserve	Res. 49144	Conservation and Parks Commission (DPaW)	Maintain vegetation at less than 25% vegetation cover. No action required.
West	Reserve 49107	A.k.a. Lot 500	Shire	Maintenance of a 25 metre buffer mulched to 5cm high.
South	Road Reserve	n/a	Main Roads	Maintenance of a 25 metre buffer mulched to 5cm high
East	DPaW carpark & Visitor Centre Conservation Park Reserve	Res. 49144 (same lot as beachfront above)	Conservation and Parks Commission (DPaW)	The carpark precinct east of MMDR will be maintained at less than 40% vegetation cover.

For further clarity, please refer to the attached Tenure Plan and a copy of the draft master plan (Rev k) showing the fuel reduction buffer hatched in blue.

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RAC is seeking the support of the Shire for the fire mitigation measures as proposed above. Accordingly, could the Shire please provide its advice and or confirmation in this regard at its earliest convenience?

A similar correspondence, outlining the proposals set out, has been agreed in principle with DpaW and although not yet formally approved, they have indicated they will support this strategy imminently. This discussion is being conducted with Mr Nigel Sercombe, Regional Manager DPaW (08) 9964-0924 should you wish to confer on this matter.

Thank you for your assistance to resolve this matter, thereby supporting this vital regional project.

Yours Sincerely



Tony Pickworth

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- 19.2 Application For Temporary Storage of Buildings at Shark Bay Airport – Lot 91 Shark Bay Airport Road, Denham  
P2077

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 Laundry  
Seconded       Cr Fenny

Council Resolution

That Council:

1. **Determine to pursue option 2 clause 3A - Process the development as a Use Not Listed**

**Under Clause 4.4.2 of the Scheme it states:**

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

***Option 3A:*** determine that the use is consistent with the objective of the particular zone and is therefore permitted.

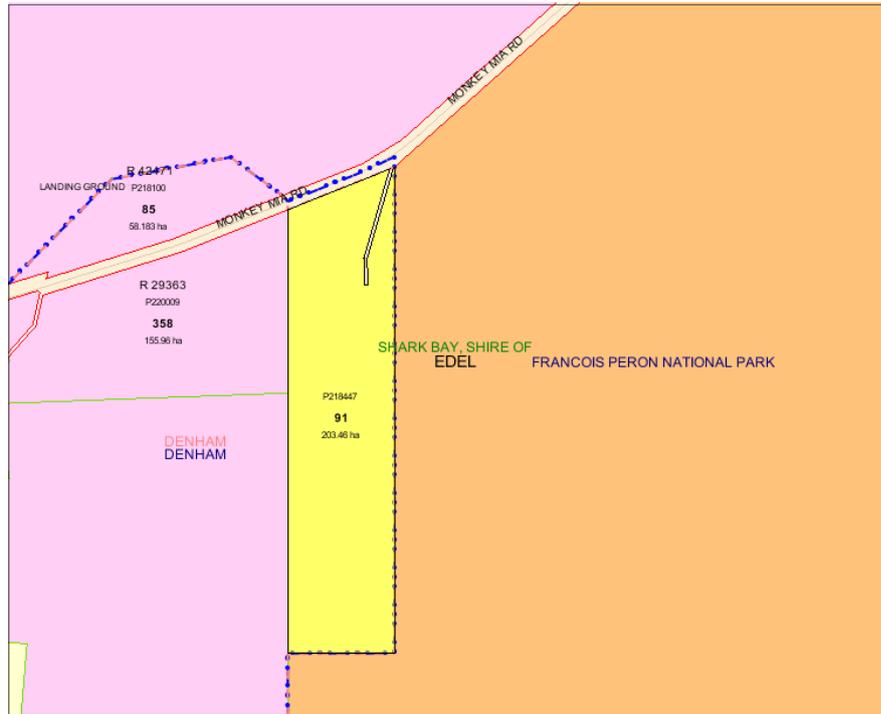
2. **Note the advice provided by the Shire's solicitor – Confidential Attachment 2.**

**6/0 CARRIED**

BACKGROUND

Lot 91 has an approximate area of 203.46 hectares and contains the Shark Bay Airport and associated airport infrastructure. Access into the lot is via Shark Bay Airport Road which connects to Monkey Mia Road.

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COMMENT

• **Zoning**

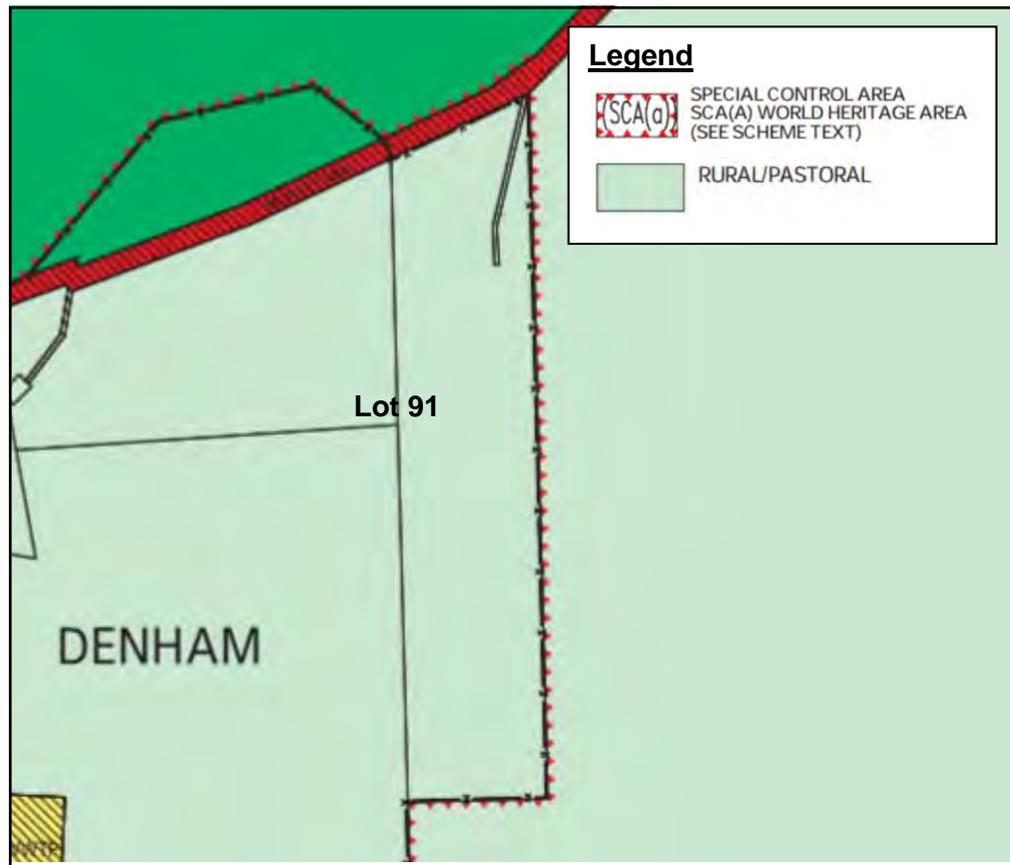
Lot 91 is zoned 'Rural/Pastoral' under the Shire of Shark Bay Local Planning Scheme No 3 (the Scheme). Lot 91 is not within the world heritage area. The Special Control Area for the Shark Bay World Heritage Property is to the immediate north and east of Lot 91 – refer map below.

