

SHIRE OF SHARK BAY MINUTES

28 March 2018

ORDINARY COUNCIL MEETING



DUGONG – MONKEY MIA - SHARK BAY



28 MARCH 2018



DISCLAIMER

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

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

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

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

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 28 March 2018 commencing at 3.00 pm.

TABLE OF CONTENTS

1.0	Declaration of Opening	4
2.0	Record of Attendances / Apologies / Leave of Absence Granted	4
3.0	Response To Previous Public Questions On Notice	4
4.0	Public Question Time	4
5.0	Applications For Leave Of Absence	4
6.0	Petitions	7
7.0	Confirmation Of Minutes	7
7.1	Confirmation of the Minutes of the Ordinary Council meeting held on 28 February 2018	7
8.0	Announcements By The Chair	7
9.0	President’s Report	7
10.0	Councillors’ Reports	8
11.0	Councillor Item Report	11
11.1	Shark Bay Community Men’s Shed.....	11
12.0	Administration Report	16
12.1	Camp Sites Section 91 Licence	16
13.0	Audit Committee Reports	41
13.1	Local Government Compliance Audit Return	41
13.2	Budget Review 2017/2018	54
14.0	Finance Report	82
14.1	Schedule of Accounts Paid to be Received	82
14.2	Financial Reports To 28 February 2018.....	94
14.3	Review of Method of Valuation – Lot 501 Monkey Mia Road.....	126
15.0	Town Planning Report	128
15.1	Planning Application and Permit Application for Kitesurfing School on Unallocated Crown Land at Netta’s Beach and Nicholson Point.....	128
16.0	Tourism, Recreation and Culture Report	153
16.1	Shark Bay Rendezvous – Festival Freycinet September 2018	153
17.0	Motions of Which Previous Notice Has Been Given	161
18.0	Urgent Business Approved By The Person Presiding Or By Decision	161
19.0	Matters Behind Closed Doors	161
19.1	Knight Terrace Upgrades	161
19.2	Chief Executive Officer – Performance Appraisal and Salary Review	162
20.0	Date And Time Of Next Meeting	162
21.0	Closure of Meeting	162

28 MARCH 2018

1.0 DECLARATION OF OPENING

The President declared the meeting open at 3.00 pm.

2.0 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED

ATTENDANCES

Cr C Cowell	President
Cr K Laundry	Deputy President
Cr L Bellottie	
Cr J Burton	
Cr K Capewell	
Cr G Ridgley	

Mr P Anderson	Chief Executive Officer
Mr B Galvin	Works Manager
Mrs R Stanley	Community Development Officer
Mrs R Mettam	Executive Assistant

APOLOGIES

Cr E Fenny	Application of leave of absence item 5.1
Ms L Butterly	Executive Manager Community Development
Ms A Pears	Executive Manager Finance and Administration

VISITORS

Mr Vincent Catania, MLA Member for North West Central from 3.08pm.
2 visitors

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE

There were no previous public questions on notice.

4.0 PUBLIC QUESTION TIME

The President opened public question time at 3.02 and as there were no questions asked by the gallery the President closed public question time at 3.02pm.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR BELLOTTIE

The application for leave of absence for Councillor Bellottie was withdrawn as Councillor Bellottie was available to attend the Ordinary Council Meeting.

28 MARCH 2018

5.2 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR FENNY
GV00017

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Burton
Seconded Cr Ridgley

Council Resolution

Councillor Fenny is granted leave of absence in accordance with Section 2.25 of the *Local Government Act 1995* for the Ordinary meeting of Council scheduled to be held on 28 March 2018.

6/0 CARRIED

Background

Councillor Fenny has applied for leave of absence from the ordinary meeting of Council scheduled for 28 March 2018. The Council in accordance with Section 2.25 of the ***Local Government Act 1995*** as amended may by resolution grant leave of absence to a member.

Comment

Councillor Fenny has advised the Chief Executive Officer due to business commitments will be unable to attend the Ordinary meeting of Council scheduled to be held on 28 March 2018 and has requested leave of absence be granted by Council for this meeting.

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

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

Legal Implications

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

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

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

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

Policy Implications

There are no policy implications relative to this report.

Financial Implications

There are no financial implications relative to this report.

Strategic Implications

There are no strategic implications relative to this report.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer *P Anderson*

Date of Report 27 March 2018

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

6.0 PETITIONS

There were no petitions presented to the March Ordinary Council meeting.

7.0 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 28 FEBRUARY 2018

Moved Cr Ridgley
Seconded Cr Laundry

Council Resolution

That the minutes of the Ordinary Council meeting held on 28 February 2018, as circulated to all Councillors, be confirmed as a true and accurate record.

Mr Vincent Catania entered the meeting at 3.08 pm

6/0 CARRIED

8.0 ANNOUNCEMENTS BY THE CHAIR

The President welcomed Mr Vince Catania MLA, Member for North West Central to the Ordinary Council meeting.

9.0 PRESIDENT'S REPORT

GV00002

Council Committee Membership

Member	Audit Committee
Member	Western Australian Local Government Association Country Zone – Gascoyne Region
Member	Development Assessment Panel
Member (Chair)	Local Emergency Management Advisory Committee
Deputy Delegate	Gascoyne Regional Road Group
Deputy Delegate	The Aviation Community Consultation Group

Meeting Attendance

28 February	Ordinary Council Meeting
2 March	Western Australian Local Government Association Gascoyne Zone Meeting – Carnarvon
7	Western Australian Local Government Association State Council – Perth Governance Policy Team – Western Australian Local Government Association Reflect Reconciliation Action Plan event
11	Clean Up Australia Day volunteer
13	Monkey Mia architectural design meeting Strategic/financial planning workshop
19	Social Media workshop
20	Digital Marketing workshop
21	Friends of Freycinet Festival meeting
22	Financial Reports and Budgeting training

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Signatures

Councillor *Councillor Cowell*
Date of Report 19 March 2018

Moved Cr Ridgley
Seconded Cr Burton

Council Resolution

That the President's activity report for March 2018 be received.

6/0 CARRIED

10.0 COUNCILLORS' REPORTS

10.1 CR BURTON
GV00018

Committee Membership

Member Audit Committee
Member Shark Bay Arts Council

Meeting Attendance

11 March 2018 Attended the Clean Up Australia Day
13 Attended the Shark Bay Resource Plan and Corporate
Business Plan workshop
22 Councillor Training – Understanding Financial Reports
23 Councillor Training – Effective Community Leadership

Signatures

Councillor *Councillor Burton*
Date of Report 20 March 2018

Moved Cr Ridgley
Seconded Cr Laundry

Council Resolution

That Councillor Burton's March 2018 report on activities as Council representative be received.

6/0 CARRIED

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

10.2 CR RIDGLEY
GV00008

Committee Membership

Member Audit Committee
Member Shark Bay Tourism Committee

Meeting Attendance

13 March 2018 Attended the Shark Bay Resource Plan and Corporate Business
Plan workshop
Thursday Association meeting
22 Councillor Training - Understanding Financial Reports

Signatures

Councillor *Councillor Ridgley*
Date of Report 20 March 2018

Moved Cr Burton
Seconded Cr Laundry

Council Resolution

That Councillor Ridgley's March 2018 report on activities as Council representative be received.

6/0 CARRIED

10.3 CR LAUNDRY
GV00013

Committee Membership

Member Audit Committee
Member Shark Bay Community Resource Centre Committee
Member Shark Bay Bowling Club Inc Committee
Proxy Member For Cr Cowell on the Development Assessment Panel

Meeting Attendance

13 March 2018 Attended the Shark Bay Resource Plan and Corporate
Business Plan workshop
23 Councillor Training – Effective Community Leadership

Signatures

Councillor *Councillor Laundry*
Date of Report 22 March 2018

Moved Cr Ridgely
Seconded Cr Burton

Council Resolution

That Councillor Laundry's December 2018 report on activities as Council representative be received.

6/0 CARRIED

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

10.4 CR BELLOTTIE
GV00010

No report for the March 2018 Ordinary Council meeting.

10.5 CR FENNY
GV00017

Committee Membership

Member	Audit Committee
Member	The Aviation Community Consultation Group
Proxy Member	for Cr Bellottie on Development Assessment Panel

Meeting Attendance

23	Councillor Training – Effective Community Leadership
----	--

Signatures

Councillor	<i>Councillor Fenny</i>
Date of Report	20 March 2018

Moved Cr Bellottie
Seconded Cr Laundry

Council Resolution

That Councillor Fenny's March 2018 report on activities as Council representative be received.

6/0 CARRIED

10.6 CR CAPEWELL
GV00005

Committee Membership

Member	Audit Committee
Member	Regional Road Group
Deputy Delegate	Gascoyne Zone of Western Australian Local Government Association

Meeting Attendance

2	Regional Road Group meeting in Carnarvon
13 March 2018	Attended the Shark Bay Resource Plan and Corporate Business Plan workshop
22	Councillor Training – Understanding Financial Reports

Signatures

Councillor	<i>Councillor Capewell</i>
Date of Report	20 March 2018

Moved Cr Bellottie
Seconded Cr Laundry

Council Resolution

That Councillor Capewell's March 2018 report on activities as Council representative be received.

6/0 CARRIED

28 MARCH 2018

11.0 COUNCILLOR ITEM REPORT

**11.1 SHARK BAY COMMUNITY MEN'S SHED
RES36163 / RES40344**

AUTHOR

Councillor Laundry

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Laundry

Seconded Cr Ridgley

Council Resolution

That the administration be requested to assist the Shark Bay Community Men's Shed proponents in developing the proposed organisation and concept to establish a community men's shed.

That an area (approximately 578m²) of land contained within Reserve 40344 (vested in the Shire of Shark Bay) and currently leased to the Shark Bay Bowling Club (Inc) with the agreement of the Shark Bay Bowling Club be allocated as a site for a community men's shed.

6/0 CARRIED

BACKGROUND

A Shark Bay Community Men's Shed project draft proposal and summary has been submitted (attached) by a group of community residents who are proposing to establish a community men's shed whereby all interested male members of the community can participate.

The aims and objectives of the Shark Bay Community Men's Shed group are highlighted in the attached proposal.

COMMENT

The proposal put forward is details the aims and objectives of the group and the proposed location for the design and implementation of the Community Men's Shed is the Francis Street Lot 4017, between Shark Bay Bowling Club and the Shire bore water tanks.

The area of land is included in the Shark Bay Bowling Club lease and was originally intended to be utilised for an additional green. It is unlikely that this will eventuate in the foreseeable future and the land is currently scrub that the Shire maintains.

Consultation has been conducted with the Shark Bay Bowling Club and they are supportive of the identified location to be used for the Community Men's Shed.

The area of land will be set back from the roadway to ensure that if parking is required there is sufficient space in the reserve.

28 MARCH 2018

The proposal concept of men's sheds is well documented and has merit, however the proponents will require further assistance to ensure that the proposal is compliant in regard to incorporation and legislative requirements.

The concept can also be expanded to be a community men's shed which could include all members of the community.

This can be undertaken by the Community Development Officer to ensure that the organisation is or can be set up to receive funding and complies with grant agreements.

LEGAL IMPLICATIONS

The proposed site is located on Reserve 40344 which vested in the Shire for the purposes of recreation and leased to the Shark Bay Bowling Club.

The area of the lease is 0.19162 hectares and was established on the 8 January 1988. The Bowling Club currently do not utilise all the site and have advised that they do not have any immediate plans to expand the facility beyond the current footprint.

The area identified (578m²) as being suitable for the establishment of the community men's shed could, with the consent of the current lessee be utilised for this purpose.

The Shire in the long term could apply to have Reserve 40344 reduced in size and the area incorporated into the adjoining Reserve 36163 which is also vested in the Shire for recreation, or create a separate reserve if this current initiative is sustained and ongoing.

POLICY IMPLICATIONS

There are not policy implication associated with this report.

FINANCIAL IMPLICATIONS

The proposal does provide a budget of anticipated expenditure but indicates they have funding for set up costs.

The organisation to obtain grants will either need to be incorporated or be set up under another organisation that is willing to incorporate their objectives into their organisation.

There will be additional costs associated with the proposal that will need to be further identified and if required bought back to Council for consideration or grant funding sought.

STRATEGIC IMPLICATIONS

OBJECTIVE 3.

Outcome 3.3 Existing strong community spirit and pride will be fostered, promoted and encouraged.

Outcome 3.5 Utilise skills of retirees.

RISK MANAGEMENT

There may be risks associated with the use of recycled materials, for example fencing.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

Cr K Laundry

Chief Executive Officer

P Anderson

Date of Report

16 March 2018

28 MARCH 2018



Shark Bay Community Men's Shed

Contact: Kevin Laundry [President Steering Committee]
Phone: 0402464204
Email: twintub1@bigpond.com 15/03/2018

The Manager, Shark Bay Shire Council
Denham.6537

RE: Allocation of land, namely Lot 4017 Hughes St. Denham, situated adjacent to the Shark Bay Bowling Club to the proposed Shark Bay Community Men's Shed.

As a result of interest shown by a large number of men in Shark Bay, and with the encouragement of their respective spouses, for the formation of a community men's shed in Shark Bay, a steering committee was established to finally make this happen.

The steering committee is: Kevin Laundry, President, Tony Shkardoun, Vice President, Bill Ross, Secretary, Geoff Howse, Treasurer and Ross Clarke, committeeman.

The committee has raised enough funds through canvassing for donations and membership fees to allow for the costs associated with normal establishment fees, registrations, stationary etc.

Service to others is widely accepted as contributing strongly to good mental health, especially when the contribution requires engagement and action. Helping others in the community is a driver of self worth. The well established mental health and anti-suicide benefits of Shed membership probably owe a lot to engagement in community service and working with mates on these projects. For the younger male in Shark Bay, through participation in the activities of the men's shed, they will, as has been proven in other regional areas, gain an improved work ethic and reap the benefits of their community efforts.

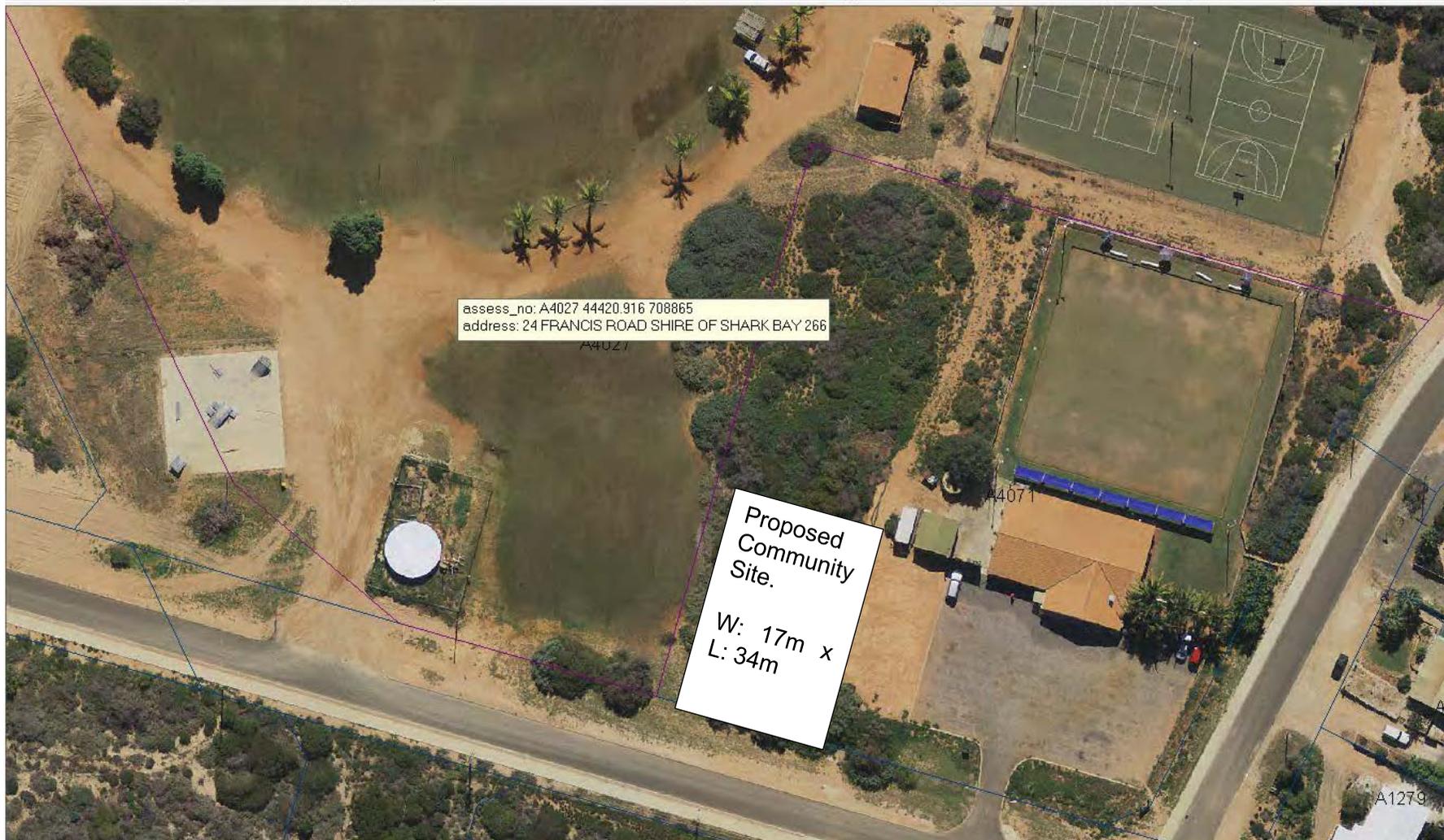
The Shark Bay Bowling Club has no objection to the proposal and we, the steering committee, seek approval from Shark Bay Shire Council for the use of the said land to allow for this much needed community asset to eventuate.

Thanking you,

Kevin Laundry

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018



12.0 ADMINISTRATION REPORT

12.1 CAMP SITES SECTION 91 LICENCE RC00033

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Ridgely
Seconded Cr Capewell

Council Resolution

That the Council agree to enter into a section 91 license from 1 January 2018 to 31 December 2022 in accordance with the *Land Administration Act 1997* for portions of Unallocated Crown Land at Eagle Bluff, Fowlers Camp, Goulet Bluff and Whale Bone on lot 72 on deposited plan 220217 shown hatched blue on the plans attached to the license and the Chief Executive Officer be authorised to affix the common seal to the license.

6/0 CARRIED

BACKGROUND

The Council historically has taken responsibility for camping sites in Unallocated Crown Land in South Peron at the following sites Eagle bluff, Fowlers camp, Goulet Bluff, Whale bone.

The operation of the four free camping sites has been contentious for many years with agenda items being presented to Council as far back as November 1997 when new Caravan Parks and Camping Grounds Regulations were introduced.

In July 2003 Council unanimously resolved

- 1. That permits for camping at Eagle Bluff, Fowler' Camp, Whalebone Road and Goulet Bluff be issued for overnight only.***

Four sites are available at each camp with permits being issued by the Shark Bay World Heritage Discovery and Visitor Centre.

In 2012 the tenure of these campsites was investigated as the costs associated with managing the areas was identified as an impost on the Council.

The Council then introduced a \$10 fee per site to cover the cost associated with booking and managing the sites.

Further it was established that the Council had been managing the sites on the Unallocated Crown Land without any approvals from the State and an application was lodged prior to June 2012 to rectify this issue.

COMMENT

28 MARCH 2018

The Department of Lands initially indicated that it may be more appropriate to reserve the identified land and issue a management order to the Shire.

It would appear as though the preference expressed by the Department of Lands was made without having the knowledge that there has been a proposal from the Department of Parks to have the area of South Peron converted to part of the Shark Bay Terrestrial Reserve in Management Plan 75 of 2012.

The Council if it considered to have the areas identified reserved to Council by a Management Order would require further costs including indemnifying the Minister of Lands against any claim for compensation arising out of acquisition of Native Title rights and interest.

The section 91 license would appear to be the most appropriate solution to this issue, and the license can be reviewed during the 5 year license. The relevant State Department may progress with the management plan proposal during this time to include the South Peron area in the Shark Bay terrestrial reserves and assume management of the areas.

The main conditions of the license are as follows

The Licensee covenants with the Licensor that the Licensee and the Licensee's Agents:

- (a) except where permitted under this Licence, must not undertake nor allow to be undertaken any works within the Licence Area;
- (b) must not construct or erect or permit to be constructed or erected any permanent structure, improvement or other thing that is a fixture on the Licence Area;
- (c) must not cause or permit any damage to the Licence Area or to the Surrounding Area;
- (d) must not cause or permit any Contamination, Pollution or Environmental Harm to occur in, on or under the Licence Area or to the Surrounding Area, and if any Contamination, Pollution or Environmental Harm is caused by the Licensee or the Licensee's Agents, the Licensee must give notice of it to the Licensor and must minimise and remediate any resultant damage and harm to the reasonable satisfaction of the Licensor;
- (e) must keep the Licence Area in good and safe repair and condition, and must take all steps necessary to keep it safe and free from hazard to any property or person on or using the Licence Area or the Surrounding Area, and where required must keep secure the Licence Area;
- (f) must ensure that traffic on all adjoining and surrounding roads is not unduly disrupted due to vehicles entering or leaving the Licence Area;
- (g) must, while using the Licence Area:
 - (i) ensure the safe movement of pedestrians using the Licence Area or adjoining areas, including erecting signs to warn persons likely to be endangered by the Licensee's use of the Licence Area; and

28 MARCH 2018

- (ii) ensure that pedestrians using the Licence Area or adjoining areas are not unduly disrupted;
- (h) must not dispose and not store on the Licence Area any rubbish or any poisonous, toxic or hazardous substance;
- (i) must not undertake nor allow to be undertaken any excavation or clearing of the Licence Area;
- (j) must pay all outgoing payments payable in respect of the use of the Licence Area under this Licence;
- (k) must punctually comply with and observe:
 - (i) all relevant Laws; and
 - (ii) all relevant notices received either by the Licensor or the Licensee from, and the requirements of, any relevant Governmental Agency;
- (l) must obtain, keep current and comply with all consents, approvals, permits, licences or other requirements under any Law, if any, to use the Licence Area for the purposes permitted under this Licence;
- (m) must repair or remedy any damage caused or permitted by the Licensee or the Licensee's Agents, to the Licence Area or the Surrounding Area or Services in, on, under or over the Licence Area, including remediating any Contamination, Pollution, Environmental Harm, and erosion or other form of degradation; and
- (n) must reinstate the Licence Area on the expiration of the Term or other termination of this Licence, in accordance with clause 8.

LEGAL IMPLICATIONS

The conditions of the section 91 license place obligations on the council to maintain the area. The council has historically been managing these areas without any assistance for other parties as been occurring.

POLICY IMPLICATIONS

There are no policy implications relative to this report.

FINANCIAL IMPLICATIONS

In the event the Council agrees to the section 91 licence conditions there is a one off cost to the Council of \$500 GST exclusive for a license from 1 January 2018 to 31 December 2022.

The Council currently sets a fee in its budget for the 16 camp sites at the 4 designated sites. Currently the fee is \$15 per site per night.

The income from this fee offsets the Shark Bay World Heritage Discovery and Visitor Centre management of bookings and the rangers cost associated with the onsite management of these areas.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

RISK MANAGEMENT

This is a medium risk item to Council as a Local Law requires clarity to ensure the original intent of Council can be legally administered by the administration.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer

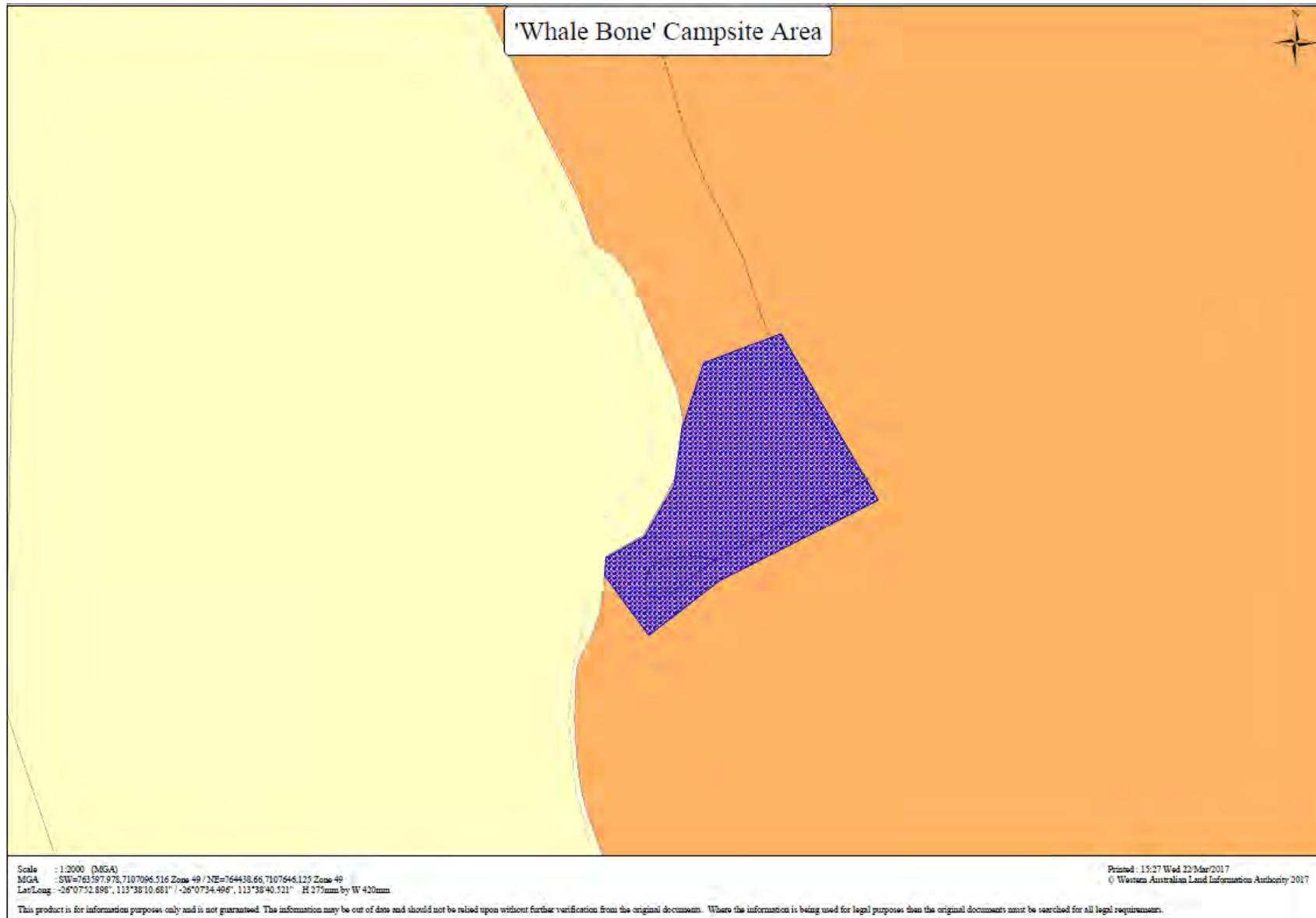
P Anderson

Date of Report

6 March 2018

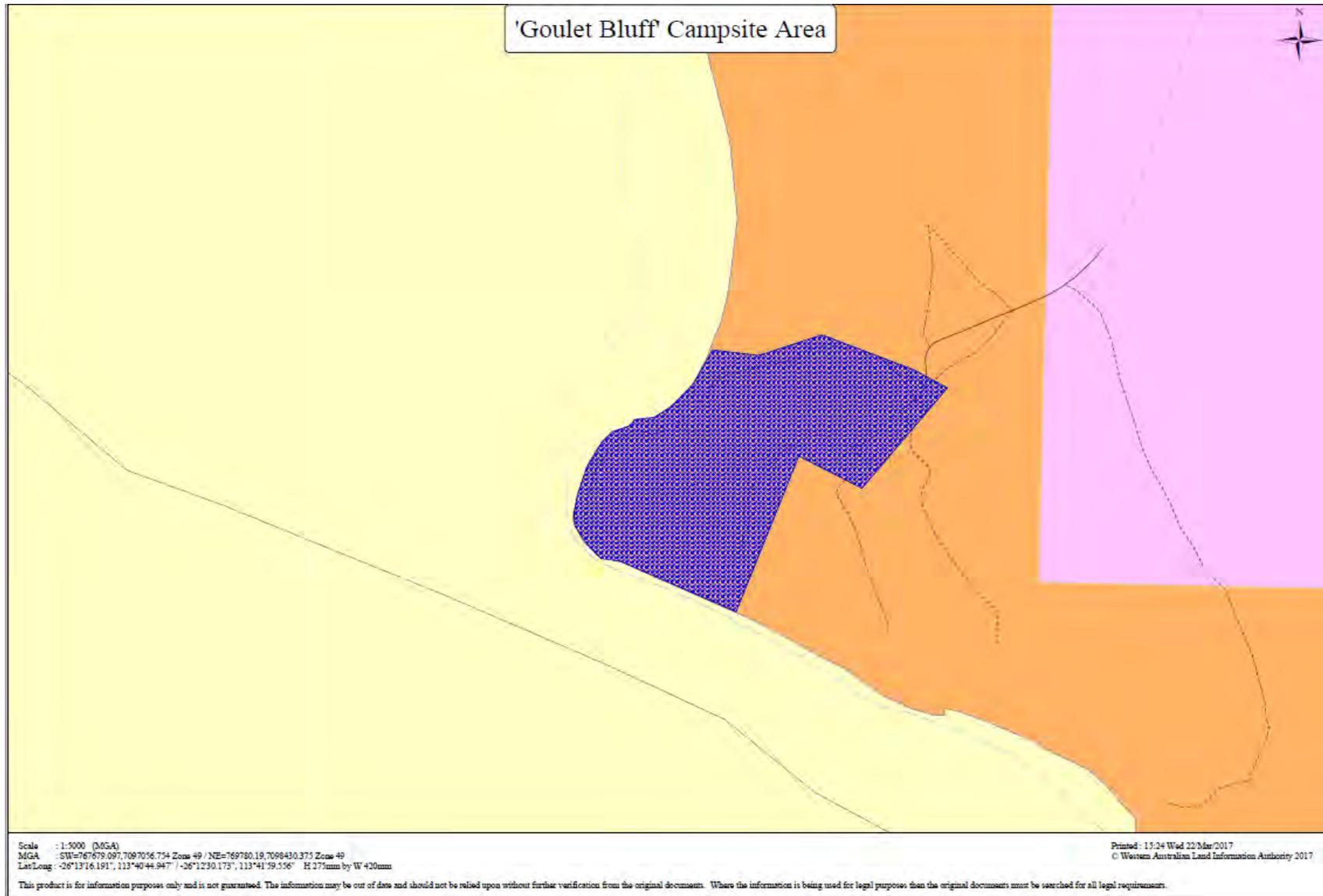
MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018



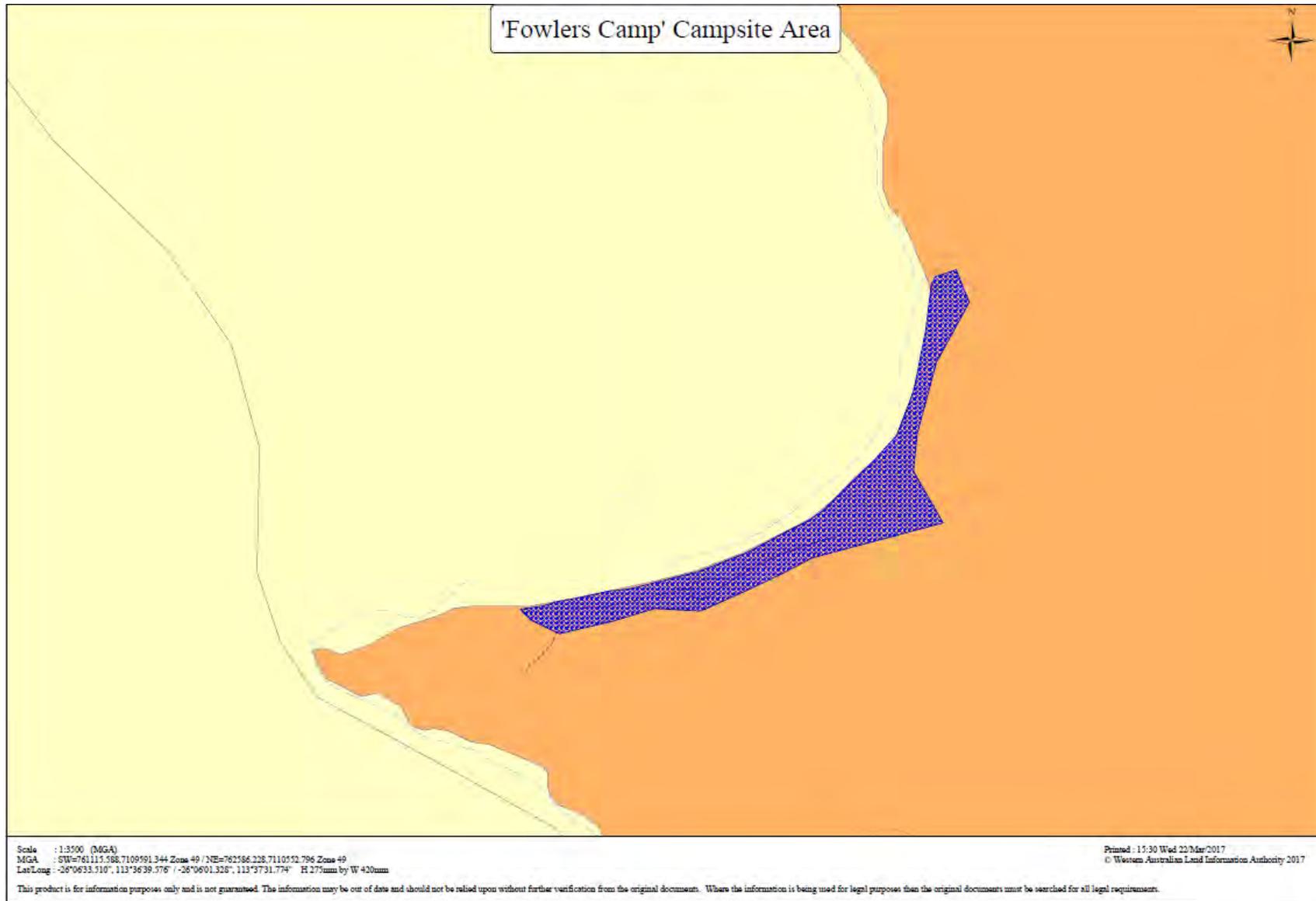
MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018



MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018



MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

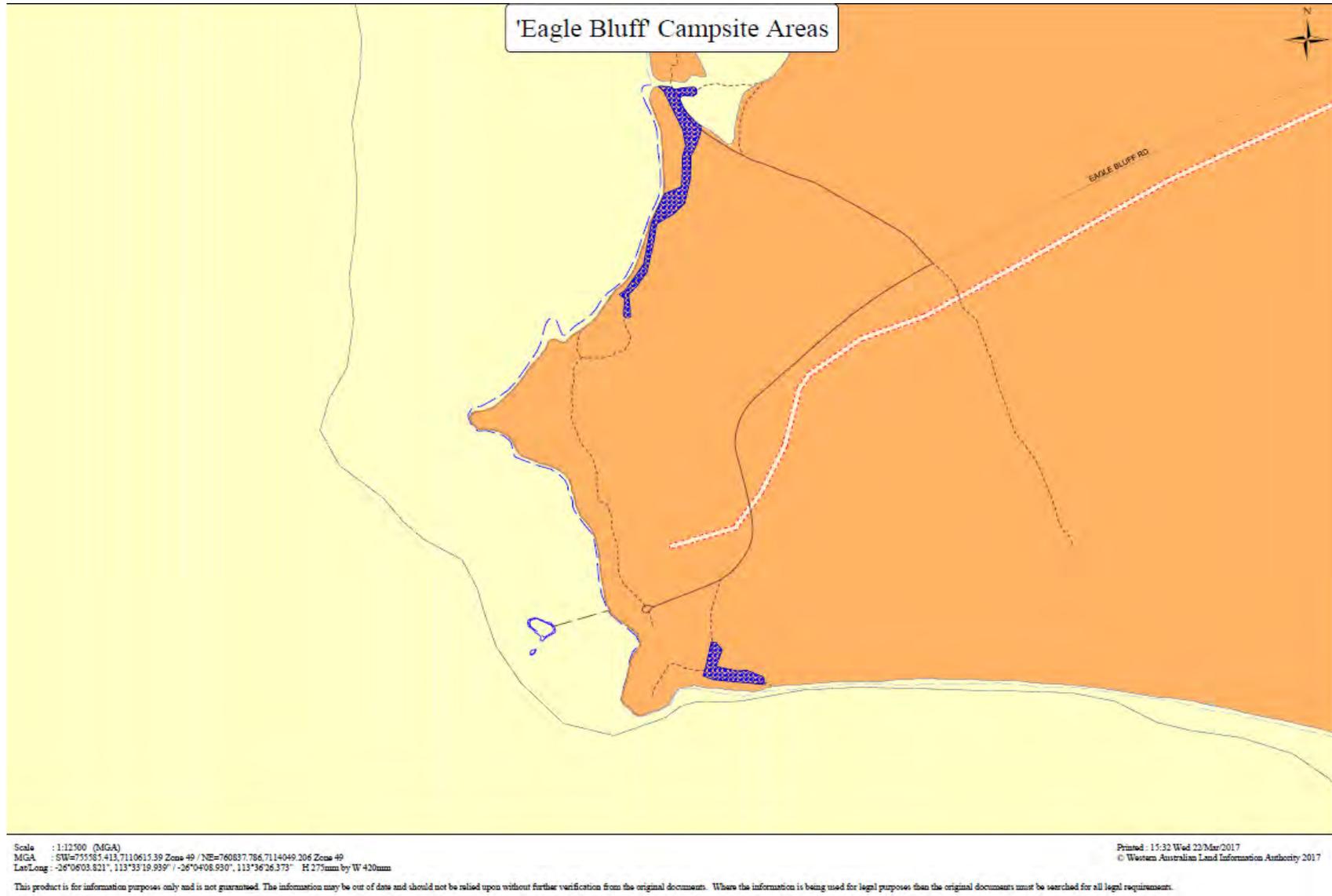


TABLE OF CONTENTS

1.	DEFINITIONS AND INTERPRETATION	25
1.1	Definitions.....	25
1.2	Interpretation	26
2.	GRANT OF LICENCE.....	27
2.1	Grant of Licence	27
2.2	Approved Determination of Native Title.....	27
2.3	No Estate or Interest in Land.....	28
2.4	Effect of Licence.....	28
3.	EXCLUSION OF WARRANTY	28
4.	TERM AND LICENCE FEE	28
4.1	Term.....	28
4.2	Further Term	29
4.3	Licence Fee.....	29
5.	LICENSEE'S COVENANTS	29
6.	RISK, INDEMNITY, RELEASE AND INSURANCE.....	30
6.1	Risk	30
6.2	Indemnity and Release.....	30
6.3	Insurance.....	32
7.	TERMINATION OF LICENCE	32
7.1	Grounds.....	32
7.2	Licensor's Right to Enter and to Remedy.....	34
8.	REMOVAL OF PROPERTY ON EXPIRY OR TEMINATION	34
8.1	Obligation to Remove Property and Restore.....	34
8.2	Failure to Remove	34
9.	NO ASSIGNMENT	35
10.	GENERAL PROVISIONS	35
10.1	Duty	35
10.2	Fees and Charges.....	35
10.3	Notices	35
10.4	Effect of Waiver	36
10.5	Governing Law	36
10.6	Variation	36
11.	GOODS AND SERVICES TAX.....	36
11.1	Definitions.....	36
11.2	Licence Fee Exclusive of GST	36
11.3	Licensee to Pay GST	36
11.4	Variation of GST	37
11.5	Tax Invoice	37
11.6	Notification is Conclusive	37
11.7	Time for Payment	37
11.8	Apportionment of GST.....	37
	SCHEDULE	38

28 MARCH 2018

THIS DEED OF LICENCE is made on the _____ **day of** _____ **20** _____
BETWEEN

THE STATE OF WESTERN AUSTRALIA ACTING THROUGH THE MINISTER FOR LANDS
a body corporate under the *Land Administration Act 1997*, care of Department of Planning,
Lands and Heritage, 140 William Street, Perth, Western Australia (**Licensor**)

AND

THE SHIRE OF SHARK BAY (ABN 76 409 342 873) of 65 Knight Terrace, Denham, Western
Australia (**Licensee**)

BACKGROUND

- A. The Licence Area is a portion of Crown land. Crown land is administered by the Minister through the Department on behalf of the State of Western Australia.
- B. The Licensee wishes to have access to the Licence Area for the Permitted Use.
- C. The Minister on behalf of the State of Western Australia is authorised by section 91 of the LAA to grant a licence of Crown land for any purpose.
- D. The granting of this Licence by the Licensor may affect native title rights and interests in the Licence Area.
- E. If an approved determination of native title is made under the NTA in relation to land or waters (that includes the Licence Area), and if such determination is that native title exists, the use of the Licence Area for the Permitted Use must discontinue immediately and this Licence will terminate on the date of such determination.
- F. The Licensor has agreed to grant to the Licensee the Licence in respect of the Licence Area on the terms and conditions and for the Permitted Use set out in this Licence.