The objectives of the 'Rural/Pastoral' zone under the Scheme are:

- a) to retain the existing pastoral leases for pastoral industry;
- b) to prohibit the use of any land which may be incompatible to the existing uses or which may adversely affect the expansion of the areas adjacent to Denham, Monkey Mia and Nanga;
- c) to prohibit the erection of any structure other than a fence on the land subject to inundation; and
- d) to ensure that Rural/Pastoral uses protect World Heritage Values, minimise land degradation, promote soil conservation and ensure the sustainable use of land for rural purposes.
- e) to provide for low key tourism uses that are compatible with the operations of pastoral leases and the World Heritage Values.

Although Lot 91 is not within the World Heritage Area, world heritage values are still a consideration in accordance with the Rural/Pastoral zone objectives.

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- **Proposed development**

The applicant seeks a temporary 2 year planning approval for storage of 37 transportable buildings on Lot 91.

The applicant advises as follows:

- The buildings will be setback approximately 540 metres to the south of Monkey Mia Road.
- The buildings will be screened from Monkey Mia Road by the existing vegetation.
- The storage location is central and will have an approximate area of 2800m<sup>2</sup> (140 metres x 20 metres)
- Each transportable building is approximately 14.4 metres by 4.2 metres (28.8m<sup>2</sup>), with a height of 2.64 metres. The building verandas will not be attached whilst they are in storage.
- Storage of the buildings at the airport is temporary. The buildings are proposed to form part of future development at Monkey Mia.

The applicant's submission is included as Attachment 1. The applicant has provided the following site plan showing a proposed storage area to the immediate north of the Shark Bay Airport terminal.