OPERATIVE PART

The Parties covenant and agree on the matters set out above and as follows:

1. DEFINITIONS AND INTERPRETATION

1.1 DEFINITIONS

In this Licence the following terms shall have the following meaning:

approved determination of native title, determination of native title, extinguish, native title and native title rights and interests have the same meanings as they have in the NTA.

Contamination is the state of being contaminated as that term is defined in the CSA.

CSA means the *Contaminated Sites Act 2003*.

Date of Commencement means the date of commencement specified in item 2(b) of the Schedule.

Date of Expiry means the date of expiry specified in item 2(c) of the Schedule.

Department means the department principally assisting the Minister in the administration of the LAA.

Environment has the meaning given by section 3 of the *Environmental Protection Act 1986*.

Environmental Harm has the same meaning as that term is defined in the *Environmental Protection Act 1986*.

28 MARCH 2018

Environmental Law means all planning, environmental, contamination or pollution laws and any regulations, orders, directions, ordinances or all requirements, permission, permits or licences issued thereunder.

Environmental Notice means any notice, direction, order, demand or other requirement to take any action or refrain from taking any action from any Governmental Agency, whether written or oral and in connection with any Environmental Law.

Further Term means an extension of the Term.

Governmental Agency means any government or any governmental, semi-governmental, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity.

LAA means the *Land Administration Act 1997*.

Law includes any requirement of any statute, regulation, proclamation, ordinance or by-law present or future whether State, Federal or otherwise.

Licence means this deed including the contractual rights granted to the Licensee under clause 2 and the rights granted under this Licence necessary for the exercise of the rights granted under clause 2.

Licence Area means the licence area specified in item 1 of the Schedule.

Licence Fee means the licence fee specified in item 3(a) of the Schedule.

Licensee's Agent includes the employees, agents, contractors, consultants, invitees and any other person acting with the authority or permission of the Licensee.

Licensee's Property means all plant, equipment, materials, and other property brought or placed on the Licence Area by, on behalf of or with the authority of the Licensee.

Minister means the Minister for Lands, a body corporate under section 7(1) of the LAA.

NTA means the *Native Title Act 1993 (Cth)*.

Parties mean the Licensor and the Licensee.

Party means the Licensor or the Licensee, as the case may be.

Permitted Use means the use specified in item 4 of the Schedule.

Plan means the plan annexed to this Licence and marked "Annexure A".

Pollution means anything that is Pollution within the meaning of the *Environmental Protection Act 1986*, which is not authorised under any Law.

Schedule means the Schedule to this Licence.

Services includes water, gas and electricity supply, sewerage, waste disposal, drainage and telecommunications and all facilities pipes, cables, fixtures and fittings associated with those services.

Surrounding Area means any land or water adjacent to or in the vicinity of the Licence Area and the air generally above the Licence Area, and includes an affected site within the meaning of that term as defined in the CSA.

Term means the term specified in item 2(a) of the Schedule.

1.2 INTERPRETATION

In this Licence:

28 MARCH 2018

- (a) **clause headings are for convenient reference only and shall have no effect in limiting or extending the language of the provisions to which they refer;**
- (b) **a reference to a clause, schedule or annexure is a reference to a clause of or schedule or annexure to the document in which the reference appears;**
- (c) **a reference to any Law includes consolidations, amendments, re-enactments or replacements of it;**
- (d) **the singular includes the plural, the plural includes the singular and any gender includes each other gender;**
- (e) **if a period of time is specified and runs from a given day or the day of an act or event, it is to be calculated exclusive of that day;**
- (f) **the word ‘person’ includes a reference to the person’s personal representatives, executors, administrators, successors and assigns and a reference to a corporation includes a reference to the corporations successors and assigns;**
- (g) **covenants in this Licence by two or more persons shall be deemed joint and several; and**
- (h) **a reference to the word “including” is deemed to be followed by the words “but not limited to”.**

2. GRANT OF LICENCE

2.1 GRANT OF LICENCE

Subject to clause 2.2 and in consideration of the matters set out in this Licence and the payment of the Licence Fee by the Licensee to the Licensor, the Licensor hereby GRANTS to the Licensee a non-exclusive right for the Licensee and any of the Licensee’s Agent for the Term to enter upon and remain on and use the Licence Area, with such vehicles, machinery, plant or equipment as is reasonably necessary for the Permitted Use in accordance with the terms and conditions set out in this Licence.

2.2 APPROVED DETERMINATION OF NATIVE TITLE

Notwithstanding any other provision in this Licence providing for the determination, expiration or termination of this Licence, the Licensor and Licensee agree that:

- (a) **this Licence will terminate on the date on which an approved determination of native title is made in relation to any part of the Licence Area and the determination is that native title exists in any part of the Licence Area, notwithstanding that neither party to this Licence has given or received notice of such approved determination of native title;**
- (b) **the Licensee must vacate and deliver up possession of the Licence Area to the Licensor in accordance with the provisions of clause 8 of this Licence as soon as is reasonably practicable after it becomes aware of a determination that native title exists;**
- (c) **the termination of the Licence under this clause does not give the Licensee any right to damages or compensation other than the refund of any part of the Licence Fee and GST then paid by the Licensee attributable to a period extending beyond the date of the approved determination of native title; and**

28 MARCH 2018

- (d) **the termination of the Licence under this clause does not affect any rights or obligations that are expressed in this Licence to survive determination, expiration or early termination of this Licence and is without prejudice to the rights of the Licensor in respect of any antecedent breach of the terms, covenants and conditions, contained or implied in this Licence, by the Licensee.**

2.3 NO ESTATE OR INTEREST IN LAND

The Licensee acknowledges and agrees that:

- (a) **The rights conferred by this Licence rest in contract only and do not create in or confer upon the Licensee any tenancy or any estate or interest in or over the Licence Area and the rights of the Licensee will be those of a licensee only.**
- (b) **This Licence confers no right of exclusive occupation of the Licence Area upon the Licensee and the Licensor including through its officers, employees, contractors and agents may at any time and at all times from time to time exercise all the Licensor's rights as licensor including the Licensor's rights to use possess and enjoy the whole or any part of the same save only in so far as such rights shall not unreasonably:**
- (i) **prevent the operation of the rights granted to the Licensee under this Licence; or**
- (ii) **be inconsistent with the express provisions of this Licence.**
- (c) **The rights granted to the Licensee under this Licence are only exercisable during the Term.**
- (d) **Nothing in this Licence affects or is intended to affect native title rights and interests where they have been determined to exist in the Licence Area.**
- (e) **If despite sub-clause (d) native title rights and interest are affected, the grant of this Licence is not intended to extinguish native title rights and interests.**
- (f) **For the purposes of sub-clauses (d) and (e), the term "affect" has the same meaning as defined in the NTA.**

2.4 EFFECT OF LICENCE

The Parties acknowledge and agree that this Licence is valid and the terms of this Licence apply for all other purposes, even if it is determined that this Licence is invalid to the extent that it affects native title pursuant to the NTA or otherwise.

3. EXCLUSION OF WARRANTY

The Licensee acknowledges and agrees that the Licensor makes no warranty or representation that this Licence is or will be validly granted for the purposes of the NTA, and any such warranty or representation is expressly excluded.

4. TERM AND LICENCE FEE

4.1 TERM

The Term shall commence on the Date of Commencement and shall expire on the Date of Expiry.

28 MARCH 2018

4.2 FURTHER TERM

Any application for a Further Term or extension of the rights granted to the Licensee under this Licence must be made to the Licensor, in writing no less than 30 days prior to the expiration of this Licence and may be granted or refused at the Licensor's absolute discretion.

4.3 LICENCE FEE

The Licensee must pay the Licence Fee to the Department, at the times and in the manner specified in item 3 of the Schedule.

5. LICENSEE'S COVENANTS

The Licensee covenants with the Licensor that the Licensee and the Licensee's Agents:

- (a) **except where permitted under this Licence, must not undertake nor allow to be undertaken any works within the Licence Area;**
- (b) **must not construct or erect or permit to be constructed or erected any permanent structure, improvement or other thing that is a fixture on the Licence Area;**
- (c) **must not cause or permit any damage to the Licence Area or to the Surrounding Area;**
- (d) **must not cause or permit any Contamination, Pollution or Environmental Harm to occur in, on or under the Licence Area or to the Surrounding Area, and if any Contamination, Pollution or Environmental Harm is caused by the Licensee or the Licensee's Agents, the Licensee must give notice of it to the Licensor and must minimise and remediate any resultant damage and harm to the reasonable satisfaction of the Licensor;**
- (e) **must keep the Licence Area in good and safe repair and condition, and must take all steps necessary to keep it safe and free from hazard to any property or person on or using the Licence Area or the Surrounding Area, and where required must keep secure the Licence Area;**
- (f) **must ensure that traffic on all adjoining and surrounding roads is not unduly disrupted due to vehicles entering or leaving the Licence Area;**
- (g) **must, while using the Licence Area:**
 - (i) **ensure the safe movement of pedestrians using the Licence Area or adjoining areas, including erecting signs to warn persons likely to be endangered by the Licensee's use of the Licence Area; and**
 - (ii) **ensure that pedestrians using the Licence Area or adjoining areas are not unduly disrupted;**
- (h) **must not dispose and not store on the Licence Area any rubbish or any poisonous, toxic or hazardous substance;**
- (i) **must not undertake nor allow to be undertaken any excavation or clearing of the Licence Area;**
- (j) **must pay all outgoings payable in respect of the use of the Licence Area under this Licence;**

28 MARCH 2018

- (k) **must punctually comply with and observe:**
 - (i) **all relevant Laws; and**
 - (ii) **all relevant notices received either by the Licensor or the Licensee from, and the requirements of, any relevant Governmental Agency;**
- (l) **must obtain, keep current and comply with all consents, approvals, permits, licences or other requirements under any Law, if any, to use the Licence Area for the purposes permitted under this Licence;**
- (m) **must repair or remedy any damage caused or permitted by the Licensee or the Licensee's Agents, to the Licence Area or the Surrounding Area or Services in, on, under or over the Licence Area, including remediating any Contamination, Pollution, Environmental Harm, and erosion or other form of degradation; and**
- (n) **must reinstate the Licence Area on the expiration of the Term or other termination of this Licence, in accordance with clause 8.**

6. RISK, INDEMNITY, RELEASE AND INSURANCE

6.1 RISK

The Licensee:

- (a) **acknowledges that all Licensee's Property brought onto the Licence Area is at the Licensee's sole risk and responsibility at all times and entry onto and use of the Licence Area by the Licensee or any Licensee's Agent is at the sole risk of the Licensee; and**
- (b) **acknowledges that the Licensor accepts no responsibility or liability for use of the Licence Area by the Licensee or any Licensee's Agent nor for any loss or damage to the Licensee's Property that is brought onto the Licence Area.**

6.2 INDEMNITY AND RELEASE

- (a) **The Licensee hereby releases and indemnifies and agrees to keep released and indemnified the Licensor, the State, the Crown, all Ministers of the Crown, and all officers, servants, agents, contractors, invitees and licensees of any of them (the Indemnified Parties) from and against all claims, demands, actions, suits, proceedings, judgments, damages, compensation liabilities, costs, charges, expenses (including legal costs of defending or settling any action, claim or proceeding) and losses of any nature whatsoever whether based in contract, tort or statute or any combination thereof which the Indemnified Parties (or any of them) may suffer or incur or which may at any time be brought maintained or made against them (or any of them) by the Licensee, the Licensee's Agents or any other person in respect of or in connection with:**
 - (i) **any destruction, loss (including loss of use), injury or damage of any nature or kind of or to property of any person whether or not on the Licence Area and including the property of:**
 - (A) **any of the Indemnified Parties; or**
 - (B) **the Licensee or the Licensee's Agents; and**

28 MARCH 2018

- (ii) **any death of, or injury or illness sustained by, any person and including:**
 - (A) **the Indemnified Parties; or**
 - (B) **the Licensee or the Licensee's Agents; and**
- (iii) **any affect on or impairment of native title rights and interests, or affect on impairment of the exercise of native title rights and interests of any person in relation to the Licence Area (for the purposes of this sub-clause, the term "affect" has the same meaning as defined in the NTA); and**
- (iv) **any effect on the validity, or invalidity, of this Licence or the exercise by the Licensee or the Licensee's Agents of any rights conferred under this Licence,**

directly or indirectly caused by arising out of or in connection with:

- (1) **the Licensee's or Licensee's Agents use or enjoyment of the Licence Area or any part of the Licence Area pursuant to the terms of this Licence;**
 - (2) **any works carried out by or on behalf of the Licensee under this Licence;**
 - (3) **the exercise or enjoyment of any rights conferred upon the Licensee under this Licence;**
 - (4) **any Contamination, Pollution or Environmental Harm of the Licence Area or the Surrounding Area caused or contributed to by the Licensee's or the Licensee's Agents use of the Licence Area;**
 - (5) **any remediation required to be carried out by the Licensee under this Licence in respect of the Licence Area or the Surrounding Area or otherwise having to comply with any Environmental Notice or any other notice received from any Governmental Agency;**
 - (6) **any default by the Licensee in the due and punctual performance, observance and compliance with any of the Licensee's covenants or obligations under this Licence;**
 - (7) **any other act, neglect, default or omission by the Licensee or the Licensee's Agents; or**
 - (8) **any invalidity of this Licence for the purposes of the NTA or otherwise by reason of the existence of native title rights or interests.**
- (b) **The obligations of the Licensee under this clause:**
- (i) **are unaffected by the obligation of the Licensee to take out insurance and the obligations of the Licensee to indemnify are paramount; and**
 - (ii) **continue after the expiration or earlier determination of this Licence.**

28 MARCH 2018

6.3 INSURANCE

- (a) **The Licensee must during the Term effect, maintain and keep current with an insurer of good repute, a public liability insurance policy for the amount specified in item 7 of the Schedule for any one claim (or any other amount reasonably required by the Licensor from time to time consistent with usual prudent commercial practice) and which policy includes, but is not limited to, coverage in respect of:**
- (i) **any injury to, illness of, or death of, any person;**
 - (ii) **any loss, damage or destruction to any property including to the property of any of the Indemnified Parties;**
 - (iii) **any damages or compensation payable to the holders of or in respect of affects on or impairment of native title rights or interests;**
 - (iv) **the loss of use of any property, including the property of any of the Indemnified Parties; and**
 - (v) **liability arising out of any Contamination, Pollution or Environmental Harm of the Licence Area or the Surrounding Area (including neutralising or clean up costs) of a sudden and accidental nature during the Term caused or contributed to by the Licensee's or the Licensee's Agents' use of the Licence Area, or such other form of insurance coverage as may become readily available from such an insurer;**

and such insurance shall include the interests of the Licensor under this Licence.

- (b) **The Licensee:**
- (i) **must give to the Licensor a copy of the certificate of currency of the policy of insurance referred to in subclause (a) at the Date of Commencement; and**
 - (ii) **must submit evidence to the Licensor on each anniversary of the Date of Commencement during the Term, or as otherwise requested by the Licensor, which shows that the insurance policy referred to is still current.**
- (c) **The Licensee shall effect and maintain all insurance required to be effected by it by law. Without limiting the generality hereof, the Licensee shall have all necessary insurance with respect to its employees under the relevant Laws and shall, if required by the Licensor, produce evidence of such insurance at any time.**
- (d) **The Licensee will not do or omit to do any act or thing or bring onto or keep anything on the Licence Area which might render the insurance on the Licence Area void or voidable.**

7. TERMINATION OF LICENCE

7.1 GROUND

- (a) **This Licence and the rights granted to the Licensee pursuant to it, may be terminated by the Licensor by notice in writing to the Licensee:**
- (i) **if moneys payable under this Licence are in arrears and unpaid for 14 days after formal demand;**

28 MARCH 2018

- (ii) **if the Licensee breaches or fails to observe any of the covenants, conditions or terms on the Licensee's part expressed or implied in this Licence, other than the obligation referred to in subclauses (i) and (iii), and the breach has not been remedied by the Licensee within 14 days after service of a notice from the Licensor requiring the Licensee to remedy the breach or non-observance;**
- (iii) **if the Licensee breaches or fails to observe any of the covenants, obligations, conditions or terms referred to in clause 5 during the Term;**
- (iv) **if the Licensee:**
 - (A) **becomes bankrupt or enters into any form of arrangement (formal or informal) with any of its creditors, or an administrator or a receiver or a receiver and manager is appointed to any of its assets;**
 - (B) **being a company or other body corporate, an order is made or a resolution is passed for its winding up except for the purpose of reconstruction or amalgamation;**
 - (C) **being a company, or other body corporate ceases or threatens to cease to carry on business or goes into liquidation, whether voluntary or otherwise, or is wound up or if a liquidator or receiver (in both cases whether provisional or otherwise) is appointed; or**
 - (D) **being a company, is placed under official management under the *Corporations Act 2001* or enters into a composition or scheme of arrangement;**

and without limiting the foregoing but for the avoidance of doubt, this subclause (a)(iii) applies to any such event that may occur in relation to the Licensee if it is an Aboriginal and Torres Strait Islander corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 Cth*; or
- (v) **if the Licensee is an Aboriginal and Torres Strait Islander corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 Cth* and a determination is made by the Registrar under that Act that the Licensee is to be under special administration; or**
- (vi) **if the Licensee abandons or vacates the Licence Area;**

and this Licence and rights granted pursuant to it will terminate on expiry of the notice period specified in the notice.
- (b) **No compensation or money is payable to, or recoverable by, the Licensee from the Licensor for termination of the Licence under this clause.**
- (c) **Any termination of the Licence under this clause:**
 - (i) **does not affect any rights and obligations that are expressed in this Licence to survive expiry or earlier termination of this Licence; and**

28 MARCH 2018

- (ii) **is without prejudice to the rights of the Licensor in respect of any antecedent breach of the terms, covenants or conditions contained or implied in this Licence by the Licensee.**

7.2 LICENSOR'S RIGHT TO ENTER AND TO REMEDY

- (a) **If the Licensee has breached or failed to observe any of the terms of this Licence on its part contained or implied in this Licence, and that breach or non-performance has continued for at least 14 days after the service of a written notice on the Licensee requiring it to remedy the same, without affecting its other rights under this Licence, the Licensor may (but is not obliged to) remedy the breach, including the payment of monies.**
- (b) **For this purpose, the Licensee acknowledges and agrees that:**
 - (i) **the Licensor, its servants, agents and contractors may enter the Licence Area at any time with all necessary materials and equipment to execute all or any required works as the Licensor thinks fit; and**
 - (ii) **all debts costs and expenses incurred by the Licensor, including legal costs and expenses, in remedying a default is a debt due to the Licensor, and must be paid by the Licensee to the Licensor on demand.**

8. REMOVAL OF PROPERTY ON EXPIRY OR TERMINATION

8.1 OBLIGATION TO REMOVE PROPERTY AND RESTORE

- (a) **The Licensee must upon the expiration of the Term or earlier termination of this Licence yield and deliver up possession of the Licence Area to the Licensor and in doing so must by the end of the Term or within 21 days after the earlier termination of this Licence:**
 - (i) **remove all of the Licensee's Property from the Licence Area, to the Licensor's absolute satisfaction;**
 - (ii) **reinstate the Licence Area to the state and condition in which it was at the Date of Commencement;**
 - (iii) **promptly make good to the satisfaction of the Licensor any damage caused by the removal of the Licensee's Property referred to in subclause (a)(i), including filling in, consolidating and levelling off any holes or trenches on the Licence Area; and**
 - (iv) **remediate any Contamination, Pollution or Environmental Harm to the Licence Area or the Surrounding Area caused by the Licensee or the Licensee's Agents or arising out of the Permitted Use.**
- (b) **The Licensee's obligations under subclause (a) do not in any way derogate from any of the Licensee's covenants under clause 5 and will survive the expiration of the Term or other termination of this Licence.**

8.2 FAILURE TO REMOVE

If the Licensee's Property is not removed in accordance with clause 8.1, its presence on the Licence Area after the expiry of the relevant period referred to in clause 8.1(a) shall no longer be authorised by this Licence and:

28 MARCH 2018

- (a) **the Minister may treat any structure forming part of the Licensee's Property as an alleged unauthorised structure under section 270 of the LAA;**
- (b) **sections 270, 271 and 272 of the LAA apply with respect to the removal of any such alleged unauthorised structure;**
- (c) **the Minister may, but is not obliged to, remove the Licensee's Property from the Licence Area, may store it at the Licensee's expense, and may make good any damage caused by that removal, and may reinstate the Licence Area to the condition provided for in clause 8.1(a)(ii); and**
- (d) **any costs incurred by the Minister in doing any matter under subclause (c) or section 270(6) of the LAA, are a debt due by the Licensee to the Licensor and may be recovered in a Court of competent jurisdiction.**

9. NO ASSIGNMENT

- (a) **The rights granted by this Licence are for the benefit of the party named as "Licensee" in this Licence.**
- (b) **The Licensee must not:**
 - (i) **assign or transfer its rights under this Licence, or grant any sub licence or part with the possession, of the Licence Area, to any person; or**
 - (ii) **mortgage, charge or encumber its rights under this Licence.**
- (c) **To the extent that sections 80 and 82 of the *Property Law Act 1969* may be applicable, they are expressly excluded.**
- (d) **For the purposes of subclause (b), where the Licensee is a corporation (not being a corporation where shares are listed on any Stock Exchange in Australia) any intended change in the beneficial ownership or control of the Licensee which will have the consequence of altering the effective control of the Licensee is deemed to be an assignment of the Licensee's rights under this Licence.**

10. GENERAL PROVISIONS

10.1 DUTY

The Licensee will pay duty (if any) payable under the Duties Act 2008 in respect of any dutiable transaction arising under or in respect of this Licence.

10.2 FEES AND CHARGES

The Licensee will pay all statutory and other fees and charges (if any) relating to this Licence within 30 days of the due date.

10.3 NOTICES

- (a) **Any notice that must or may be served under or pursuant to this Licence:**
 - (i) **must be signed by the Party giving the notice or by any solicitor or duly appointed representative of the Party giving the notice; and**
 - (ii) **will be sufficiently served on:**

28 MARCH 2018

- (A) **the Licensor, if addressed to the Licensor and left at, or sent by prepaid post to the Minister for Lands c/o Director General of the Department at the address set out at item 5 of the Schedule or such other address as is notified by the Licensor to the Licensee; and**
- (B) **the Licensee, if addressed to the Licensee and left at, or sent by prepaid post to the address set out at item 6 of the Schedule or such other address as is notified by the Licensee to the Licensor;**
- (b) **A notice sent by post will be deemed to be given at the time when it ought to be delivered in the ordinary course of a post whether the contrary is shown or not.**
- (c) **A notice given by facsimile transmission will be deemed to have been given on the date on which the facsimile transmission report of the machine from which it was sent, shows that it was successfully transmitted in its entirety.**

10.4 EFFECT OF WAIVER

No consent or waiver express or implied by the Licensor or its officers, servants, agents, contractors or any of them, to or of any breach of any covenants conditions or stipulations of the Licensee will be construed as a consent or waiver to or of any other breach of the same or any other covenants conditions or stipulations contained or implied in this Licence.

10.5 GOVERNING LAW

- (a) **This Licence shall be construed and interpreted in accordance with the laws in force in the State of Western Australia.**
- (b) **The Parties submit to the non-exclusive jurisdiction of the Courts of Western Australia.**

10.6 VARIATION

This Licence cannot be altered or varied by the Parties except by deed.

11. GOODS AND SERVICES TAX

11.1 DEFINITIONS

In this clause 11 the following terms have the following meanings:

- (a) **GST Act means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and any legislation substituted for or amending that Act; and**
- (b) **The terms GST, GST law, Tax Invoice and Taxable Supply have the meaning given in section 195-1 of the GST Act.**

11.2 LICENCE FEE EXCLUSIVE OF GST

The Licence Fee and any other amounts payable by the Licensee to the Licensor, under this Licence, are exclusive of GST.

11.3 LICENSEE TO PAY GST

The Licensee must pay additional to the Licence Fee and any other amounts payable by the Licensee, any GST payable by the Licensor in respect of a Taxable Supply made under this Licence.

28 MARCH 2018

11.4 VARIATION OF GST

Where GST is payable, the amount payable will be the amount specified in the Schedule to this Licence, until varied from time to time consequent upon each review of Licence Fee in accordance with this Licence.

11.5 TAX INVOICE

Where GST is payable, the Licensor will provide to the Licensee, a Tax Invoice in the format and form required as set out in the GST law.

11.6 NOTIFICATION IS CONCLUSIVE

A written notification given to the Licensee by the Licensor of the amount of GST that the Licensor is liable to pay on a Taxable Supply made or to be made under this Licence is conclusive between the Parties except in the case of an obvious error.

11.7 TIME FOR PAYMENT

The Licensee must pay to the Licensor the amount of the GST that the Licensee is liable to pay under this Licence:

(a) **at the same time; and**

(b) **in the same manner;**

as the Licensee is obliged to pay for the Taxable Supply.

11.8 APPORTIONMENT OF GST

Where a Taxable Supply is not separately supplied to the Licensee, the liability of the Licensee for any amount for GST, in relation to that Taxable Supply, is determined on the same basis as the Licensee's proportion of that Taxable Supply is determined.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SCHEDULE
DEFINITION

ITEM	TERM	DEFINITION
1.	Licence Area	Portions of Unallocated Crown Land Lot 72 on Deposited Plan 220217 shown hatched blue on the plans attached in Annexure A
2.	(a) Term (b) Date of Commencement (c) Date of Expiry	5 years 1 January 2018 31 December 2022
3.	(a) Licence Fee (b) GST Amount (c) Payment Date	\$500.00 \$50.00 Within 30 days of the Date of this Licence
4.	Permitted Use	Short-Stay Campsite
5.	Licensor's Address for Service of Notices	Minister for Lands C/- Department of Planning, Lands and Heritage 140 William Street Perth WA 6000 Attention: Manager – Midwest Gascoyne Facsimile No: 08 6552 4413
6.	Licensee's Address For Service of Notices	Shire of Shark Bay 65 Knight Terrace Denham WA 6537 Attention: Chief Executive Officer Facsimile No: N/A
7.	Insurance Amount	\$20,000,000.00

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

EXECUTED AS A DEED on the date set out on page 1 at the commencement of this Licence.

SIGNED FOR THE STATE OF WESTERN AUSTRALIA)
for and on behalf of the Minister for Lands by)

.....
(signature)

.....
(print full name)

.....
(position and position number)
Department of Planning, Lands and Heritage officer
pursuant to a delegation of the Minister for Lands' powers
under section 9 of the *Land Administration Act 1997*
in the presence of:

.....
(signature of witness)

.....
(print full name)

.....
(position and position number)
Department of Planning, Lands and Heritage

THE COMMON SEAL of the **SHIRE OF** (|)
SHARK BAY was hereunto affixed by)
the Shire President in the presence of)
the Chief Executive Officer: (|)

.....
Shire President

.....
Name (please print)

.....
Chief Executive Officer

.....
Name (please print) |

|| ||

|

28 MARCH 2018

ANNEXURE A – Plan

28 MARCH 2018

13.0 AUDIT COMMITTEE REPORTS

**13.1 LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN
CM00013**

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Laundry
Seconded Cr Capewell

Council Resolution

That Council adopt the Local Government Compliance Audit Return for the period 1 January 2017 to 31 December 2017 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 and was presented to the Audit Committee at their most recent meeting held on the 28 February 2018.

The Audit Committee now recommends that it be adopted by Council. A certified copy of the Return is to be submitted to the Department of Local Government by 31 March 2018.

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

Background

The Statutory Compliance Audit Return for the period 1 January 2017 to 31 December 2017 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

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

information explaining or qualifying the Compliance Audit Return is to be submitted to the Director General, Department of Local Government by 31 March 2018.

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

29 February 2018

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Shark Bay - Compliance Audit Return 2017

Certified Copy of Return

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

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	§3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2017.	N/A		Rhonda Mettam
2	§3.59(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 2017.	N/A		Rhonda Mettam
3	§3.59(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 2017.	N/A		Rhonda Mettam
4	§3.59(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 2017.	N/A		Rhonda Mettam
5	§3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Rhonda Mettam

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

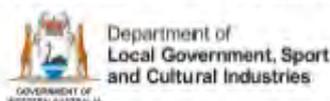
Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	No Delegations to any Committees	Rhonda Mettam
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Rhonda Mettam
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 2016/2017 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	Ordinary Council meeting held on the 30 August 2017 Item 11.2	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		Rhonda Mettam
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 2016/2017 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 of 11

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
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.	Yes		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.	N/A		Rhonda Mettam
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	No	All returns were sent out on the 5 September 2017 and returned on the 5 & 6 September 2017	Rhonda Mettam
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	No	All returns were sent out on the 5 September 2017 and returned on the 5 & 6 September 2017	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 disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Rhonda Mettam
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

3 of 11

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
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.	N/A		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.	Yes		Rhonda Mettam

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 held on the 25 October 2017 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	Did not give delegated authority	Rhonda Mettam

4 of 11

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		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 2017 received by the local government within 30 days of completion of the audit.	Yes		Rhonda Mettam
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes		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	No actions reported by Auditor	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
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

5 of 11

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Adopted by Council at the Ordinary Council meeting held on the 19 December 2016 - Item 12.4	Rhonda Mettam
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Rhonda Mettam
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Ordinary Council meeting 20 December 2017 Item 19.1	Rhonda Mettam
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No		Rhonda Mettam
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Yes Special Council meeting 13 July 2016	Rhonda Mettam
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Yes - Shark Bay Strategic Resource Plan 2017-2032 adopted by Council at the Ordinary Council Meeting held on the 19 December 2016	Rhonda Mettam
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Adopted at the Ordinary Council meeting held on the 26 March 2014	Rhonda Mettam

6 of 11

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Department of Local Government, Sport and Cultural Industries - Compliance Audit: Return



Department of
Local Government, Sport
and Cultural Industries

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.	N/A		Rhonda Mettam

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

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	Chief Executive Officer is the Complaints Officer	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).	N/A	No complaints for the 2017 year	Rhonda Mettam
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

8 of 11

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
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.	N/A		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	Did not receive any Tenders after closure dates	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 local government's tender register comply with the requirements of F&G Reg 17.	Yes		Rhonda Mettam
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	Did not receive any after closure date	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.	No	Council does not have a pre-qualified suppliers panel	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.	Yes		Rhonda Mettam

9 of 11

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Department of Local Government, Sport and Cultural Industries - Compliance Audit: Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
17	FB&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 FB&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	FB&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	FB&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	FB&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.	Yes		Rhonda Mettam
21	FB&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 FB&G Reg 24AG.	N/A		Rhonda Mettam
22	FB&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Rhonda Mettam
23	FB&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 FB&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	FB&G Reg 24F	Did the local government comply with the requirements of FB&G Reg 24F in relation to an adopted regional price preference policy.	N/A	Adopted by Council previously	Rhonda Mettam
25	FB&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

10 of 11

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

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

Signed Mayor / President, Shark Bay

Signed CEO, Shark Bay

28 MARCH 2018

13.2 BUDGET REVIEW 2017/2018
FM00005

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Moved Cr Ridgely
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 2018; and**
- 3. Adopts the amended transfers to and from reserves for the year ended 30 June 2018.**

6/0 CARRIED BY ABSOLUTE MAJORITY

Background

At the most recent Audit Committee meeting held on the 28 February 2018, the committee **resolved to recommend that the Council adopt the budget review as attached.**

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

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

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 2017 was \$2,324,597 which is \$96,667 more than the estimated opening surplus of \$2,227,930. This predominantly occurred due to the recognition of grants in 2016/2017 due to early payment of Department of Environment & Energy Grant – The Battle off Shark Bay, Tourism WA WIFI Contribution and the Fire and Emergency Service Authority Operating Grant.

Moore Stephens Management Report – Significant Adverse Trend in Financial Position Action

Our latest Management Report from Moore Stephens dated 23 November 2017 advises that the Shire is experiencing a significant adverse trend in financial position relating to our structural deficit in operating result. With this in mind we have focused our budget amendment on initiating savings in operating and capital expenditure which has resulted in operational cash savings of \$197,122 and Operating Surplus Ratio reduction of 0.039 compared to 2016/2017.

Ratios	Formula	\$	Amended Budget 2018	Ratio	\$	Original Budget 2018	Ratio	\$	Actual 2017	Ratio
Operating Surplus Ratio	Operating Revenue Minus Operating Expense	(1,540,762)			(1,504,695)			(2,062,863)		
	Net Result	+ (1,673,714)			(1,607,763)			1,443,193		
	- less: Non-Operating grants, Subsidies and contributions	- (872,363)	(1,540,762)		(902,247)	(1,504,695)		(2,519,715)	(2,062,863)	
	Grants Received in Advance in 16/17	1,005,315			1,005,315			(986,341)		
					-0.517			-0.524		
	Own Source Operating Revenue	2,980,217	2,980,217	=	2,873,520	2,873,520	=	3,711,787	3,711,787	=
	- add: rates	+ 1,288,069			1,261,908			1,190,882		
	- add: fees and user charges	+ 1,473,775			1,395,260			1,554,203		
	- add: service charges	+ 0			0			0		
	- add: interest income	+ 51,175			47,060			66,986		
	- add: profit on disposal of assets	+ 10,092			10,092			0		
- add: reimbursements and recoveries	+ 157,106			159,200			899,716			
	0	0		0			0			

Improvement Indicators	Budget Amendment 2018 to Actual 2017	Budget 2018 to Actual 2017
Ratio	0.039	0.032
Ratio Decrease in Dollar Savings Estimate	144,760	118,777

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Cash Analysis	Detail	\$	Amended Budget	Original Budget
	Operating Activity Revenue		4,497,882	4,274,044
	+/-Grants Received in Advance		1,005,315	1,005,315
	Operating Activity Revenue		5,503,197	5,279,359
	Less Operating Activity Expenses		(7,043,959)	(6,734,054)
			(1,540,762)	(1,454,695)
	Plus Non Cash Adjustments			
	Depreciation		2,018,080	1,689,050
	Loss on Sale of Assets		7,961	53,802
	Increase in Operating Activities		485,279	288,157

Improvement of Cash Position

197,122

Operating Revenue

Amendments to the original operating revenue budget resulted in an overall increase in revenue of \$223,838. This is mainly due to the increase in grant income from Financial Assistance Grants and additional grants received from Tourism WA and the Department of Local Government, Sport and Cultural Industries. Other items affecting operating revenue include increased revenue from Shark Bay Discovery Centre Sales and Entrance Fees, Private Works, Scrap Metal Sales and Back and Interim Rates.

Operating Expenditure

Overall the amendments have increased the operating expenditure budget by \$309,905 the majority of which is attributable to additional depreciation of \$329,030 (a non-cash item) after adjusting for the impact of the 2016/2017 Buildings Fair Value review.

The Fair value review was undertaken to comply with the local government regulations and will need to be reviewed each year to ensure the depreciation rates of council assets are recorded correctly. The council can reassess the life of buildings and other assets following a maintenance program which effectively extends the life of the asset.

Any increase in fair values due to an increased life of an asset will reduce the council's depreciation and effectively reduce the operating expenditure.

Other items affecting this has been the recognition of overall reduction in expenditure of Member and Administration expenses, Recreation and Culture and Economic Services.

Capital Revenue

Capital revenue has decreased by \$29,884. This is mainly due to the increase in grant revenue for the Roads to Recovery Road Grants of \$199,876 and removal of the

28 MARCH 2018

Department of Environment & Energy Grant - The Battle of Shark Bay Grant recognised as income in 2016/2017 due to early payment and Lotterywest Grant – Community Bus Grant \$150,000 until a needs analysis review is completed.

Capital Expenditure

Capital expenditure has decreased by \$426,842. This is mainly due to the review of expenditure on capital projects relating to Recreation Signage, Town Oval Toilets Upgrade, Netta's Toilet Block, Charlie Sappie Park, Drainage Works, Old Stables Refurbishment, Community Bus and repairing instead of replacing Excavator.

This decrease has been offset by an increase to Roads To Recovery expenditure of \$199,877 which is funded via the increase in Capital Grants.

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 \$622,429.

This is due to a reduction of \$125,686 in the transfer from reserves and consists of the cancellation of transfer for \$1,936 for the Old Jail and Stables 16-17, \$150,000 for Netta's Beach Toilet and \$13,750 Charlie Sappie Park upgrade transfers, plus the new transfer of \$40,000 for the Town Oval Bore Upgrade.

The transfer to reserves has increased by \$496,473 which is transferred to the leave reserve and infrastructure reserve for future projects.