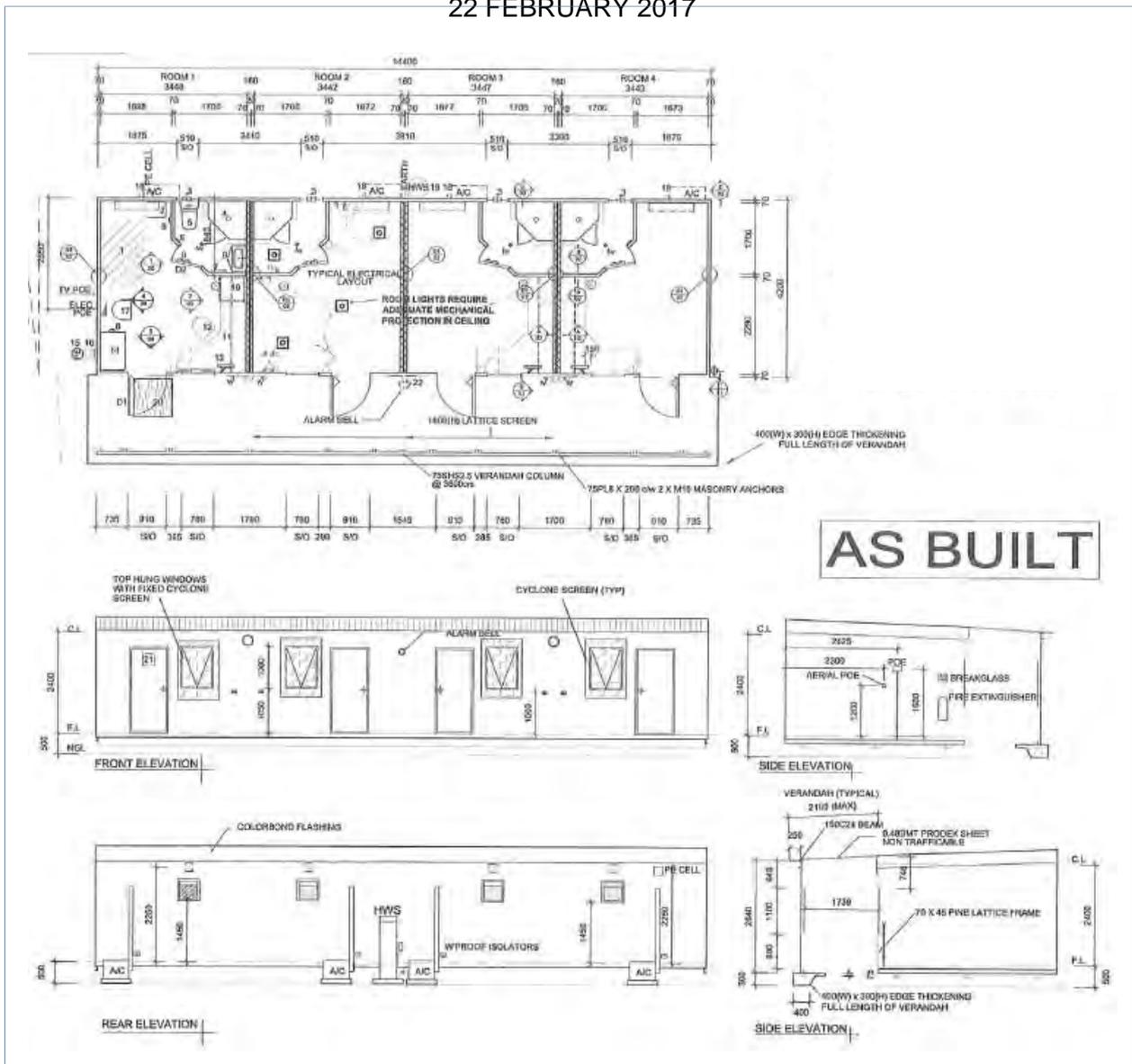
MINUTES ORDINARY COUNCIL MEETING

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The floor and elevation plan is included below for ease of reference.

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- **Landuse Classification and Permissibility**

In determining whether this application is capable of approval under the Scheme, it is first necessary to consider the appropriate land use classification/s for the proposal with reference to the definitions provided for in Schedule 1 of the Scheme.

The Scheme does not contain a landuse definition that specifically refers to the storage of 'buildings'.

The closest landuse definitions under the Scheme are:

**'storage** – means premises used for the storage of goods, equipment, plant or materials'

**'warehouse** – means premises used to store or display goods and may include sale by wholesale'

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The terms 'goods', 'equipment', 'plant' or 'materials' are not defined in the Scheme, therefore only their ordinary meanings can be referenced.

Term	Definition under the Macquarie Complete Dictionary (based on the complete Macquarie Dictionary Sixth Edition)
goods	1. Possessions, especially moveable effects or personal belongings. 2. Articles of trade; wares; merchandise, especially that which is transported by land.
equipment	1. anything used in or provided for equipping 2. the act of equipping 3. the state of being equipped 4. a person's knowledge and skill necessary for a task 5. a collection of necessary implements (such as tools)
plant	4. the equipment, including the fixtures, machinery, tools etc and often the buildings, necessary to carry on any industrial business. 5a the complete equipment or apparatus for a particular mechanical process or operation 5b the equipment, as for electricity, air conditioning, plumbing etc used in the functioning of a large building 5c heavy duty machinery and vehicles, as earthmoving equipment, bobcats, tip trucks, pumps, loaders etc Definition also refers to road plant including 'the buildings, equipment' etc
material	1. the substance or substances of which a thing is made or composed 2. any constituent element of a thing 7. (plural) articles of any kind requisite for making or doing something

Gray & Lewis is of the view that the proposed development falls under the Scheme definition of 'storage' and the buildings can be reasonably considered to be goods, plant or materials in the context that they are planned to be used for accommodation elsewhere.

Irrespective of whether the development is classified as 'storage' or 'warehouse', both landuses are listed as an 'x' use in the Rural/Pastoral zone in Table 1: Zoning Table under the Scheme.

This means that Council does not have discretion to approve the development, as the use is not permitted under the Scheme.

• **Options Available to Council**

**Option 1:** Accept the advice of Gray & Lewis that the proposed development is construed as 'storage' which is not permitted in the Rural/Pastoral zone and accordingly issue a refusal notice.

**Option 2:** Process the development as a Use Not Listed (refer 3A, 3B, and 3C below)

Under Clause 4.4.2 of the Scheme it states:

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

Option 3A: determine that the use is consistent with the objective of the particular zone and is therefore permitted.

NB: If Option 3A is pursued, it would set a precedent for the landuse to be treated as permitted in the Rural/Pastoral zone.

Option 3B: determine that the use may be consistent with the objective of the particular zone and thereafter follow the advertising procedures of Clause 9.4 in considering an application for planning approval; or

Option 3C: determine that the use is not consistent with the objective of the particular zone and is therefore not permitted.

Council can only consider the development as a 'Use Not Listed' if it decides that the proposal cannot reasonably fall under any existing landuse definition under the Scheme.

In other words, Council would have to decide that the development is not 'storage' or a 'warehouse' to process it as a 'Use Not Listed'.

Given the broad nature of the 'storage' definition, Gray & Lewis does not consider Option 3 to be justifiable on planning grounds. Ultimately it is Councils decision as to how to proceed.

• ***Planning for Bushfire Protection – State Planning Policy 3.6 (and 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 Shire has a mandatory obligation to consider State Planning Policy 3.7 when making a decision on any application where the lot is within a designated bushfire prone area.

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 91 is within the declared bushfire prone area.

Under Clause 5.4 of the Guidelines all planning applications in Bushfire Prone Areas are to be accompanied by a Bushfire Attack Level assessment.

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A Bushfire Attack Level examines the location of proposed development, distance to vegetation, type of vegetation within 100 metres, slope and determines whether higher construction standards should be imposed to reduce bushfire risk.

The applicant has requested that the application be processed without a Bushfire Attack Level as *'the proposed works are not considered to present an increased bushfire risk for the site in they do not result in an intensification of the existing landuse or an increase in the number of people occupying the site'*.

Gray & Lewis recommends that the application be determined without a Bushfire Attack Level for the following reasons:

- The buildings are only going to be stored on Lot 91 and will not be used for habitable purposes. A Bushfire Attack Level for non habitable development only influences siting of buildings (setbacks to vegetation).
- It is agreed that the development will not likely increase bushfire risk or result in any increase in the number of people coming to the site.