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

Overall Result

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

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

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

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

Author

A Pears

Chief Executive Officer

P Anderson

Date of Report

22 February 2018

28 MARCH 2018

Shire of Shark Bay						

BUDGET REVIEW FINANCIAL REPORT

FEBRUARY 2018						

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

--	--	--	--	--	--	--

TABLE OF CONTENTS

	Compilation Report					
	Monthly Summary Information					
	Statement of Financial Activity by Program					
	Statement of Financial Activity By Nature or Type					
	Statement of Capital Acquisitions					
	Statement of Budget Amendments					
Note 1	Net Current Funding Position					
Note 2	Budget Amendments					
Note 3	Cash Backed Reserves					
Note 4	Capital Disposals					
Note 5	Rating Information					
Note 6	Information on Borrowings					
Note 7	Grants and Contributions					
Note 8	Capital Works Program					

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY						
STATEMENT OF FINANCIAL ACTIVITY						
(Statutory Reporting Program)						
February 2018						
	Note	Original Budget	Actual to 31 January 2018	Amended Annual Budget	Variance	Comments
		\$	\$	\$		
Operating Revenues						
Governance		26,092	3,052	13,892	(12,200)	Reduction due to Insurance Reimbursement no longer anticipated
General Purpose Funding - Rates	5	1,261,908	1,265,520	1,288,069	26,161	Increase due to Back Rates for last 5 Years - Mobile Towers Investments
General Purpose Funding - Other		951,069	506,029	984,361	33,292	
Law, Order and Public Safety		74,560	57,648	134,099	59,539	Decrease in FESA Grants as included in 16/17 and Increase in Coastal Hazards Risk Management and Adaptation grant
Health		2,450	960	1,665	(785)	Decrease due to Septic Tank Application fees removed from Fees
Housing		86,210	54,357	82,118	(4,092)	Decrease due to Rental on 16A Sunter and Pensioner Unit only tenanted for part year
Community Amenities		277,400	273,231	294,681	17,281	Increase due to Sale of Scrap Metal and Planning Orders and Requisition Income
Recreation and Culture		264,077	234,146	316,409	52,332	Increase in SBDC sales and entrance fees plus Tourism WA RVCSGP Grant received
Transport		424,858	332,133	424,858	0	No change
Economic Services		857,420	683,036	909,731	52,311	Increase in Private Works and Community Engagement Team Building and Planning Grant received
Other Property and Services		48,000	14,932	48,000	0	No change
Total Operating Revenue		4,274,044	3,425,043	4,497,882	223,838	
Operating Expense						
Governance		(316,123)	(177,273)	(317,113)	(990)	Decrease in Members expenses plus increase in Strategic Planning expenses
General Purpose Funding		(120,131)	(62,895)	(118,081)	2,050	Decrease in Administration overheads
Law, Order and Public Safety		(369,108)	(159,358)	(428,655)	(59,547)	Increase in Coastal Hazards Risk Management and Adaptation Expenses and Cyclone Repairs from prior year less reduction in Cat Control Program and Emergency Management Consultant Expenses
Health		(64,505)	(35,403)	(63,831)	674	Decrease in Administration overheads
Housing		(174,554)	(100,153)	(179,338)	(4,784)	Increase in depreciation on pensioner units less decrease in depreciation on staff housing
Community Amenities		(646,090)	(367,455)	(644,611)	1,479	Increase in expenditure for Local Planning Scheme Review and Depreciation on Buildings less reduction in Economic Development Strategy and Kerbside Waste Collection Service Review Expenses
Recreation and Culture		(2,320,535)	(1,290,517)	(2,419,682)	(99,147)	Increase in Depreciation for Public Facilities, Buildings and Heritage Assets. Increase in expenditure for Maintenance-Multi Purpose Courts, TV Receiver/Transmitter, Tourism WA RVCSGP, Little Lagoon Rehabilitation and SBDC Merchandise purchases. Decreases in Swimming Hole Maintenance, Maintenance Town Common/Little Lagoon, Walk Trail Improvements, Cape Inscription Maintenance, SBDC Decals/Signage/Brochure Racking. In addition SBDC Furniture and Equipment budget has been reallocated as Shop Equipment<\$5K.
Transport		(1,513,695)	(900,801)	(1,635,890)	(122,195)	Increase in depreciation on roads and public facilities and crossovers expenses. Decreases in Street and Traffic Signs, Engineering and Consultancy and Road Data Collection.
Economic Services		(1,161,813)	(712,960)	(1,189,258)	(27,445)	Increase in Social Media and Senior Wellness Workshops Grant Expenditure and Private Works. Decrease in Skate Park Consultation and Depreciation for Buildings and Public Facilities.
Other Property and Services		(47,500)	(110,820)	(47,500)	0	No change
Total Operating Expenditure		(6,734,054)	(3,917,635)	(7,043,959)	(309,905)	
Funding Balance Adjustments						
Add back Depreciation		1,689,050	1,173,521	2,018,080	329,030	Net changes to depreciation allocations
Adjust (Profit)/Loss on Asset Disposal	4	53,802	7,501	7,961	(45,841)	Decrease in loss of assets due to removal of excavator
Adjust Provisions and Accruals		0	0	0	0	
Net Cash from Operations		(717,158)	688,430	(520,037)	197,122	
Capital Revenues						
Grants, Subsidies and Contributions	7	902,247	245,288	872,363	(29,884)	Increase in R2R Funding Grant less Community Bus Funding Grant and removal of Battle off Shark Bay received 16/17
Proceeds from Disposal of Assets	4	245,000	95,227	176,682	(68,318)	Removal of Trade in of Excavator now marked for repairs
Total Capital Revenues		1,147,247	340,515	1,049,045	(98,202)	
Capital Expenses						
Land and Buildings	8	(140,000)	(14,534)	(100,000)	40,000	Cancellation of Recreation Signage and Town Oval Toilets Capital Program
Infrastructure - Roads	8	(1,092,536)	(237,204)	(1,292,413)	(199,877)	Increase to R2R Expenditure in line with increase to Grant Funding
Infrastructure - Public Facilities	8	(624,121)	(323,229)	(478,387)	145,734	Review of Netta's Toilet Block, Charlie Sappie Park and Recreation Grounds Capital Works
Infrastructure - Streetscapes	8	(7,500)	0	(7,500)	0	No change
Infrastructure - Footpaths	8	(50,000)	0	(50,000)	0	No change
Infrastructure - Drainage	8	(44,715)	(13,441)	(13,441)	31,274	Review of Drainage Capital Works
Heritage Assets	8	(20,000)	0	0	20,000	Review of Old Stables Refurbishment Capital Works
Plant and Equipment	8	(758,000)	(143,587)	(379,018)	378,982	Excavator now being repaired, cancellation of Community Bus capital expenditure program pending review and savings on purchase of Truck and vehicles
Furniture and Equipment	8	(21,000)	(10,271)	(10,271)	10,729	Transfer of SBDC Furniture and Equipment budget to operational
Total Capital Expenditure		(2,757,872)	(742,266)	(2,331,030)	426,842	
Net Cash from Capital Activities		(1,610,625)	(401,751)	(1,281,985)	328,640	
Financing						
Proceeds from Self Supporting Loans		5,342	2,407	5,342	0	No change
Transfer from Reserves	3	640,581	384,692	514,895	(125,686)	Decrease due to review of expenditure on Excavator, Netta's Beach Toilet, Charlie Sappie Park and Old Jail and Stables Refurbishment
Repayment of Debentures	6	(67,020)	(43,704)	(67,020)	0	No change
Transfer to Reserves	3	(479,050)	(350,318)	(975,793)	(496,743)	Increase is required to put more capacity into the Infrastructure Reserve for future projects
Net Cash from Financing Activities		99,853	(6,923)	(522,576)	(622,429)	
Net Operations, Capital and Financing		(2,227,930)	279,756	(2,324,597)	(96,667)	
Opening Funding Surplus(Deficit)	1	2,227,930	2,324,597	2,324,597	96,667	
Closing Funding Surplus(Deficit)	1	(0)	2,604,353	(0)	0	

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

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY					
STATEMENT OF BUDGET AMENDMENTS					
February 2018					
	Note	Annual Budget	Actual to 31 January 2018	Amended Annual Budget	Variance
Operating Revenues		\$		\$	\$
Rates	5	1,261,908	1,265,520	1,288,069	26,161
Operating Grants, Subsidies and Contributions	7	1,400,524	876,567	1,517,666	117,142
Fees and Charges		1,395,260	1,172,495	1,473,775	78,515
Interest Earnings		47,060	39,435	51,175	4,115
Other Revenue		159,200	71,026	157,106	(2,094)
Profit on Disposal of Assets	4	10,092	0	10,092	0
Total Operating Revenue		4,274,044	3,425,043	4,497,882	223,838
Operating Expense					
Employee Costs		(2,224,126)	(1,201,807)	(2,229,355)	(5,229)
Materials and Contracts		(2,227,667)	(1,175,723)	(2,239,941)	(12,274)
Utility Charges		(172,022)	(97,348)	(172,097)	(75)
Depreciation on Non-Current Assets		(1,689,050)	(1,173,521)	(2,018,080)	(329,030)
Interest Expenses		(14,360)	(5,261)	(14,360)	0
Insurance Expenses		(162,150)	(151,241)	(162,150)	0
Other Expenditure		(180,785)	(101,512)	(186,200)	(5,415)
Loss on Disposal of Assets	4	(63,894)	(11,222)	(21,776)	42,118
Total Operating Expenditure		(6,734,054)	(3,917,635)	(7,043,959)	(309,905)
Funding Balance Adjustments					
Add back Depreciation		1,689,050	1,173,521	2,018,080	329,030
Adjust (Profit)/Loss on Asset Disposal	4	53,802	7,501	7,961	(45,841)
Adjust Provisions and Accruals		0			0
Net Cash from Operations		(717,158)	688,431	(520,037)	197,122
Capital Revenues					
Grants, Subsidies and Contributions	7	902,247	245,288	872,363	(29,884)
Proceeds from Disposal of Assets	4	245,000	95,227	176,682	(68,318)
Total Capital Revenues		1,147,247	340,515	1,049,045	(98,202)
Capital Expenses					
Land and Buildings	8	(140,000)	(14,534)	(100,000)	40,000
Infrastructure - Roads	8	(1,092,536)	(237,204)	(1,292,413)	(199,877)
Infrastructure - Public Facilities	8	(624,121)	(323,229)	(478,387)	145,734
Infrastructure - Streetscapes	8	(7,500)	0	(7,500)	0
Infrastructure - Footpaths	8	(50,000)	0	(50,000)	0
Infrastructure - Drainage	8	(44,715)	(13,441)	(13,441)	31,274
Heritage Assets	8	(20,000)	0	0	20,000
Plant and Equipment	8	(758,000)	(143,587)	(379,018)	378,982
Furniture and Equipment	8	(21,000)	(10,271)	(10,271)	10,729
Total Capital Expenditure		(2,757,872)	(742,266)	(2,331,030)	426,842
Net Cash from Capital Activities		(1,610,625)	(401,751)	(1,281,985)	328,640
Financing					
Proceeds from Self Supporting Loans		5,342	2,407	5,342	
Transfer from Reserves	3	640,581	384,692	514,895	(125,686)
Repayment of Debentures	6	(67,020)	(43,704)	(67,020)	0
Transfer to Reserves	3	(479,050)	(350,318)	(975,793)	(496,743)
		0	0	0	0
Net Cash from Financing Activities		99,853	(6,923)	(522,576)	(622,429)
Net Operations, Capital and Financing		(2,227,930)	279,756	(2,324,597)	(96,667)
Opening Funding Surplus(Deficit)		2,227,930	2,324,597	2,324,597	96,667
Closing Funding Surplus(Deficit)		(0)	2,604,353	(0)	0

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY

STATEMENT OF BUDGET AMENDMENTS

February 2018

Capital Acquisitions	Note	Amended Budget	Annual Budget
		\$	\$
Land and Buildings	13	(100,000)	(140,000)
Infrastructure Assets - Roads	13	(1,292,413)	(1,092,536)
Infrastructure Assets - Public Facilities	13	(478,387)	(624,121)
Infrastructure Assets - Footpaths	13	(50,000)	(50,000)
Infrastructure Assets - Drainage	13	(13,441)	(44,715)
Infrastructure Assets - Streetscapes	13	(7,500)	(7,500)
Heritage Assets	13	0	(20,000)
Plant and Equipment	13	(379,018)	(758,000)
Furniture and Equipment	13	(10,271)	(21,000)
Capital Expenditure Totals		(2,331,030)	(2,757,872)

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
February 2018

Note 2: BUDGET AMENDMENTS

Program	Ledger No.	Description	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		Opening Surplus	\$	\$ 96,667	\$	\$ 96,667
OPERATING						96,667
General Purpose Funding	Rates	00101600 Governance overheads		844		97,511
		00103010 Rates GRV Residential			(4)	97,507
		00103011 Rates GRV Vacant Residential			(2)	97,505
		00103012 Rates GRV Commercial			(22)	97,483
		00103014 Rates GRV Industrial Residential		31		97,514
		00103016 Rates GRV Resort		1		97,515
		00103017 Rates GRV Industrial Residential Vacant			(2)	97,513
		00103030 Rates UV - Pastoral		2		97,515
		00103031 Rates UV Exploration			(3,712)	93,803
		00103053 Minimum rates UV Exploration		860		94,663
		00103080 Interim Rates GRV		4,671		99,334
		00103110 Back Rates GRV		7,530		106,864
		00103120 Back Rates UV - General		17,404		124,268
		00103130 Back Rates UV - Exploration			(118)	124,150
		00103157 GRV General Concessions			(1,781)	122,369
		00103161 Rates Concession UV - Exploration		1,303		123,672
		00104160 Plus Deferred Pensioner Interest - Rates		65		123,737
		00104181 Ex Gratia Payment - MRAC		356		124,093
	General Purpose Income	00203245 Grants Commission - General			(22,508)	101,585
		00203246 Grants Commission - Roads		42,329		143,914
	Interest on Investments	00304120 Interest Earned - Infrastructure Reserve			(1,500)	142,414
		00304125 Interest Earned - Pensioner Unit Reserve			(55)	142,359
		00304130 Interest Earned - Recreation Facilities Replacement Reserve			(250)	142,109
		00304132 Interest Earned - Plant Replacement Reserve			(450)	141,659
		00304133 Interest Earned - Monkey Mia Jetty Reserve		30		141,689
		00304134 Interest Earned - Shared Fire System Reserve		35		141,724
		00304136 Interest Earned - Leave Reserve		240		141,964
		00304140 Interest Earned - Investments		6,000		147,964
	Other General Purpose Income	00401600 Governance Overheads Allocated		1,206		149,170
		00404413 Commission - Police Department		9,000		158,170

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Governance	Members of Council	05100980	Publications & Subscriptions - Members			(2,840)	155,330
		05101075	Meeting Attendance - Travel		3,000		158,330
		05101091	Public Receptions		5,000		163,330
		05101281	Strategic Planning			(11,000)	152,330
		05101600	Governance Overheads Allocated		746		153,076
		05102490	Community & Public Relations		2,000		155,076
	Administration Other	05200592	Recruitment/Relocation Costs		7,500		162,576
		05200613	Salary Sacrifice - CEO			(791)	161,785
		05200615	CEO's Performance Review		5,000		166,785
		05200660	Staff Training			(5,000)	161,785
		05200672	Conference Expenses		3,000		164,785
		05200930	Computer Software Support			(3,000)	161,785
		05200975	Printing & Stationery - Governance		3,000		164,785
		05200990	Staff Amenities		7,200		171,985
		05200995	Telephone - Office		4,500		176,485
		05201605	Governance Overheads Recovered			(21,689)	154,796
		05203727	Freedom of Information Fee		300		155,096
		05201301	Depreciation - Plant & Equipment	(170)			155,096
		05201302	Depreciation - Furniture & Equipment	150			155,096
		05201501	Loss on Sale of Asset	2,404			155,096
		05204405	Insurance Reimbursement			(12,500)	142,596

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Law, Order and Public Safety	Fire Prevention	10101600	Governance Overheads		338		142,934
		10103218	FESA Grant - Bushfire Brigade			(1,877)	141,058
		10101301	Depreciation - Plant & Equipment	(10)			141,058
	Animal Control	10201600	Governance Overheads Allocated		338		141,396
		10202460	Dog Tidy Dispensers			(500)	140,896
		10202470	Cat Control Program		10,000		150,896
	Other Law, Order and Public Safety	10301600	Governance Overheads Allocated		410		151,306
		10302433	Cyclone Repairs - Depot			(1,819)	149,486
		10302550	Coastal Hazards Identification Expenses			(65,000)	84,486
		10302752	Vehicle Search Expenses			(50)	84,436
		10302792	Emergency Management Consultant		4,000		88,436
		10302795	SES Denham - Operating			(6,415)	82,021
		10303218	Grant FESA - SES			(3,585)	78,436
		10303303	and Adaptation Plan		65,000		143,436
		10301301	Depreciation - Plant & Equipment	(870)			143,436
10301303		Depreciation - Buildings	30			143,436	
Health	Health Inspection	15101600	Governance Overheads Allocated		457		143,893
		15103870	Itinerant Food Vendors Licence		165		144,058
		15103884	Septic Tank Application Fees			(950)	143,108
	Other Health	15301600	Governance Overheads Allocated		217		143,325
Housing	Staff Housing	09110531	Rental Income 16A Sunter Place			(2,121)	141,204
		09100007	Depreciation 5 Spaven Way	100			141,204
		09100027	Depreciation 65 Brockman Street	50			141,204
		09100047	Depreciation 80 Durlacher Street	(380)			141,204
		09100057	Depreciation 51 Durlacher Street	320			141,204
		09100067	Depreciation 16A Sunter Place	2,970			141,204
		09100077	Depreciation 16B Sunter Place	2,970			141,204
	Pensioner Units	25101600	Governance Overheads Allocated		796		142,000
		25103968	Rent - Pensioner Unit 9			(1,972)	140,028
		25101303	Depreciation - Buildings	(11,610)			140,028

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Community Amenities	Sanitation - Household Refuse	30101600	Governance Overheads Allocated		555		140,583
		30102466	Kerbside Waste Collection Service Review		15,000		155,583
		30103769	Refuse Removal		376		155,959
		30101304	Depreciation - Public Facility	(10)			155,959
	Sanitation Other	30201600	Governance Overheads Allocated		627		156,586
		30202190	Rural Rubbish Tip Maintenance			(1,000)	155,586
		30203722	Refuse Site Fees - Discount Council Approved			(700)	154,886
		30203723	Sale of Scrap Metal		16,805		171,691
		30201304	Depreciaton - Public Facility	200			171,691
	Town Planning	30301600	Governance Overheads Allocated		963		172,654
		30302806	Economic Development Strategy		14,500		187,154
		30302803	Local Planning Scheme Review			(10,000)	177,154
		30302807	Monkey Mia Structure Plan			(282)	176,872
		30303761	Planning Orders & Requisitions		800		177,672
	Other Community Amenities	30401600	Governance Overheads Allocated		505		178,177
		30402383	Cemetery Burial Expenses			(2,450)	175,727
		30401303	Depreciation - Buildings	(18,240)			175,727
		30401304	Depreciation - Public Facility	1,110			175,727

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Recreation and Culture	Public Halls & Civic Centres	35101600	Governance Overheads Allocated		579		176,306		
		35120777	Utilities - Overlander Hall			(75)	176,231		
		35101303	Depreciation - Buildings	(43,890)			176,231		
			35101310	Depreciation - Heritage Assets	1,390			176,231	
	Foreshore		35201600	Governance Overheads Allocated		579		176,810	
			35202234	Maintenance - Swimming Hole		4,000		180,810	
			35201304	Depreciation - Public Facility	(29,730)			180,810	
	Other Recreation and Sport		35301600	Governance Overheads Allocated		843		181,653	
			35302126	Maintenance - Multi-Purpose Courts			(5,000)	176,653	
				Maintenance - Town Common/Little Lagoon		7,000		183,653	
			35302282	Walk Trail Improvements		50,000		233,653	
			35302283	Little Lagoon Rehabilitation			(25,000)	208,653	
			35303631	Interest Received - Loan SB Bowling Club		264		208,917	
			35301301	Depreciation - Plant & Equip.	40			208,917	
			35301302	Depreciation - Furn & Equip	90			208,917	
			35301304	Depreciation - Public Facility	3,270			208,917	
		TV & Radio Broadcasting		35401600	Governance Overheads Allocated		312		209,229
				35402255	TV Receiver/Transmitter			(4,000)	205,229
				35401301	Depreciation - TV Re-Transmission.	(650)			205,229
	Libraries		35501600	Governance Overheads Allocated		1,037		206,266	
	Other Culture		35601304	Depreciation - Public facilities	(4,030)			206,266	
			35601310	Depreciation - Heritage Assets	(11,170)			206,266	
	Museum		35701600	Governance Overheads Allocated		240		206,506	
			35705127	Cape Inscription Maintenance		10,000		216,506	
			35701310	Depreciation - Heritage Assets	50			216,506	

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

	World Heritage	36000690	Staff Amenities - SBDC			(250)	216,256
		36000731	Maintenance - SBDC		2,500		218,756
		36000751	Maintenance - SBDC Fire Fighting System			(2,500)	216,256
		36000975	Printing & Stationery		250		216,506
		36000996	Decals/Signage/Brochure Racking		10,000		226,506
		36000998	Tourism WA RVCSGP Website Upgrade Expenses			(27,979)	198,527
		36000999	Shop Equipment and Furniture < \$5K			(10,000)	188,527
		36001600	Governance Overheads Allocated		627		189,154
		36002699	Purchase - Merchandise			(15,000)	174,154
		36003722	Entrance Fees - SBDC		13,500		187,654
		36003770	Sale - Merchandise		20,000		207,654
		36003790	Visitor Centre Miscellaneous Fee		786		208,440
		36003794	Tourism WA WIFI Contribution			(7,097)	201,343
		36003797	Tourism WA RVCSGP Grant		24,879		226,222
		36001302	Depreciation - Furniture and Equipment (SBDC)	(4,630)			226,222
		36001303	Depreciation - Buildings	(8,050)			226,222

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Transport	Streets, Roads and Depot	45100761	Maintenance and Operating - Depot		3,539		229,761
		45101600	Governance Overheads Allocated		891		230,652
		45101941	Crossovers			(5,000)	225,652
		45102216	Maintenance - Street and Traffic Signs		5,000		230,652
		45102761	Engineering and Consultancy		5,000		235,652
		45102762	Road Data Collection		1,000		236,652
		45101301	Depreciation - Plant & Equip.	(3,640)			236,652
		45101303	Depreciation - Land & Building	(17,330)			236,652
		45101305	Depreciation - Roads (Non Town	(67,710)			236,652
		45101306	Depreciation - Town Streets	(6,630)			236,652
		45101307	Depreciation - Footpaths	(6,310)			236,652
		45101308	Depreciation - Drain & Culvert	(2,100)			236,652
		45101309	Depreciation - Streetscapes	(3,780)			236,652
		Road Plant Purchases	45201600	Governance Overheads Allocated		481	
		45201501	Loss On Sale Of Asset	43,435			237,133
	Monkey Mia Boating Facilities	45401600	Governance Overheads Allocated		240		237,373
		45401304	Depreciation - Pub. Facilities	(65,920)			237,373
	Denham Marine Facilities	45501501	Loss on Sale of Assets			(3,721)	233,652
		45501600	Governance Overheads Allocated		410		234,062
		45501304	Depreciation - Public Facilit	(50)			234,062

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Economic Services	Community Development	50100771	Telephone Costs - Comm Dev		2,000		236,062
		50101600	Governance Overheads Allocated		505		236,567
		50102660	Printing and Stationery			(2,000)	234,567
		50102747	Grants - Community Engagement Team Building and Planning		20,000		254,567
		SOCMED	Social Media Workshops			(11,111)	243,456
		SENWELL	Senior Wellness Workshops			(8,889)	234,567
	Tourism and Area Promotion	50201600	Governance Overheads Allocated		698		235,265
		50202857	Skate Park Consultation		10,000		245,265
	Building Control	50301600	Governance Overheads Allocated		579		245,844
	Other Economic Services	50401600	Governance Overheads Allocated		609		246,453
		50410775	Utilities - Mccleary Property			(450)	246,003
		50401303	Depreciation -Buildings	7,060			246,003
		50401304	Depreciation Public Facilities	480			246,003
	Private Works	50581920	Private Works -Dec Useless Loop Rubbish Pickup			(7,650)	238,353
		50581994	Shark Bay School - Mowing			(2,369)	235,984
		50581998	Shark Bay School - Fertilizing			(653)	235,331
		50582000	Shark Bay School - Tree Trimming			(257)	235,074
		50582024	Private Works-Hughes Street Road Reserve Closure			(3,390)	231,684
		50582025	Maintenance Grade - Tamala Airstrip			(2,110)	229,574
		50582027	Private Works - Graeme Robertson - Boundary Fencing			(804)	228,770
		50582031	Private Works - Dreads Contracting - Moving Of Building Materials (Req. Loader & Jib)			(90)	228,680
		50582032	Private Works - Russell Davies			(1,120)	227,560
		50582033	Private Works - Simsmetal			(261)	227,299
		50582034	Private Works - Kim Murphy - Rubbish Removal			(2,150)	225,149
		50582035	Private Works - Firebreaks 2017/18			(4,752)	220,397
		50582037	Private Works - Monkey Mia Road Guide Posts			(1,320)	219,077
		50504010	Private Works Control (Income)		32,311		251,388

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
February 2018									
Note 3: CASH BACKED RESERVE									
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	725,034	15,000	13,500	107,240	404,597	(260,628)	(68,692)	586,646	1,074,439
Pensioner Unit Maintenance Reserve	732	70	15	10,000	10,000	0	0	10,802	10,747
Recreation Facility Replacement/Upgrade Res.	307,765	6,500	6,250	0	0	(23,750)	(50,000)	290,515	264,015
Plant Replacement Reserve	55,128	2,500	2,050	335,000	505,336	(356,203)	(396,203)	36,425	166,311
Leave Reserve	100,199	1,800	2,040	0	31,000	0	0	101,999	133,239
Monkey Mia Jetty Reserve	21,122	400	430	0	0	0	0	21,522	21,552
Shared Fire Fighting System Reserve	28,269	540	575	0	0	0	0	28,810	28,844
	1,238,249	26,810	24,860	452,240	950,933	(640,581)	(514,895)	1,076,719	1,699,147

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

February 2018

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	
\$	\$	\$	\$		\$	\$	\$	
				Plant and Equipment				
				Governance				
55,000	(3,972)	48,182	(2,846)	CEO Vehicle	(2,846)	(2,846)	0	CEO Vehicle Traded in Jan 18
34,765	(13,323)	28,000	6,559	EMFA Vehicle	6,559	0	6,559	EMFA scheduled for Trade-In June 18
37,866	(13,400)	28,000	3,534	EMCD Vehicle	3,534	0	3,534	EMCD scheduled for Trade-In June 18
				Transport				
51,000	(14,992)	25,455	(10,554)	Dual Cab Truck 5T	(10,554)	0	10,554	Dual Cab Traded in Feb 2018
0	0	0	0	Excavator	0	0	0	Excavator to be repaired not traded in
32,000	(4,967)	24,319	(2,714)	Gardeners Vehicle	(2,714)	(2,714)	0	Gardeners Vehicle Traded in Dec 17
32,000	(7,332)	22,727	(1,941)	Country Ute Single Cab	(1,941)	(1,941)	0	Country Ute Traded in Dec 17
3,721	0	0	(3,721)	Denham Recreational Boat Ramp (DOT asset) Retention Cost Transfer	(3,721)	(3,721)	(0)	Retention Costs of Ramp transferred to Loss on Sale of Asset as transferred 16/17 to DOT
246,352	(57,986)	176,682	(11,682)		(11,682)	(11,221)	20,646	

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay											
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
February 2018											
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											
Differential General Rate											
GRV Rateable Property	0.094627	301	3,606,327	341,256	331	2	341,589	341,256	331	2	341,589
GRV Vacant	0.094627	17	337,194	31,908			31,908	31,908			31,908
GRV - Commercial	0.097244	43	2,041,030	198,478			198,478	198,478			198,478
GRV - Industrial/Residential	0.104714	45	619,128	64,831	-1,069		63,762	64,831	-1,069		63,762
GRV Industrial /Residential Vacant	0.094627	2	17,099	1,618			1,618	1,618			1,618
GRV Rural Commercial	0.098348	5	304,201	29,917			29,917	29,917			29,917
GRV Resort	0.103811	2	1,112,800	115,521			115,521	115,521			115,521
UV General	0.194257	6	1,150,738	223,539	2,040	9,806	235,385	223,539	2,040	9,806	235,385
UV Mining	0.264952	1	6,990	1,852			1,852	1,852			1,852
UV Pastoral	0.133037	11	617,362	82,132			82,132	82,132			82,132
UV Exploration	0.254752	9	615,590	153,111			153,111	153,111			153,111
Sub-Totals		442	10,428,459	1,244,163	1,302	9,808	1,255,273	1,244,163	1,302	9,808	1,255,273
Minimum Payment											
GRV Rateable Property	825.00	67	511,894	70,125		7,528	77,653	70,125		7,528	77,653
GRV Vacant	825.00	85	283,570	55,275			55,275	55,275			55,275
GRV - Commercial	825.00	25	154,340	20,625	1,650		22,275	20,625	1,650		22,275
GRV - Industrial/Residential	825.00	3	19,760	2,475			2,475	2,475			2,475
GRV Industrial /Residential Vacant	515.00	0	0	0			0	0			0
Rural Commercial	825.00	0	0	0			0	0			0
GRV Resort	825.00	0	0	0			0	0			0
UV General	860.00	5	8,160	4300	1,720	7598	13,618	4,300	1,720	7598	13,618
UV Mining	860.00	1	596	860			860	860			860
UV Pastoral	860.00	0	0	0			0	0			0
UV Exploration	860.00	0	0	860		-118	742	860		-118	742
Sub-Totals		186	978,320	154,520	3,370	15,008	172,898	154,520	3,370	15,008	172,898
Excess Rates 16/17 Impact							(22,549)				
Concessions							(177,763)				(177,763)
Amount from General Rates							1,227,859				1,250,408
Specified Area Rates							37,661				37,661
Totals							1,265,520				1,288,069

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

February 2018

6. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-17	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	43,286	0	20,953	20,960	20,960	22,333	22,326	22,326	1,215	2,000	2,000
Loan 56 - Staff Housing	63,544	0	8,294	16,850	16,850	55,250	46,694	46,694	1,662	3,900	3,900
Loan 57 - Monkey Mia Bore	194,230	0	14,457	29,210	29,210	179,773	165,020	165,020	1,736	8,460	8,460
	301,060	0	43,704	67,020	67,020	257,356	234,040	234,040	4,613	14,360	14,360

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
February 2018					
Note 7: GRANTS AND CONTRIBUTIONS					
Program/Details	Grant Provider	Original Budget	Amended Budget	Operating	Capital
		\$	\$	\$	\$
GENERAL PURPOSE FUNDING					
Grants Commission - General	WALGGC	694,911	672,403	672,403	0
Grants Commission - Roads	WALGGC	183,748	226,077	226,077	0
LAW, ORDER, PUBLIC SAFETY					
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	7,510	5,633	5,633	0
Grant FESA - SES	Dept. of Fire & Emergency Serv.	40,000	36,415	36,415	0
Coastal Hazards Identification	WA Planning Commission	15,000	15,000	15,000	0
Coastal Hazard Risk Management & Adaption Pla	WA Planning Commission	0	65,000	65,000	0
RECREATION AND CULTURE					
Tourism WA WIFI Contribution	Tourism WA	7,097	0	0	0
Community Bus	Lotterywest	150,000	0	0	0
The Battle off Shark Bay	Depart. of Environment & Energy	79,760	0	0	0
Tourism WA RVCSGP Grant	Tourism WA	0	24,879	24,879	0
TRANSPORT					
Road Preservation Grant	State Initiative - Main Roads WA	57,908	57,908	57,908	0
Useless Loop Road - Mtce	Main Roads WA	315,000	315,000	315,000	0
Contributions - Road Projects	Pipeline	8,350	8,350	8,350	0
Roads To Recovery Grant - Cap	Roads to Recovery	199,877	399,753	0	399,753
RRG Grants - Capital Projects	Regional Road Group	472,610	472,610	0	472,610
ECONOMIC SERVICES					
Contribution - Monkey Mia	Dept. of Parks and Wildlife	50,000	50,000	50,000	0
Destination Shark Bay Brand Dev.	Gascoyne Development Commission	20,000	20,000	20,000	0
Community Engagement Team Building	Dept. Of Local Government, Sport and	0	20,000	20,000	0
Thank A Volunteer Day	Dept. Of Local Government and Comm	1,000	1,000	1,000	0
TOTALS		2,302,771	2,390,028	1,517,665	872,363
		Original Budget		Amended Budget	
		Operating	1,400,524	Operating	1,517,665
		Non-operating	902,247	Non - Operating	872,363
			2,302,771		2,390,028

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Note 8: CAPITAL WORKS PROGRAM 2017/18					
Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Original Annual Budget	Actual to 31 January	Amended Annual Budget
Land and Buildings					
Buildings					
Housing					
Staff housing Capital Works					
Staff Housing - 5 Spaven Way	1.2.4	CEO	(10,000)	0	(10,000)
Staff Housing - 65 Brockman St	1.2.4	EMCD	(10,000)	(9,950)	(10,000)
Staff Housing - 51 Durlacher St	1.2.4	EMFA	(10,000)	(4,584)	(10,000)
Staff Housing - 80 Durlacher St	1.2.4	EMCD	(10,000)	0	(10,000)
Pensioner Units Capital	3.7.1	EMCD	(20,000)	0	(20,000)
Housing Total			(60,000)	(14,534)	(60,000)
Recreation and Culture					
Denham Town Hall	3.7.1	EMCD	(20,000)	0	(20,000)
Recreation Centre Signage	3.7.1	EMCD	(15,000)	0	0
Town Oval Toilets	3.7.1	EMCD	(25,000)	0	0
Recreation and Culture Total			(60,000)	0	(20,000)
Transport					
Depot- New Ablution	3.7.1	WKM	(20,000)	0	(20,000)
Transport Total			(20,000)	0	(20,000)
Land and Buildings Total			(140,000)	(14,534)	(100,000)
Drainage/Culverts					
Transport					
Drainage upgrades	1.1.2	WKM	(30,000)	0	0
Drain Kestrals - Foreshore	1.1.2	WKM	(4,715)	(3,441)	(3,441)
Hughes Street Sump Upgrade	1.1.2	WKM	(10,000)	(10,000)	(10,000)
Drainage/Culverts Total			(44,715)	(13,441)	(13,441)
Footpaths					
Transport					
Footpath Construction-Denham Footpath Plan	1.1.2	WKM	(50,000)	0	(50,000)
Footpaths Total			(50,000)	0	(50,000)

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Original Annual Budget	Actual to 31 January	Amended Annual Budget
Furniture & Office Equip.					
Governance					
New Photocopier	1.1.2	EMFA	(11,000)	(10,271)	(10,271)
Governance Total			(11,000)	(10,271)	(10,271)
Recreation And Culture					
Discovery Centre - Furniture & Equipment	2.4.1	EMCD	(10,000)	0	0
Recreation And Culture Total			(10,000)	0	0
Furniture & Office Equip. Total			(21,000)	(10,271)	(10,271)
Heritage Assets					
Recreation And Culture					
Refurbishment of Old Stables - c/fwd	2.2.2	WKM	(20,000)	0	0
Recreation And Culture Total			(20,000)	0	0
Heritage Assets Total			(20,000)	0	0
Plant , Equipment and Vehicles					
Governance					
CEO Vehicle	1.1.2	CEO	(74,000)	(60,081)	(60,081)
EMFA Vehicle	1.1.2	EMFA	(35,000)		(35,000)
EMCD Vehicle	1.1.2	EMCD	(35,000)		(35,000)
Total Governance			(144,000)	(60,081)	(130,081)
Law, Order and Public Safety					
Ranger Vehicle	1.1.2	WKM	(45,000)	(40,352)	(40,352)
Total Law, Order and Public Safety			(45,000)	(40,352)	(40,352)
Recreation and Culture					
Community Bus	1.1.6	WKM	(150,000)	0	0
Recreation and Culture			(150,000)	0	0
Transport					
Dual Cab Truck 5T	1.1.6	WKM	(120,000)	0	(107,198)
Excavator	1.1.6	WKM	(225,000)	0	(40,000)
Dual Cab Ute - Country	1.1.6	WKM	(51,000)	(41,033)	(41,033)
Camp Upgrades 16-17	1.1.6	WKM	(3,000)	(354)	(354)
Major Plant Items	1.1.6	WKM	(20,000)	(1,767)	(20,000)
Transport Total			(419,000)	(43,154)	(208,585)
Plant , Equipment and Vehicles Total			(758,000)	(143,587)	(379,018)

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Original Annual Budget	Actual to 31 January	Amended Annual Budget
Public Facilities					
Community Amenities					
Refuse Tip and Recycling	2.4.2	WKM	(388,341)	(283,192)	(388,341)
Community Amenities Total			(388,341)	(283,192)	(388,341)
Recreation And Culture					
Recreation Grounds	3.2.2	WKM	(25,000)	0	0
Charlie Sappie Park	2.2.1	WKM	(13,750)	0	0
Pioneer Park Improvements	3.2.2	WKM	(10,000)	0	(10,000)
Westend Carpark to DOT Carpark Limestone Wall and	3.2.3	WKM	(30,000)	(29,646)	(29,646)
Netta's Beach Toilet	3.2.2	WKM	(150,000)	0	0
Town Oval Bore C/F 16-17	3.7.1	WKM	(7,030)	(10,391)	(50,400)
Recreation And Culture Total			(235,780)	(40,037)	(90,046)
Public Facilities Total			(624,121)	(323,229)	(478,387)

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Original Annual Budget	Actual to 31 January	Amended Annual Budget
Roads (Non Town)					
Transport					
R2R Knight Terrace 16-17	1.1.6	WKM	(148,283)	(148,283)	(148,283)
R2R Old Knight Terrace 16-7	1.1.6	WKM	(35,462)	(37,067)	(35,462)
R2R Projects 17/18	1.1.6	WKM	(199,876)	0	(399,753)
Useless Loop Road - RRG 17-18	1.1.6	WKM	(459,915)	(51,855)	(459,915)
Nanga Road - RRG 17-18	1.1.6	WKM	(159,000)	0	(159,000)
Ocean Park Road - RRG 17-18	1.1.6	WKM	(90,000)	0	(90,000)
Transport Total			(1,092,536)	(237,204)	(1,292,413)
Roads (Non Town) Total			(1,092,536)	(237,204)	(1,292,413)
Streetscapes					
Economic Services					
Overlander - Solar Light Improvements	2.1.3	EMCD	(7,500)	0	(7,500)
Economic Services Total			(7,500)	0	(7,500)
Capital Expenditure Total			(2,757,872)	(742,266)	(2,331,030)

28 MARCH 2018

14.0 FINANCE REPORT

14.1 SCHEDULE OF ACCOUNTS PAID TO BE RECEIVED
CM00017

Author

Finance Officer / Accounts Payable

Disclosure of any Interest

Nil

Moved Cr Laundry
Seconded Cr Cowell

Council Resolution

That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$499,371.69 be accepted.

6/0 CARRIED

Comment

The schedules of accounts for payment covering -
Municipal fund credit card direct debits for the month of February 2018 totalling \$340.55

Municipal fund account cheque numbers 26872 to 26877 totalling \$14,317.32

Municipal fund direct debits to Council for the month of February 2018 totalling \$20,254.13

Municipal fund account electronic payment numbers MUNI 22807 to 22918 totalling \$311,989.11

Municipal fund account for February 2018 payroll totalling \$114,405.00

No Trust fund account cheque numbers were issued for February 2018.

Trust fund Police Licensing for February 2018 transaction number 171808 totalling \$15,091.10 and

Trust fund account electronic payment numbers 22863 to 22864 and 22919 to 22939 totalling \$22,974.48

The schedule of accounts submitted to each member of Council on 23 March 2018 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.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

The payments listed have been disbursed throughout the month.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

Voting Requirements

Simple Majority Required

Signature

Author *A Pears*

Chief Executive Officer *P Anderson*

Date of Report 16 March 2018

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

**SHIRE OF SHARK BAY – CREDIT CARD PERIOD
FEBRUARY 2018**

CREDIT CARD TOTAL \$340.55

CEO

DATE	NAME	DESCRIPTION	AMOUNT
20/12/2017	SARAH'S FLOWERS	FLOWERS FOR M PRIOR	151.85
20/12/2017	SHARK BAY HOTEL	COUNCILLORS REFRESHMENTS	15.30
20/12/2017	SHARK BAY HOTEL	COUNCILLORS REFRESHMENTS	17.40
20/12/2017	SHARK BAY HOTEL	COUNCILLORS REFRESHMENTS	156.00

\$340.55

**SHIRE OF SHARK BAY – MUNI CHQ
February 2018**

CHEQUE 26872-26877

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
26872	06/02/2018	WATER CORPORATION - OSBORNE PARK	DUPLEX UNIT 16A SUNTER PLACE LOT WATER RATES	-390.29
26873	08/02/2018	CITY OF GREATER GERALDTON	LOT 161 (24) CAPEWELL DRIVE - CERTIFICATE OF DESIGN COMPLIANCE - DWELLING	-352.60
26874	08/02/2018	RONALD GORDON LINDSAY	REIMBURSEMENT FOR CROSSOVER FOR 12 MAINLAND STREET	-428.40

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
26875	23/02/2018	WATER CORPORATION - OSBORNE PARK	WATER RATES AND WATER USAGE FOR SHIRE PROPERTIES	-10104.93
26876	23/02/2018	DEPARTMENT OF TRANSPORT	LICENCE TRANSFER OF 1TPV054 WOOD CHIPPER TO SHIRE OF SHARK BAY	-2586.70
26877	28/02/2018	WATER CORPORATION - OSBORNE PARK	DENHAM HALL WATER RATES AND USAGE	-454.40
			TOTAL	\$14,317.32

**SHIRE OF SHARK BAY – DIRECT DEBITS
FEBRUARY 2018**

DD	DATE	NAME	DESCRIPTION	AMOUNT
DD14181.1	05/02/2018	BANKWEST CORPORATE MASTERCARD	CREDIT CARD PAYMENTS	-340.55
DD14178.2	04/02/2018	MACQUARIE SUPER ACCUMULATOR	PAYROLL DEDUCTIONS	-410.58
DD14178.3	04/02/2018	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-269.29
DD14178.4	04/02/2018	AMP SUPERANNUATION	PAYROLL DEDUCTIONS	-594.54
DD14178.5	04/02/2018	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	-1085.13
DD14178.6	04/02/2018	AUSTRALIAN ETHICAL SUPERANNUATION	PAYROLL DEDUCTIONS	-382.97
DD14178.7	04/02/2018	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-195.04
DD14178.8	04/02/2018	SUN SUPERANNUATION	PAYROLL DEDUCTIONS	-381.46
DD14178.9	04/02/2018	REST	SUPERANNUATION CONTRIBUTIONS	-220.13
DD14214.1	18/02/2018	WALGA SUPER	PAYROLL DEDUCTIONS	-3339.06
DD14214.2	18/02/2018	WESTPAC SECURITIES	SUPERANNUATION CONTRIBUTIONS	-202.12
DD14214.3	18/02/2018	MACQUARIE SUPER ACCUMULATOR	PAYROLL DEDUCTIONS	-410.59
DD14214.4	18/02/2018	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-241.44
DD14214.5	18/02/2018	AMP SUPERANNUATION	PAYROLL DEDUCTIONS	-594.54
DD14214.6	18/02/2018	AUSTRALIAN ETHICAL SUPERANNUATION	PAYROLL DEDUCTIONS	-382.97
DD14214.7	18/02/2018	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-195.03
DD14214.8	18/02/2018	SUN SUPERANNUATION	PAYROLL DEDUCTIONS	-381.45
DD14214.9	18/02/2018	REST	SUPERANNUATION CONTRIBUTIONS	-220.13
DD14178.10	04/02/2018	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-237.16
DD14178.11	04/02/2018	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-825.91
DD14178.12	04/02/2018	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-1187.93