#### LEGAL IMPLICATIONS

Planning and Development Act 2005 – Any person can lodge a complaint to the Minister for Planning against the Shire for not administering the provisions of the Scheme.

Planning and Development (Local Planning Schemes) Regulations 2015 – Regulations 61(1)(d) only exempts ancillary outbuildings from requiring planning approval where they comply with the 'deemed to comply' requirements of the Residential Design Codes.

Regulation 67 outlines *'matters to be considered by Council'* including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Shire of Shark Bay Local Planning Scheme No 3 – explained in the body of this report.

The Scheme has the same level of power as an act passed by parliament and is a legal, statutory document. Council is bound to make decision within the confines of the Scheme.

#### POLICY IMPLICATIONS

There are no Local Planning Policy implications associated with this report.

#### FINANCIAL IMPLICATIONS

The Shire pays Gray & Lewis consultancy fees for general planning advice.

#### STRATEGIC IMPLICATIONS

There are no strategic implications associated with this report.

MINUTES ORDINARY COUNCIL MEETING

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22 FEBRUARY 2017

RISK MANAGEMENT

The Shires solicitor has provided advice on legal implications in the event that the Shire grants development approval – refer Confidential Attachment 2.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

*L Bushby*

Chief Executive Officer

*P Anderson*

Date of Report

21 February 2017

# MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

## ATTACHMENT # 1



Our Ref: 715-184

13 February 2017

Paul Anderson  
Chief Executive Officer  
Shire of Shark Bay  
C/O: Liz Bushby – Gray & Lewis Landuse Planners  
65 Knight Terrace  
DENHAM WA 6537

Attention: Liz Bushby – Gray & Lewis Land Use Planners

Dear Liz,

**DEVELOPMENT APPLICATION – PROPOSED TEMPORARY STORAGE FOR 37 TRANSPORTABLE CABINS – LOT 91 MONKEY MIA ROAD, DENHAM (SHARK BAY AIRPORT)**

TPG+Place Match (TPG), on behalf of RTA Leisure Pty Ltd (RAC), the owners of Lot 91 (No. 91) Monkey Mia Road, Denham (the subject site), are pleased to submit this development application to the Shire of Shark Bay in support of a proposal seeking planning approval for the temporary storage of 37 transportable cabins. The cabins are to be temporarily stored at Shark Bay Airport for a period of up to two years. The cabins shall be relocated to RAC's Monkey Mia Dolphin Resort in the future, once the site is ready for installation. The relocation of the cabins to the Monkey Mia Dolphin Resort is likely to occur much sooner than the requested two year period.

In accordance with the City of Shark Bay's development application submission requirements, please find enclosed:

- A completed Shire of Shark Bay Planning Application Checklist;
- A completed and signed Shire of Shark Bay 'Application for Planning Approval' form;
- Two (2) copies of scaled drawings and plans (Attachment B); and
- A cheque payable to the Shire of Shark Bay for \$147 being the Shire of Shark Bay's fee for determining a Development Application.

**Site Description**

The subject site is located approximately 4 kilometres to the northeast of the Denham townsite within the municipality of the Shire of Shark Bay (the Shire).

The subject site is bound by Monkey Mia Road to the north, and land zoned Rural/Pastoral to the east, to the south, and to the west, and lies within the Shark Bay World Heritage Property area.

Shark Bay Airport has a total area of 203.46 ha which centrally contains a 1690 metre by 30 metre asphalt runway, one small light aircraft hangar, and a small depot building, bound by an abundance of dense low-lying shrubland.

# MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Paul Anderson  
Shire of Shark Bay



DEVELOPMENT APPLICATION – PROPOSED TEMPORARY STORAGE FOR 37 TRANSPORTABLE CABINS – LOT 91 MONKEY MIA ROAD, DENHAM (SHARK BAY AIRPORT)

The particulars of the existing Certificate of Title are summarised in the table below.

Table 1 – Certificate of Title

Lot	Plan	Area	Volume/Folio	Registered Proprietor
91	P218447	203.46ha	2223/663	RTA Leisure Pty

## Heritage Considerations

A desktop search of the State Heritage Office Inherit database confirms that the subject site is located within the Shark Bay Area World Heritage Property boundary, which was inscribed on the World Heritage List in 1991 on the basis of its "natural heritage" values. The Shark Bay Area World Heritage Property is recognised by a Special Control Area (SCA) under the Shire of Shark Bay Local Planning Scheme No. 3, as discussed below.

Notwithstanding the above, a desktop search of the European and Aboriginal heritage indicates that the subject site has no known European or Aboriginal heritage significance.

## Planning Framework

### Shire of Shark Bay Local Planning Scheme No.3

Pursuant to the Shire of Shark Bay's Local Planning Scheme No.3 (LPS3), the subject site is zoned 'Rural/Pastoral', and is located within Special Control Area '(SCA(A)) - World Heritage Area' (Shark Bay World Heritage Property).

Pursuant to LPS3, the relevant objectives for the Rural/Pastoral zone are to:

- to prohibit the use of any land which may be incompatible to the existing uses or which may adversely affect the expansion of the areas adjacent to Denham, Monkey Mia and Nanga;*
- to prohibit the erection of any structure other than a fence on the land subject to inundation; and*
- to ensure that Rural/Pastoral uses protect World Heritage Values, minimise land degradation, promote soil conservation and ensure the sustainable use of land for rural purposes.*
- to provide for low key tourism uses that are compatible with the operations of pastoral leases and the World Heritage Values.*

The proposed development is consistent with the objectives above, nothing that the proposal will not alter the current operations of the site as an existing regional airport. Furthermore, the proposed use of a portion of the airport land for storage shall only be a temporary measure.

### Shark Bay World Heritage Property

Pursuant to LPS3, the objective of the Shark Bay World Heritage Property is to "ensure that all proposals for development are in accordance with the protection of World Heritage Values".

Again, the proposed development is consistent with the objectives above, which has been assessed against the World Heritage Values below.

### **Guidance Statement for Assessment of Development Proposals in Shark Bay World Heritage Property No. 49**

The Environmental Protection Authority (EPA) has prepared the 'Guidance Statement for Assessment of Development Proposals in Shark Bay World Heritage Property No. 49' (the Guidance Statement) which addresses the need for consultations with regard to development proposals within and adjacent to the Shark Bay World Heritage Property.

Although the proposed 37 temporary transportable cabins are to be located within the Shark Bay World Heritage Property, it is not considered necessary, in this instance, for the Shire to refer the proposal as the

# MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Paul Anderson  
Shire of Shark Bay



DEVELOPMENT APPLICATION – PROPOSED TEMPORARY STORAGE FOR 37 TRANSPORTABLE CABINS – LOT 91 MONKEY MIA ROAD, DENHAM (SHARK BAY AIRPORT)

proposal is not considered to have any impact upon species, ecosystems or ecological process within the property, and adequately addresses the Shark Bay's World Heritage Value, as outlined in the table below.

Table 2 – Shark Bay World Heritage Values

Value	Comment
<i>Outstanding examples representing the major stages of the earth's evolutionary history</i>	The proposed transportable cabins are to be located internally, bound by existing infrastructure which supports the operations of Shark Bay Airport. It is therefore not considered that the proposal will not affect any examples which represent the major stages of the earth's evolutionary history.
<i>outstanding examples representing significant ongoing geological processes, biological evolution and man's interaction with his natural environment</i>	Again, the proposed development is to be located over an area which is considered to be substantially developed, being an existing Airport. It is therefore considered that the proposal will not affect any example representing ongoing geological processes, biological evolution, and/or man's integration with the natural environment.
<i>Contain superlative natural phenomena, formation or features</i>	The proposed development is not considered to contain superlative natural phenomena, formation or features, being located between an existing runway and airport facilities.
<i>Contain the most important and significant natural habitats where threatened species of animals or plants of outstanding universal value from the point of view of science and conservation still survive</i>	The proposal is not considered to have any detrimental impact to any area which contains the most important and significant natural habitats, being located adjacent to an existing run way where threatened species of animals or plants are not typically expected to occupy such an area.

Having regard the table above, it is considered that the proposal will not affect any of the World Heritage values. As such, it is not considered necessary for the proposal to be referred as part of this Application.

#### Shire of Shark Bay Draft Local Planning Scheme No.4

The Shire's Draft Local Planning Scheme No. 4 (Draft LPS4) is currently being progressed, and is now open for public consultation with advertising anticipated to close 31 March 2017. The proposed Scheme modifications intend to rezone the subject site from 'Rural/Pastoral' to 'Rural', however do not alter the intent of the Special Use Area.

The proposal is not considered to be affected by the provisions of Draft LPS4, and remains consistent with the objectives of the proposed 'Rural' zone.

#### State Planning Policy 3.7 – Planning in Bushfire Prone Areas

In accordance with State Planning Policy 3.7 (SSP 3.7), a desktop search of the Map of Bushfire Prone Areas indicates that the subject site is located within an area identified as bushfire prone. However, whilst the proposed works are located within the area identified as bushfire prone, they comprise the temporary storage of 37 transportable cabins only, which shall not be used as habitable buildings on site, as defined under the *Planning and Development (Local Planning Schemes) Regulations 2015*. As such, no BAL assessment is required to support the development application. Notwithstanding, due regard has been given to the bushfire prone status in accordance with State Planning Policy 3.7. In this regard, the proposed works are not considered to present an increased bushfire risk for the site in that they do not result in an intensification of the existing land use or an increase in the number of people occupying the site.

# MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Paul Anderson  
Shire of Shark Bay



DEVELOPMENT APPLICATION – PROPOSED TEMPORARY STORAGE FOR 37 TRANSPORTABLE CABINS – LOT 91 MONKEY MIA ROAD, DENHAM (SHARK BAY AIRPORT)

### Proposed Development

The proposed development comprises the temporary storage of 37 transportable cabins, which is to be setback approximately 540 metres to the south of Monkey Mia Road. The proposed setback is considered to be acceptable on the basis that all 37 transportable cabins are to be adequately screened by the existing vegetation to the south of Monkey Mia Road.

The proposed storage location is to be located centrally on site, over a 140 metre by 20 metre area (2,800m<sup>2</sup>). The proposal does not require the removal of any significant vegetation. The transportable cabins dimensions are approximately 14.4 metres by 4.2 metres, with an overall height of 2.64 metres, as indicated on the plans provided (Appendix B). Please note that the 2.1 metre by 15.45 metre verandah component shall not be attached whilst in the proposed storage.

The purpose of this proposal is to temporarily store all 37 transportable cabins at Shark Bay Airport, whilst the RAC's Monkey Mia Dolphin Report (MMDR) development progresses. All 37 transportable cabins are to be relocated within two years, once the MMDR site is ready for installation.

*Refer to Appendix A – Development Plans*

### Summary

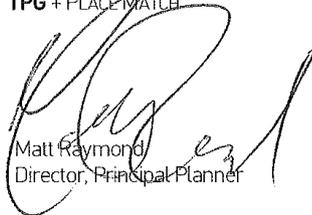
Based on the above assessment, it has been demonstrated that the proposed temporary storage of 37 transportable cabins complies with the relevant requirements under the planning framework applicable to the subject site.

The proposed works are relatively minor in nature and do not materially alter the existing development on the site. Based on the information provided, we respectfully request the Shire of Shark Bay determine this Application under delegated Authority.

We look forward to the City's favourable consideration of this application, and would be please to discuss any aspects of the proposal during your consideration of this submission. Should you have any queries or require clarification on any of the matters presented herein please do not hesitate to contact the undersigned on (08) 9289 8300.