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

DD14178.13	04/02/2018	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-191.48
DD14178.14	04/02/2018	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-145.01
DD14178.15	04/02/2018	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-112.24
DD14178.16	04/02/2018	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-58.16
DD14178.17	04/02/2018	WESTPAC SECURITIES	SUPERANNUATION CONTRIBUTIONS	-202.13
DD14214.10	18/02/2018	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-237.16
DD14214.11	18/02/2018	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-825.92
DD14214.12	18/02/2018	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-1253.10
DD14214.13	18/02/2018	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-191.48
DD14214.14	18/02/2018	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1194.27
DD14214.15	18/02/2018	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-137.25
DD14214.16	18/02/2018	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-109.12
DD14214.17	18/02/2018	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-139.20
			TOTAL	20,254.13

**SHIRE OF SHARK BAY – MUNI EFT
FEBRUARY 2018
EFT 22807-22918**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22807	05/02/2018	WA VERMEER EQUIPMENT OF WA & NT	VERMEER BC1500 WOODCHIPPER WITH WINCH	-44857.00
EFT22808	08/02/2018	ARTCRAFT PTY LTD	500 X GP-EZYFLEX GUIDEPOSTS STEEL 1.35M INCLUDING FREIGHT TO DENHAM	-14294.50
EFT22809	08/02/2018	ALLELECTRIX PTY LTD	PENSIONER UNIT 8 - REPLACE SMOKE ALARM	-170.50
EFT22810	08/02/2018	AIR LIQUIDE	RENTAL OF CYLINDERS	-70.69
EFT22811	08/02/2018	BOOKEASY AUSTRALIA PTY LTD	BOOKEASY JANUARY 2018	-614.86
EFT22812	08/02/2018	BRIAN JOHN GALVIN	SALARY SACRIFICE - ELECTRICITY	-350.96
EFT22813	08/02/2018	BURTON TILING MAINTENANCE & RENOVATIONS	PENSIONER UNIT 9-MATERIALS FIX WALL IN BATHROOM TILE AS NEEDED NEW SKIRTING BOARDS AND PAINTING	-2176.64

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22814	08/02/2018	CHAMPION SHEDS & STEEL	SUPPLY ONLY SHED KIT - COLORBOND 9.00X7.00X3.50	-9653.15
EFT22815	08/02/2018	DUN & BRADSTREET	DEBT COLLECTION R VANESCH	-170.50
EFT22816	08/02/2018	EARTHCARE	REPLACEMENT (SUPPLY ONLY) FRONT PANEL GUTHARRAGUDA - INCLUDES DELIVERY TO SHARK BAY	-6381.00
EFT22817	08/02/2018	ELGAS LIMITED	GAS BOTTLE	-342.00
EFT22818	08/02/2018	GYM CARE	ABDOMINAL BENCH -INCLUDING FREIGHT	-1815.00
EFT22819	08/02/2018	REFUEL AUSTRALIA	MONTHLY FUEL ACCOUNT JANUARY 2018	-31606.73
EFT22820	08/02/2018	ATOM-GERALDTON INDUSTRIAL SUPPLIES	WHEELIE BIN PARTS	-30.45
EFT22821	08/02/2018	HORIZON POWER	STREET LIGHTING JANUARY 2018	-3258.73
EFT22822	08/02/2018	RJ & D HEWITT	EXTEND FENCE AT CRICKET PRACTICE NETS	-2444.00
EFT22823	08/02/2018	TOLL IPEC PTY LTD	FREIGHT FOR KOBELCO EXCAVATOR PARTS	-27.44
EFT22824	08/02/2018	INDEPENDENCE STUDIOS	MERCHANDISE SBDC	-54.12
EFT22825	08/02/2018	IT VISION	PROGRAM SET UP FOR NEW ONETOUCH PAYROLL	-1100.00
EFT22826	08/02/2018	J & T FREIGHT	ATOM, PURCHER, WINC, TRUCKLINE, CHAMPION SHEDS, PAPER PLUS, POLYWELD, BUNNINGS	-1001.05
EFT22827	08/02/2018	LANDGATE	GRV VALUATION	-65.50
EFT22828	08/02/2018	MARKET FORCE ADVERTISING LTD	CO-ORDINATOR ADVERT IN WEST AUSTRALIAN, MIDWEST TIMES ON WEDNESDAY 10 JANUARY 2018 AND ON SEEK	-1142.81
EFT22829	08/02/2018	MCLEODS BARRISTERS AND SOLICITORS	LEGAL COSTS - REVIEW OF EMPLOYMENT CONTRACT	-194.56
EFT22830	08/02/2018	TRUE VALUE HARDWARE	HARDWARE FOR JANUARY 2018	-556.01
EFT22831	08/02/2018	MARKETFORCE PTY LTD	MIDWEST TIME WED 10 JANUARY 2018 - COMMUNITY STRATEGIC PLAN ADVERT	-137.70
EFT22832	08/02/2018	OAKLEY EARTHWORKS PTY LTD	SUPPLY 4M3 CONCRETE FOR RECYCLING SHED AT THE REFUSE SITE	-2134.00
EFT22833	08/02/2018	PRESTIGE INSTALLATIONS (WA) PTY LTD	MAJOR AIRCONDITIONER REPAIRS AT SBDC AND REPLACEMENT AIR CONDITIONER PENSIONER UNIT 7	-13319.90
EFT22834	08/02/2018	PASCAL PRESS	MERCHANDISE SBDC	-32.73
EFT22835	08/02/2018	PROFESSIONAL PC SUPPORT	SHADOW PROTECT : LICENCE FROM FEB 18 TO FEB 19	-157.85

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22836	08/02/2018	RAY WHITE REAL ESTATE SHARK BAY	RENT ON 34 HUGHES ST	-1191.66
EFT22837	08/02/2018	WINC AUSTRALIA PTY LIMITED	PHOTOCOPIER MAINTENANCE COSTS	-547.61
EFT22838	08/02/2018	SKIPPERS AVIATION	AUDITORS – I ASTUTI & K WEI CHOO 04/04/2018 - 06/04/2018 – PERTH/MONKEY MIA RETURN – INTERIM AUDIT	-1436.00
EFT22839	08/02/2018	STATEWIDE BEARINGS	PULLEY, BUSH FOR VIBRATING ROLLER	-25.85
EFT22840	08/02/2018	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING ACCOUNT JANUARY 2018	-20587.04
EFT22841	08/02/2018	STRAYA CONTRACTING PTY LTD	TO FORM UP, POUR & FINISH 160M2 FOR APRONS TO RECYCLE SHED AT REFUSE SITE - SUPPLY MESH & BAR CHAIRS	-7144.50
EFT22842	08/02/2018	MCKELL FAMILY TRUST	MONTHLY-RUBBISH COLLECTION AND STREET SWEEPING	-11366.28
EFT22843	08/02/2018	SHIRE OF SHARK BAY	BCITF LEVY	-267.44
EFT22844	08/02/2018	TELSTRA CORPORATION LTD	1300 PHONE # SBDC	-29.96
EFT22845	08/02/2018	TRUCKLINE PARTS CENTRE	FUEL FILTER KITS FOR GRADER AND MULTI TYRED ROLLER, AIR FILTERS FOR GRADER AND MULTI TYRED ROLLER, LUBE FILTER FOR FRONTEND LOADER, POLLEN FILTER PRIME MOVER, SPRING FOR TRAILER, RACHET BUCKLE FOR LOW LOADER	-951.26
EFT22846	08/02/2018	TOWN PLANNING INNOVATIONS	GENERAL PLANNING SERVICES JANUARY ACCOUNT	-4516.89
EFT22847	08/02/2018	WELLARD CONTRACTING & PLANT HIRE SERVICE	SEMI WATERCART HIRE @ \$115 P/H + GST FOR 5 DAY – SHARK BAY SHOULDER MAINTENANCE	-13791.25
EFT22848	08/02/2018	HOLIDAY GUIDE PTY	COMMISSION FOR SBDC JANUARY 2018	-60.55
EFT22849	08/02/2018	SHIRE OF SHARK BAY	TRANSFER TIANNA OAKLEY GYM CARD DEPOSIT THAT WAS TRANSFERRED FROM TRUST WHEN MEMBERSHIP WAS CANCELLED	-20.00
EFT22850	09/02/2018	ATC MIDWEST APPRENTICE & TRAINEESHIP	DEPOT TRAINEE	-109.38
EFT22851	09/02/2018	DENHAM IGA X-PRESS	MONTHLY ACCOUNT JANUARY 2018	-926.18
EFT22852	09/02/2018	FRANCESCA HOULT	TRAVEL REIMBURSEMENT TRAINING AT WALGA	-48.41
EFT22853	09/02/2018	SHARK BAY SUPERMARKET	MONTHLY ACCOUNT JANUARY 2018	-278.70
EFT22854	09/02/2018	LIFTRITE HIRE & SALES	FUEL CAP FOR KOBELCO EXCAVATOR	-110.77

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22855	09/02/2018	OUTBACK COAST AUTOMOTIVES AND RADIATORS	CENTURY C12-40DG BATTERY FOR SBDC FIRE FIGHTING UNIT	-627.00
EFT22856	09/02/2018	RICHARD CLAUDE MORONEY	CLEAN UP AND REMOVE RUBBISH AROUND SBDC	-50.00
EFT22857	09/02/2018	SHARK BAY STATE EMERGENCY SERVICE UNIT INC	MAST AND TRIPOD FOR REMOTE AREA RADIO ACCESS	-7056.50
EFT22858	09/02/2018	YADGALAH ABORIGINAL CORPORATION	DRY HIRE OF MINI DIGGA \$50+GST P/H FOR USE AT CEMETERY	-484.00
EFT22859	09/02/2018	FROM SCRATCH	IMAGE OF SHARK BAY FOR PROMOTIONAL PURPOSES	-150.00
EFT22860	12/02/2018	SHARK BAY COMMUNITY RESOURCE CENTRE	SPORTS AND REC CENTRE MANAGEMENT	-8405.00
EFT22862	15/02/2018	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	-12893.00
EFT 22863	22864	TRUST		
EFT22865	16/02/2018	SHIRE OF SHARK BAY	TRANSFER GYM CARD FORFEIT FEE BACK INTO TRUST T677 LEANA SCHAPER	-20.00
EFT22866	23/02/2018	ALLELECTRIX PTY LTD	REPAIRS TO PENSIONER UNIT 12 AND 13 EXHAUST FANS NEED INSPECTION AND REPLACEMENT	-182.60
EFT22867	23/02/2018	ASHDOWN INGRAM	WORKSHOP CONSUMABLES	-258.23
EFT22868	23/02/2018	AUSTRALIA POST	MONTHLY ACCOUNT FOR LOCAL POST	-58.20
EFT22869	23/02/2018	ANDREA PEARS	REIMBURSEMENT PHONE COVER FOR NEW PHONE PAID BY A PEARS	-12.99
EFT22870	23/02/2018	ATC MIDWEST APPRENTICE & TRAINEESHIP	DEPOT TRAINEE	-225.61
EFT22871	23/02/2018	AUSCOINSWEST	MERCHANDISE SBDC	-569.80
EFT22872	23/02/2018	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	HOLIDAY PARK PASSES	-828.08
EFT22873	23/02/2018	DAVRIC AUSTRALIA PTY LTD	MERCHANDISE SBDC	-262.24
EFT22874	23/02/2018	DOWNER EDI WORKS PTY LTD	1000L POD OF EMULSION	-1375.00
EFT22875	23/02/2018	HORIZON POWER	ELECTRICITY ACCOUNT FOR SHIRE PROPERTIES	-8614.71
EFT22876	23/02/2018	INTREPID DRONE SERVICES	IMAGES FOR USE ON SHARKBAYVISIT.COM.AU	-1440.00
EFT22877	23/02/2018	ITVISION	REVERSAL OF ASSET DISPOSALS MV165 AND MV166 IN DECEMBER 2017	-242.00

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22878	23/02/2018	J & T FREIGHT	FREIGHT – TRANSPORT OF LOADER	-3702.60
EFT22879	23/02/2018	LGIS LIABILITY	OHS FINAL PAYMENT	-3960.00
EFT22880	23/02/2018	MARKETFORCE PTY LTD	DEVELOPMENT OF SHARK BAY BRAND-FINAL PAYMENT	-6160.00
EFT22881	23/02/2018	MT ROMANCE AUSTRALIA P/L	MERCHANDISE SBDC	-98.45
EFT22882	23/02/2018	MICHAEL STANLEY	REIMBURSEMENT FOR GOODS PURCHASED FOR TAMALA CAMP	-7.99
EFT22883	23/02/2018	AMBER PHILLIPPS	TRAVEL COST FOR TRAINING AT WALGA	-740.95
EFT22884	23/02/2018	PROFESSIONAL PC SUPPORT	REMOTE SERVER MAINTENANCE MONTHLY ACCOUNT	-533.50
EFT22885	23/02/2018	RAY WHITE REAL ESTATE SHARK BAY	RENT ON 34 HUGHES ST	-1175.82
EFT22886	23/02/2018	SKIPPERS AVIATION	MOORE STEPHENS - MR RUSSELL BARNES – PERTH TO MONKEY MIA RETURN 12/03/2018 – 14/03/2018 RESOURCE PLAN AND CORPORATE BUSINESS PLAN WORKSHOPS	-718.00
EFT22887	23/02/2018	SHARK BAY SKIPS	MAIN ROADS AND DOT MARINA PICK UP SKIP BIN PICK UPS	-3773.00
EFT22888	23/02/2018	STRAYA CONTRACTING PTY LTD	SET OUT SHED AT SHIRE DEPOT RECYCLING BRING CENTRE – POUR & PLACE STIRRUPS FOR SHED. FORM PLACE & FINISH CONCRETE FOR SHED AND APRON 63M2 SUPPLY MESH AND BAR CHAINS	-4565.00
EFT22889	23/02/2018	STATEWIDE RACKING & STORAGE SOLUTIONS	LONGSPAN STARTER BAYS AND EXTRA SHELVES FOR SBDC INCL FREIGHT	-2248.00
EFT22890	23/02/2018	TELSTRA CORPORATION LTD	MONTHLY SHIRE INTERNET AND LANDLINE ACCOUNTS	-1491.72
EFT22891	23/02/2018	TRUCKLINE PARTS CENTRE	AIR FILTER FOR GENERATOR, AIR FILTER IVECO PRIME MOVER	-187.79
EFT22892	23/02/2018	TOTAL UNIFORMS	OFFICE AND SBDC UNIFORMS	-2089.39
EFT22893	23/02/2018	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	DEALING WITH DIFFICULT CUSTOMERS – WALGA TRAINING-A PHILLIPPS	-567.00
EFT22894	23/02/2018	BLACKWOODS ATKINS	1 X 02415690 RESPIRATOR DISPOSABLE 10PK 3M	-138.71
EFT22895	23/02/2018	SHARK BAY FUEL FISHING	MONTHLY ACCOUNTS FROM JULY TO DECEMBER 2017	-718.74
EFT22896	23/02/2018	FLEET HYDRAULICS	R110-0808 FM QUICK RELEASE COUPLING – KOLBECO EXCAVATOR	-1292.84
EFT22897	23/02/2018	GERALDTON MOWER & REPAIRS	ROLL OF 3.3MM DIAMOND EDGE LINE TRIMMER CORD – WORKSHOP CONSUMABLES	-123.00

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22898	23/02/2018	RJ & D HEWITT	REIMBURSEMENTS FOR FUEL, RETICULATION & WHEEL ALIGNMENT	-180.54
EFT22899	23/02/2018	TOLL IPEC PTY LTD	FREIGHT – GYM CARE, PATHWEST, PC SUPPORT	-291.67
EFT22900	23/02/2018	J & T FREIGHT	FREIGHT – CHAMPION SHEDS, TRUCKLINE, STATEWIDE BEARINGS, LIFTRITE	-1805.95
EFT22901	23/02/2018	JASON SIGNMAKERS	GALVANISED RHS POST 4.0M X 75 X 50 STEEL – SHARK BAY ROAD GUIDEPOSTS	-4994.00
EFT22902	23/02/2018	MIDWEST WINDSCREENS	REPLACEMENT OF DAMAGED WINDSCREEN TO HILUX SB26	-345.00
EFT22903	23/02/2018	OAKLEY EARTHWORKS PTY LTD	SUPPLY 10M3 CONCRETE FOR REFUSE SITE SHED AT THE TOWN DEPOT	-5555.00
EFT22904	23/02/2018	PEST-A-KILL	MONTHLY PEST CONTROL FOR SHIRE PROPERTIES	-330.00
EFT22905	23/02/2018	TOTALLY WORKWEAR	WORK BOOTS	-289.49
EFT22906	23/02/2018	WA VERMEER EQUIPMENT OF WA & NT	ELEMENT OIL FILTER , FUEL FILTERS ELEMENT FILTER, ELEMENT ASSEMBLY FOR WOOD CHIPPER	-948.13
EFT22907	23/02/2018	WURTH AUSTRALIA PTY LTD	WORKSHOP CONSUMABLES	-341.86
EFT22908	28/02/2018	EMU TRACKS	MERCHANDISE SBDC	-427.67
EFT22909	28/02/2018	MIDWEST LOCK & SAFE	REPLACEMENT SAFE FOR SBDC	-1223.00
EFT22910	28/02/2018	PROFESSIONAL PC SUPPORT	PPS COMPUTER HEALTH CHECKUPS INCLUDES TRAVEL, MEALS AND WORK PERFORMED – FEBRUARY 2018	-2341.58
EFT22911	28/02/2018	RICHARD CLAUDE MORONEY	CLEAN UP AND REMOVE RUBBISH AROUND SBDC	-50.00
EFT22912	28/02/2018	WINC AUSTRALIA PTY LIMITED	SERVICE CONTRACT – PHOTOCOPIER	-257.76
EFT22913	28/02/2018	SKIPPERS AVIATION	FLIGHTS FOR MIKE WIGGIN – WEST AUSTRALIAN MEN'S SHED ASSOCIATION – 07/03/2018 – 09/03/2018	-718.00
EFT22914	28/02/2018	TELSTRA CORPORATION LTD	MONTHLY MOBILE ACCOUNT	-620.97
EFT22915	28/02/2018	TELEMALL AUDIO COMMUNICATIONS	MESSAGE ON HOLD QUARTERLY SERVICE FEE MARCH-MAY 2018	-366.30
EFT22916	28/02/2018	ATC MIDWEST APPRENTICE & TRAINEESHIP	DEPOT TRAINEE	-109.38
EFT22917	28/02/2018	MCKELL FAMILY TRUST	MONTHLY – STREET SWEEPING & RUBBISH CONTRACT	-10680.24
EFT22918	28/02/2018	SHARK BAY CAR HIRE	CAR HIRE – TRANSPORT DOCTOR SILVER CHAIN	-495.00
EFT22919	EFT22939	TRUST		
TOTAL				\$311,989.11

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

**SHIRE OF SHARK BAY – TRUST CHEQUE
FEBRUARY 2018
TRUST CHEQUE # 171808**

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
171808	28/02/2018	COMMISSIONER OF POLICE	POLICE LICENSING FEBRUARY 2018	-15091.10
			TOTAL	\$15,091.10