Yours sincerely

TPG + PLACE MATCH



Matt Raymond  
Director, Principal Planner

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

19.3 MONKEY MIA JETTY – LOCAL GOVERNMENT PROPERTY LOCAL LAW  
LE00011

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Cr Ridgley

Nature of Interest: Financial Interest as works from the Monkey Mia jetty

Cr Ridgley left the Council Chamber at 6.13 pm

Officer Recommendation

Option 1

That the council endorse the administration in issuing infringement notices in accordance with the Shire of Shark Bay Property Local Law to the following alleged infringements:

Vessel	Date	Time	Local Law Section	Penalty	
Shotover	9/01/17	16.52pm	7.5(2)(b)	\$500	Obstructing approach
Shotover	9/01/17	17.23pm	7.5(2)(b)	\$500	Obstructing approach
Shotover	11/01/17	11.26am	7.5(2)(b)	\$500	Obstruction approach
Shotover	11/01/17	11.49am	7.5(2)(b)	\$500	Obstructing departure
Shotover	21/01/17	17.36pm	7.5(2)(b)	\$500	Obstructing approach
Shotover	25/01/17	16.24pm	7.5(2)(b)	\$500	Obstructing approach
Shotover	26/01/17	16.40pm	7.5(2)(b)	\$500	Obstructing approach
Shotover	26/01/17	17.30pm	7.5(2)(b)	\$500	Obstructing departure
Mazda Dual Cab/ Trailer	30/01/17	13.21-14.10pm	7.6(2)	\$300	Vehicle on jetty for 49 minutes

Or

Option 2

That Council advise the alleged offenders of the implications of the Shire of Shark Bay Property Local Law in relation the current alleged offences and any other alleged breaches of the Property Local law will be subject to an infringement.

Or

Option 3

That Council provide the alleged offenders the opportunity to provide further information within 7 days regarding any mitigating reasons for the non-compliance to the Shire of Shark Bay Local Property Laws for consideration at to the March 2017 meeting of Council.

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

Moved Cr Laundry option 1  
 Seconded Cr Bellottie

**Council Resolution**

That the council endorse the administration in issuing infringement notices in accordance with the Shire of Shark Bay Property Local Law to the following alleged infringements:

Vessel	Date	Time	Local Law Section	Penalty	
Shotover	9/01/17	16.52pm	7.5(2)(b)	\$500	Obstructing approach
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Shotover	11/01/17	11.49am	7.5(2)(b)	\$500	Obstructing departure
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Shotover	26/01/17	17.30pm	7.5(2)(b)	\$500	Obstructing departure
Mazda Dual Cab/ Trailer	30/01/17	13.21-14.10pm	7.6(2)	\$300	Vehicle on jetty for 49 minutes

**4/1 CARRIED**

Cr Fenny is recorded as voting against the motion

**BACKGROUND**

On 5 January 2016 Council gazetted changes to the Local Government Property Local Laws.

Contained within the new local laws were specific clauses relative to the Monkey Mia jetties and boat ramp at part 7.

Following the gazettal of the local laws the CCTV footage has been utilised to identify and prosecute the following infringements

Offender	Infringement issued date	Section	Penalty	Date paid	Vessel/vehicle
Mr G Ridgley	16/3/2016	7.6(2)	\$300	13/04/16	Ford Station Wagon
Mr G Ridgley	12/5/2016	7.6(2)	\$300	9/06/16	Ford Station Wagon
Mr H Raven	12/5/2016	7.6(2)	\$300	9/06/16	Toyota Land cruiser
Mr H Raven	30/3/2016	7.3(c)(iii)	\$500	21/04/16	Shotover
Mr H Raven	12/5/2016	7.3(c)(iii)	\$500	9/06/16	Shotover

As indicated all infringements have been paid.

## MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

The new Local Laws the included the option for Council in accordance with clause 7.24 to consider the suspension of a person from mooring a vessel to the commercial jetty.

At the September 2016 meeting of Council the following resolution was passed:

***That all users of the Monkey Mia Jetty that have received infringements in accordance with the Shark Bay Local Government Property Local Law part 7 Monkey Mia Jetties and Boat Ramp in the current 12 month period from 01 March 2016 be advised that any further infringements may result in a suspension from utilising the Monkey Mia Jetty in accordance with clause 7.24.***

The administration sent correspondence in accordance with the Council resolutions to the users of the Monkey Mia jetty advising of the implications of their actions.

### COMMENT

In reviewing the video footage from the Monkey Mia jetty, from the 9 January 2017 to the 30 January 2017 period, the following incidences have occurred that are alleged to be in contravention to the Shire of Shark Bays Local Government Property Laws:

Vessel	Date	Time	Local Law Section	Penalty	
Shotover	9/01/17	16.52pm	7.5(2)(b)	\$500	Obstructing approach
Shotover	9/01/17	17.23pm	7.5(2)(b)	\$500	Obstructing approach
Shotover	11/01/17	11.26am	7.5(2)(b)	\$500	Obstruction approach
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Shotover	26/01/17	17.30pm	7.5(2)(b)	\$500	Obstructing departure
Mazda Dual Cab/ Trailer	30/01/17	13.21-14.10pm	7.6(2)	\$300	Vehicle on jetty for 49 minutes

Mr Ridgely has received two previous fines for the same offence i.e. leaving a vehicle on the jetty in excess of the 30 minute time allowed.

The previous offences committed by Mr H Raven (Shotover) were for mooring at the jetty in excess of the two hour limit.

The alleged offences now listed are for the offence of deemed obstruction by vessels.

All users have been advised in writing of the new local laws on a number of occasions.

There are three sub clauses to section 7.5

Sub clause (1) relates to vessels in distress requesting unimpeded access to the jetty or departure from the jetty from all other vessels at the jetty.

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Subclause (2) relates to how the vessels moor at the jetty and illustrates diagrammatically how a vessel would be deemed to commit an infringement.

Subclause (3) relates to vessels in distress in accordance with clause 7.3.(1) and in accordance with 7.5(2) .

All the alleged offences committed by Shotover are in relation to clause 7.5(2) where the vessel has been deemed to obstruct in accordance with section 7.5(2) (b) diagram B.

The administration is now seeking Councils guidance on the application of the local laws in relation to the alleged offences.

No infringements have been issued at this point in time.

In the first instance the alleged offender has the opportunity to either pay the infringement and in doing so admits to the committing the offence or defend the alleged infringement of the Councils Local Laws in court.

The Council can also consider withdrawing the offence prior to the matter being heard in court if it considers the alleged offender provides sufficient mitigating evidence.

The video footage for January 2017 will be available for viewing by Council and the Councils ranger is now reviewing footage from late 2016 in relation to compliance with the Local Government Property Local Laws.

The admission to the alleged offences listed will then impact upon Councils resolution of the September 216 meeting and once the matter has been dealt with a further report will need to be considered by Council in regard to the ramifications of section 7.24.

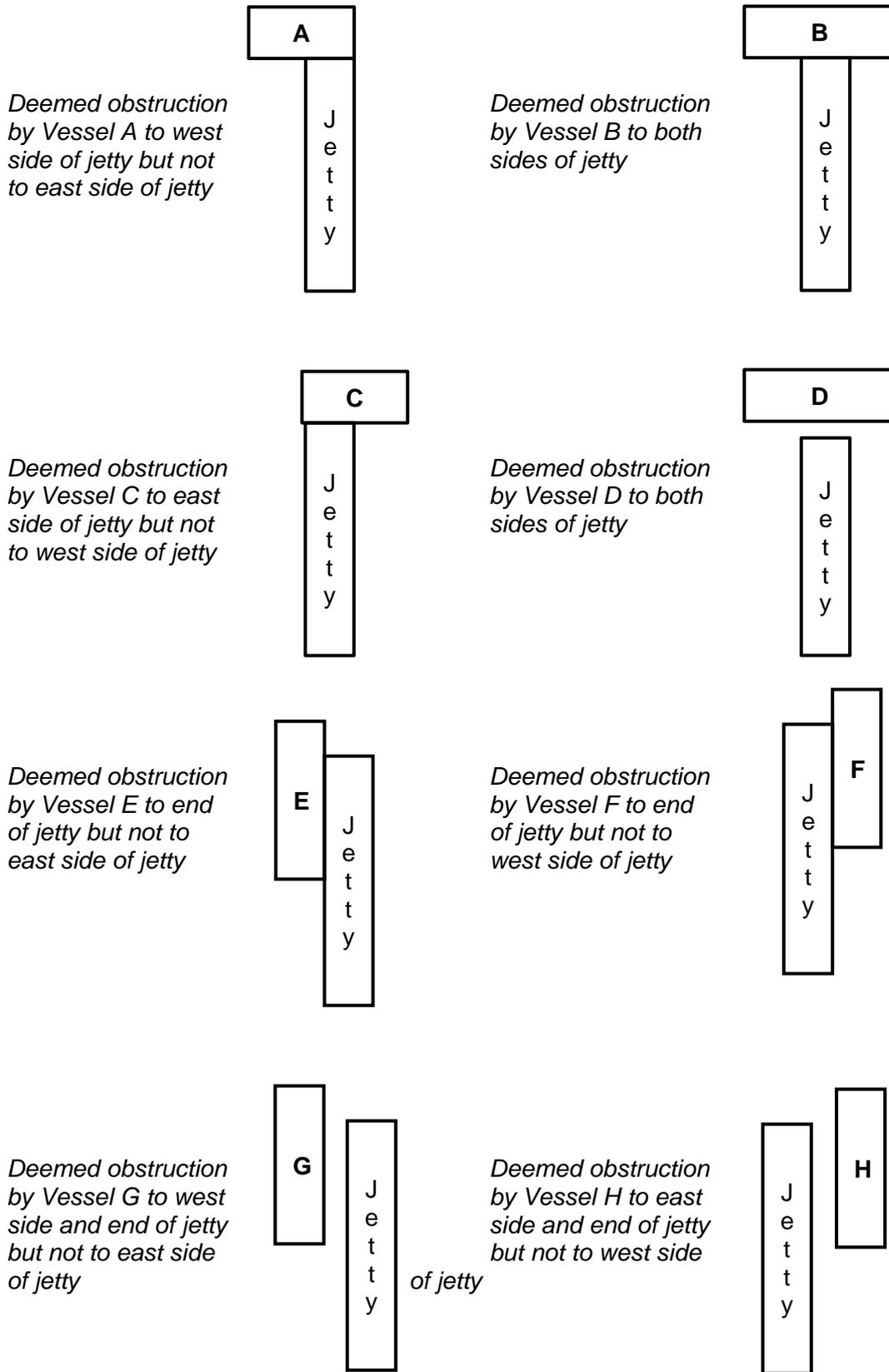
#### LEGAL IMPLICATIONS

The Shire of Shark Bay Local Government Property Local Laws applies specifically section 7 Monkey Mia jetties and Boat Ramp.

#### **7.5 Deemed obstruction by vessels**

- (1) When requested to provide unimpeded approach or departure for another commercial vessel or vessel in distress, a vessel shall not remain moored to the commercial jetty in such a manner as to obstruct another vessel approaching the commercial jetty intending to moor to the jetty, or departing the jetty.
- (2) A moored vessel will be deemed to obstruct a vessel approaching the commercial jetty intending to moor to the jetty, or departing the jetty if –
  - (a) when moored to the side of the jetty, a portion of the vessel extends beyond the end of the jetty; or
  - (b) when moored at the end of the jetty, a portion of the vessel extends beyond the side of the jetty .

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(3) Where a vessel is moored in compliance sub-clause 7.3(1) and subclause 7.5(2), no obstruction is deemed to exist.

### **7.3 When vessels may be moored**

- (1) Without the prior written authorisation of the local government, a person in control of a vessel may moor the vessel to the commercial jetty if –
- (a) the vessel is in distress, and then only –
- (i) to effect the minimum repairs necessary to enable the vessel to be moved elsewhere;
  - (ii) the vessel is moored to the side of the jetty; and
  - (iii) is not deemed to be obstructing in accordance with clause 7.5;

### **7.6 Vehicles on jetty**

- (1) A person shall not drive a vehicle of a gross vehicle mass exceeding ten tonnes on to the commercial jetty.
- (2) Only vehicles servicing vessels shall be permitted on the commercial jetty immediately prior to and until completion of unloading and loading of vehicle with a maximum time of 30 minutes other than professional fishermen while loading or unloading.

#### POLICY IMPLICATIONS

There are no policy implications relative to this report.

#### FINANCIAL IMPLICATIONS

Due to the financial implications of the penalties for the alleged offences there may be legal challenges that would be incurred which are difficult to estimate.

Further if the allegations are proven and penalties imposed and paid the implications from council previous resolution regarding suspension from the jetty may be challenged at a later date and incur legal costs.

If there may if a suspension period is imposed a request for a refund of any annual fees paid on a pro-rata basis, however this would have minimal impact upon Council finances.

The current 2016/2017 annual charge for individual vessels utilising the Monkey Mia jetty is less than \$1,500 each.

#### STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

#### RISK MANAGEMENT

This is a medium risk item to Council given the possibility of a challenge to the Council authority to impose the alleged infringements and the possibility of a suspension to the use of the Council facility.

#### VOTING REQUIREMENTS

Simple Majority Required

#### SIGNATURES

Chief Executive Officer

*P Anderson*

Date of Report

17 February 2017

MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

19.4 SHARK BAY BOWLING CLUB  
P4071

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

NIL

Moved Cr Bellottie

Seconded Cr Fenny

**Council Resolution**

**That Council appoint Cr Laundry to the Shark Bay Bowling Club committee with voting rights in accordance with the new Club constitution .**

Cr Ridgley returned to Council Chamber at 6.35 pm

**6/0 CARRIED**

BACKGROUND

At the ordinary meeting held on 30 November 2017 the Council resolved the following:

**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**

COMMENT

The resolution in regard to the loan term and interest rates has been accepted and the funds have been expended on the sprinkler system for the bowling greens.

The detailed monthly statements are also being sent to the administration and are currently being reviewed.

An extraordinary annual general meeting is now being scheduled and with the changes to the constitution to include a representative appointed by the Council .

The Council has the option to either appoint a Council member or advertise from a member of the public to represent Council.

## MINUTES ORDINARY COUNCIL MEETING

22 FEBRUARY 2017

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The advantages of a Council member being the representative is that regular updates of the operations of the organisation can be given to Council and that Council direction can be relayed through the representative member.

### LEGAL IMPLICATIONS

There are no Legal implications relative to this report

### POLICY IMPLICATIONS

There are no policy implications relative to this report

### FINANCIAL IMPLICATIONS

There Are no financial plications relative to this report.

### STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report

### RISK MANAGEMENT

The appointment of a representative is a low risk item to the Council.

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Chief Executive Officer

*P Anderson*

Date of Report

21 February 2017

22 FEBRUARY 2017

Council Senior Staff, the Executive Manager Finance and Administration, Executive Manager Community Development and Works Manager left Council Chamber at 6.36 pm.

**20.0 MATTERS BEHIND CLOSED DOORS**

Moved Cr Ridgley  
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**

**20.1 MONKEY MIA RESERVE 1686**  
RES1686

**AUTHOR**

Chief Executive Officer

**DISCLOSURE OF ANY INTEREST**

Declaration of Interest: Cr Cowell

Nature of Interest: Impartiality Interest

Declaration of Interest: Cr Ridgley

Nature of Interest: Impartiality Interest as has a licence with the Department of Parks and Wildlife

Declaration of Interest: Cr Fenny

Nature of Interest: Impartiality Interest as has 4WD tour operator in Shark Bay

Cr Laundry left the Council Chamber at 6.38 pm

Cr Laundry returned to the Council Chamber at 6.40 pm.

Moved Cr Laundry  
Seconded Cr Ridgley

**Council Resolution**

**That Council suspend Standing Orders, clause 9.5 Limitation on number speeches to be suspended at 6.43 pm for open discussion on the Monkey Mia Reserve 1686 report from the Chief Executive Officer.**

**6/0 CARRIED**

Moved Cr Ridgley  
Seconded Cr Fenny

**Council Resolution**

**That Council reinstate Standing Orders at 6.55 pm.**

**6/0 CARRIED**

Cr Cowell left the Council Chamber at 6.56pm and Cr Capewell assumed the Chair.

22 FEBRUARY 2017

Moved Cr Fenny  
Seconded Cr Bellottie

**Council Resolution**

**That Council:**

**Consider the options presented in the report by the Chief Executive Officer dated 15 February 2017 regarding the Department of Parks and Wildlife proposals pertaining to the Monkey Mia Deed and the concept of a Strategic Scale Shark Bay project and formulate a position in regard to the proposals.**

**That council advise the Department of Parks and Wildlife that it does not consider its interpretation of the deed is correct and require payment in accordance with the deed.**

**The administration advise the Department of Parks and Wildlife of Councils resolution in regard to their proposals contained in the correspondence submitted on 3 January 2017.**

**5/0 CARRIED**

Moved Cr Bellottie  
Seconded Cr Fenny

**Council Resolution**

**That the meeting be reopened to the members of the public.**

**5/0 CARRIED**

Cr Cowell returned to Council Chamber at 7.01 pm.

**21.0 DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of the Shark Bay Shire Council will be held on the 29 March 2017, commencing at 3.00 pm.

**22.0 CLOSURE OF MEETING**

As there was no further business the President closed the Ordinary Council meeting at 7.04pm.