**SHIRE OF SHARK BAY – TRUST EFT
FEBRUARY 2018
EFT 22863-22864, 22919-22939**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22863	16/02/2018	BRUCE LINDSAY	LIBRARY BOND REFUND	-50.00
EFT22864	16/02/2018	GEORGE SCHOFIELD	GYM CARD DEPOSIT REFUND	-20.00
EFT22919	28/02/2018	SHARK BAY AVIATION	BOOKEASY FEBRUARY 2018	-3213.00
EFT22920	28/02/2018	CONSTRUCTION TRAINING FUND	BCITF LEVY LOT 130/501 MONKEY MIA ROAD	-799.57
EFT22921	28/02/2018	BAY LODGE MIDWEST OASIS	BOOKEASY FEBRUARY 2018	-158.40
EFT22922	28/02/2018	CORAL BAY ECO TOURS	BOOKEASY FEBRUARY 2018	-350.00
EFT22923	28/02/2018	CORAL COAST HELICOPTER SERVICES	BOOKEASY FEBRUARY 2018	-726.75
EFT22924	28/02/2018	SHARK BAY COASTAL TOURS	BOOKEASY FEBRUARY 2018	-2405.50
EFT22925	28/02/2018	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING LEVY LOT 130/501 MONKEY MIA RD	-549.66
EFT22926	28/02/2018	DENHAM SEASIDE CARAVAN PARK	BOOKEASY FEBRUARY 2018	-148.25
EFT22927	28/02/2018	HARTOG COTTAGES	BOOKEASY FEBRUARY 2018	-858.70
EFT22928	28/02/2018	HERITAGE RESORT	BOOKEASY FEBRUARY 2018	-747.20
EFT22929	28/02/2018	MONKEY MIA YACHT CHARTERS	BOOKEASY FEBRUARY 2018	-522.72
EFT22930	28/02/2018	MONKEYMIA WILDSIGHTS	BOOKEASY SHOTOVER & 4WD FEBRUARY 2018	-4379.32
EFT22931	28/02/2018	DENHAM NATURETIME	BOOKEASY FEBRUARY 2018	-325.60
EFT22932	28/02/2018	WA OCEAN PARK PTY LTD	BOOKEASY FEBRUARY 2018	-969.00
EFT22933	28/02/2018	OCEANSIDE VILLAGE	BOOKEASY FEBRUARY 2018	-800.80
EFT22934	28/02/2018	RAC TOURISM T/A ASSETS	BOOKEASY FEBRUARY 2018	-608.74
EFT22935	28/02/2018	SHARK BAY CARAVAN PARK	BOOKEASY FEBRUARY 2018	-186.00

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

EFT22936	28/02/2018	SHARK BAY HOLIDAY COTTAGES	BOOKEASY FEBRUARY 2018		-63.00
EFT22937	28/02/2018	SHIRE OF SHARK BAY	BOOKEASY & WILDSIGHTS FEBRUARY 2018	COMMISSION	-3032.70
EFT22938	28/02/2018	WICKED CAMPERS	BOOKEASY FEBRUARY 2018		-762.45
EFT22939	28/02/2018	WULA GURA NYINDA ADVENTURES	ECO BOOKEASY FEBRUARY 2018		-1297.12
				TOTAL	\$22,974.48

28 MARCH 2018

14.2 FINANCIAL REPORTS TO 28 FEBRUARY 2018
CM00017

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Moved Cr Burton
Seconded Cr Ridgely

Council Resolution

**That the monthly financial report to 28 February 2018 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 **28 February 2018** are attached.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

The financial report shows that the finances of the Shire are in line with its adopted budget.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

Voting Requirements

Simple Majority Required

Signature

Author
Chief Executive Officer
Date of Report

A Pears
P Anderson
16 March 2018

28 MARCH 2018

SHIRE OF SHARK BAY	
MONTHLY FINANCIAL REPORT	
For the Period Ended 28 February 2018	
LOCAL GOVERNMENT ACT 1995	
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996	
<u>TABLE OF CONTENTS</u>	
Compilation Report	
Monthly Summary Information	
Statement of Financial Activity by Program	
Statement of Financial Activity By Nature or Type	
Statement of Capital Acquisitions and Capital Funding	
Note 1	Significant Accounting Policies
Note 2	Explanation of Material Variances
Note 3	Net Current Funding Position
Note 4	Cash and Investments
Note 6	Receivables
Note 7	Cash Backed Reserves
Note 8	Capital Disposals
Note 9	Rating Information
Note 10	Information on Borrowings
Note 11	Grants and Contributions
Note 12	Trust
Note 13	Capital Acquisitions

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(Statutory Reporting Program)							
For the Period Ended 28 February 2018							
		Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note						
Operating Revenues		\$	\$	\$	\$	%	
Governance		26,092	20,756	3,052	(17,704)	(85.30%)	▼
General Purpose Funding - Rates	9	1,261,908	1,269,030	1,265,623	(3,407)	(0.27%)	▼
General Purpose Funding - Other		951,069	697,026	733,652	36,626	5.3%	▲
Law, Order and Public Safety		74,560	58,663	59,292	629	1%	▲
Health		2,450	2,296	960	(1,336)	(58.19%)	▼
Housing		86,210	56,732	62,354	5,622	9.9%	▲
Community Amenities		277,400	250,936	276,827	25,891	10.32%	▲
Recreation and Culture		264,077	170,141	244,661	74,520	43.8%	▲
Transport		424,858	357,046	343,033	(14,013)	(3.9%)	▼
Economic Services		857,420	630,228	734,053	103,825	16.5%	▲
Other Property and Services		48,000	32,915	21,650	(11,265)	(34.2%)	▼
Total Operating Revenue		4,274,044	3,545,769	3,745,157	199,388	5.62%	
Operating Expense							
Governance		(316,123)	(254,601)	(181,812)	72,789	(28.6%)	▲
General Purpose Funding		(120,131)	(80,252)	(70,378)	9,874	(12.3%)	▲
Law, Order and Public Safety		(369,108)	(285,006)	(176,670)	108,336	(38.0%)	▲
Health		(64,505)	(43,544)	(38,239)	5,305	(12.2%)	▲
Housing		(174,554)	(117,433)	(114,328)	3,105	(2.6%)	▲
Community Amenities		(646,090)	(447,281)	(416,800)	30,481	(6.8%)	▲
Recreation and Culture		(2,320,535)	(1,620,307)	(1,443,328)	176,979	(10.9%)	▲
Transport		(1,513,695)	(1,058,464)	(999,180)	59,284	(5.6%)	▲
Economic Services		(1,161,813)	(800,741)	(770,484)	30,257	(3.8%)	▲
Other Property and Services		(47,500)	(32,499)	(85,524)	(53,025)	163.2%	▼
Total Operating Expenditure		(6,734,054)	(4,740,128)	(4,296,743)	443,385	(9.4%)	
Funding Balance Adjustments							
Add back Depreciation		1,689,050	1,126,024	1,326,822	200,798		
Adjust (Profit)/Loss on Asset Disposal	8	53,802	8,000	7,501	(499)		
Adjust Provisions and Accruals		0	0	0			
Net Cash from Operations		(717,158)	(60,335)	782,738	843,072		
Capital Revenues							
Grants, Subsidies and Contributions	11	902,247	608,454	245,288	(363,166)	(59.7%)	▼
Proceeds from Disposal of Assets	8	245,000	91,000	120,681	29,681	(32.6%)	▼
Total Capital Revenues		1,147,247	699,454	365,969	(333,485)	(47.7%)	
Capital Expenses							
Land Held for Resale							
Land and Buildings	13	(140,000)	(95,405)	(15,141)	80,264	84.13%	▲
Infrastructure - Roads	13	(1,092,536)	(856,230)	(325,730)	530,500	62.0%	▲
Infrastructure - Public Facilities	13	(624,121)	(596,562)	(348,662)	247,900	41.6%	▲
Infrastructure - Streetscapes	13	(7,500)	(7,500)	0	7,500	100.0%	▲
Infrastructure - Footpaths	13	(50,000)	0	0	0		▲
Infrastructure - Drainage	13	(44,715)	(33,144)	(13,441)	19,703	59.45%	▲
Heritage Assets	13	(20,000)	(20,000)	0	20,000	100.0%	▲
Plant and Equipment	13	(758,000)	(751,336)	(248,898)	502,438	66.9%	▲
Furniture and Equipment	13	(21,000)	(17,664)	(11,491)	6,173	34.95%	▲
Total Capital Expenditure		(2,757,872)	(2,377,841)	(963,363)	1,414,478	59.5%	
Net Cash from Capital Activities		(1,610,625)	(1,678,387)	(597,394)	1,080,993	64.41%	
Financing							
Proceeds from Self Supporting Loans		5,342	2,671	2,407	(264)	0.00%	
Transfer from Reserves	7	640,581	384,692	384,692	0	0.00%	
Repayment of Debentures	10	(67,020)	(43,704)	(43,704)	0	0.0%	
Transfer to Reserves	7	(479,050)	(350,322)	(350,322)	0	0.0%	
Net Cash from Financing Activities		99,853	(6,663)	(6,927)	(264)	(3.96%)	
Net Operations, Capital and Financing		(2,227,930)	(1,745,385)	178,417	1,923,802		▲
Opening Funding Surplus(Deficit)	3	2,227,930	2,227,930	2,324,597	96,667		
Closing Funding Surplus(Deficit)	3	(0)	482,545	2,503,014	2,020,469		▲

MINUTES OF THE ORDINARY COUNCIL MEETING

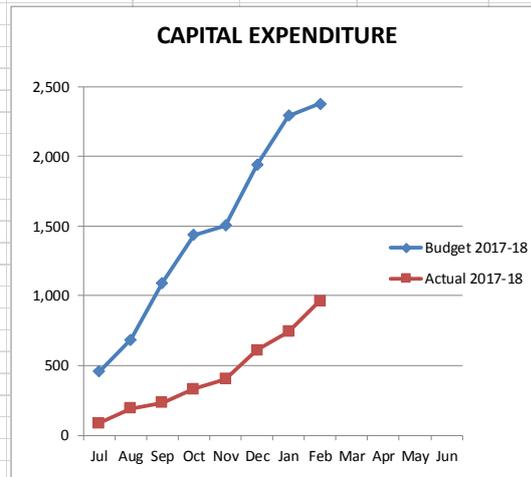
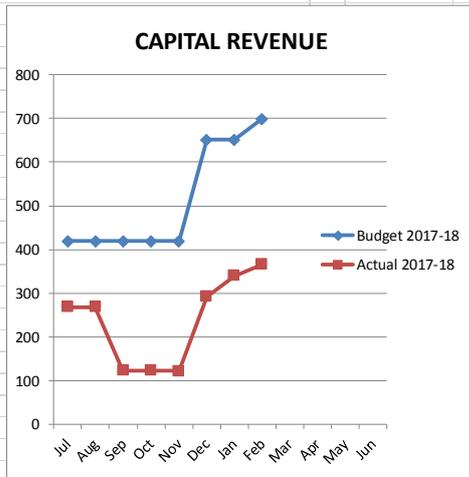
28 MARCH 2018

SHIRE OF SHARK BAY				
STATEMENT OF FINANCIAL ACTIVITY				
(By Nature or Type)				
For the Period Ended 28 February 2018				
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)
Operating Revenues				
Rates	9	\$ 1,261,908	\$ 1,261,908	\$ 1,265,623
Operating Grants, Subsidies and Contributions	11	1,400,524	1,105,058	1,100,469
Fees and Charges		1,395,260	1,033,068	1,251,577
Interest Earnings		47,060	27,844	40,656
Other Revenue		159,200	107,799	86,832
Profit on Disposal of Assets	8	10,092	10,092	0
Total Operating Revenue		4,274,044	3,545,769	3,745,157
Operating Expense				
Employee Costs		(2,224,126)	(1,466,423)	(1,342,282)
Materials and Contracts		(2,227,667)	(1,655,334)	(1,238,169)
Utility Charges		(172,022)	(112,801)	(119,077)
Depreciation on Non-Current Assets		(1,689,050)	(1,126,024)	(1,326,822)
Interest Expenses		(14,360)	(4,852)	(5,261)
Insurance Expenses		(162,150)	(162,150)	(151,241)
Other Expenditure		(180,785)	(148,650)	(102,669)
Loss on Disposal of Assets	8	(63,894)	(63,894)	(11,222)
Total Operating Expenditure		(6,734,054)	(4,740,128)	(4,296,743)
Funding Balance Adjustments				
Add back Depreciation		1,689,050	1,126,024	1,326,822
Adjust (Profit)/Loss on Asset Disposal	8	53,802	8,000	7,501
Adjust Provisions and Accruals		0	0	0
Net Cash from Operations		(717,158)	(60,335)	782,737
Capital Revenues				
Grants, Subsidies and Contributions	11	902,247	608,454	245,288
Proceeds from Disposal of Assets	8	245,000	91,000	120,681
Total Capital Revenues		1,147,247	699,454	365,969
Capital Expenses				
Land Held for Resale			0	0
Land and Buildings	13	(140,000)	(95,405)	(15,141)
Infrastructure - Roads	13	(1,092,536)	(856,230)	(325,730)
Infrastructure - Public Facilities	13	(624,121)	(596,562)	(348,662)
Infrastructure - Streetscapes	13	(7,500)	(7,500)	0
Infrastructure - Footpaths	13	(50,000)	0	0
Infrastructure - Drainage	13	(44,715)	(33,144)	(13,441)
Heritage Assets	13	(20,000)	(20,000)	0
Plant and Equipment	13	(758,000)	(751,336)	(248,898)
Furniture and Equipment	13	(21,000)	(17,664)	(11,491)
Total Capital Expenditure		(2,757,872)	(2,377,841)	(963,363)
Net Cash from Capital Activities		(1,610,625)	(1,678,387)	(597,394)
Financing				
Proceeds from Self Supporting Loans		5,342	2,671	2,407
Transfer from Reserves	7	640,581	384,692	384,692
Repayment of Debentures	10	(67,020)	(43,704)	(43,704)
Transfer to Reserves	7	(479,050)	(350,322)	(350,322)
Loans to Community Groups				
Net Cash from Financing Activities		99,853	(6,663)	(6,927)
Net Operations, Capital and Financing		(2,227,930)	(1,745,385)	178,417
Opening Funding Surplus(Deficit)	3	2,227,930	2,227,930	2,324,597
Closing Funding Surplus(Deficit)	3	(0)	482,545	2,503,014

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY								
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING								
For the Period Ended 28 February 2018								
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	15,141	15,141	95,405	140,000	80,264	
Infrastructure Assets - Roads	13	0	325,730	325,730	856,230	1,092,536	530,500	
Infrastructure Assets - Public Facilities	13	337,311	11,351	348,662	596,562	624,121	247,900	
Infrastructure Assets - Footpaths	13	0	0	0	0	50,000	0	
Infrastructure Assets - Drainage	13	3,441	10,000	13,441	33,144	44,715	19,703	
Infrastructure Assets - Streetscapes	13	0	0	0	7,500	7,500	7,500	
Heritage Assets	13	0	0	0	20,000	20,000	20,000	
Plant and Equipment	13	248,898	0	248,898	751,336	758,000	502,438	
Furniture and Equipment	13	10,271	1,220	11,491	17,664	21,000	6,173	
Capital Expenditure Totals		599,921	363,442	963,363	2,377,841	2,757,872	1,414,478	



MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 28 February 2018	
1. SIGNIFICANT ACCOUNTING POLICIES	
(a) Basis of Preparation	
	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.
	The Local Government Reporting Entity
	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) Rounding Off Figures	
	All figures shown in this report, other than a rate in the dollar, are rounded to the nearest dollar.
(c) Rates, Grants, Donations and Other Contributions	
	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.
(d) Goods and Services Tax (GST)	
	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.
(e) Superannuation	
	The Council contributes to a number of Superannuation Funds on behalf of employees.
	All funds to which the Council contributes are defined contribution plans.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 28 February 2018					
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)					
(f) Cash and Cash Equivalents					
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.					
(g) Trade and Other Receivables					
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.					
(h) Inventories					
General					
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.					
Land Held for Resale					
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.					
(i) Fixed Assets					
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.					
Mandatory Requirement to Revalue Non-Current Assets					
Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.					

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 28 February 2018					
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)					
(j) Fixed Assets (Continued)					
<i>Land Under Control</i>					
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.					
<i>Initial Recognition and Measurement between Mandatory Revaluation Dates</i>					
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 OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 28 February 2018					
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)					
(j) Fixed Assets (Continued)					
Revaluation					
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.					
Transitional Arrangement					
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 Initial Recognition section as detailed above.					
Those assets carried at fair value will be carried in accordance with the Revaluation Methodology section as detailed above.					
Land Under Roads					
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.					
Depreciation					
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.					

Confirmed at the Ordinary Council meeting held on the 27 April 2018 – Signed by the President Cr Cowell _____

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 28 February 2018			
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)			
(j) Fixed Assets (Continued)			
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.			
Capitalisation Threshold			
Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.			
(k) Fair Value of Assets and Liabilities			
When performing a revaluation, the Council uses a mix of both independent and management valuations using the following as a guide:			
Fair Value is the price that Council would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.			

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 28 February 2018	
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)	
(k) Fair Value of Assets and Liabilities (Continued)	
	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.
	Fair Value Hierarchy
	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:
	Level 1
	Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.
	Level 2
	Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.
	Level 3
	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.
	Valuation techniques
	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:
	Market approach
	Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 28 February 2018					
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)					
(k) Fair Value of Assets and Liabilities (Continued)					
Income approach					
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.					
Cost approach					
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.					
(l) Financial Instruments					
Initial Recognition and Measurement					
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.					
Classification and Subsequent Measurement					
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.					

Confirmed at the Ordinary Council meeting held on the 27 April 2018 – Signed by the President Cr Cowell _____

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 28 February 2018					
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)					
(I) Financial Instruments (Continued)					
<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 OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 28 February 2018				
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)				
(l) Financial Instruments (Continued)				
<i>Impairment</i>				
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.				
<i>Derecognition</i>				
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.				
(m) Impairment of Assets				
In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.				
Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.				
Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revaluation decrease in accordance with that other standard.				

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 28 February 2018					
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)					
(m) Impairment of Assets (Continued)					
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.					
(n) Trade and Other Payables					
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.					
(o) Employee Benefits					
Short-Term Employee Benefits					
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.					
Other Long-Term Employee Benefits					
Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations or service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.					
The Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.					

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 28 February 2018					
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)					
(p) Borrowing Costs					
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.					
(q) Provisions					
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.					
(r) Current and Non-Current Classification					
In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Council's intentions to release for sale.					

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

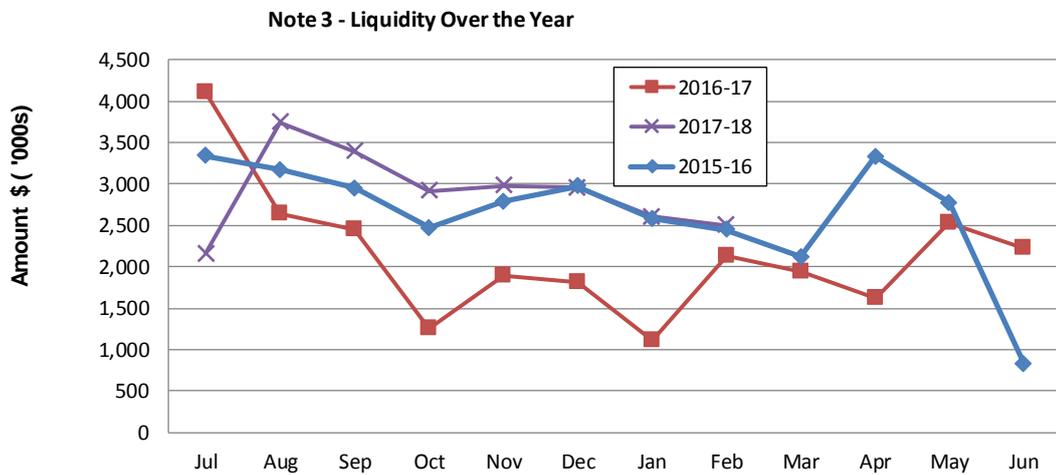
Shire of Shark Bay					
EXPLANATION OF MATERIAL VARIANCES					
For the Period Ended 28 February 2018					
Note 2: EXPLANATION OF MATERIAL VARIANCES					
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(17,704)	(85.3%)	▼	Timing	Variance due to no insurance claims YTD and nominal reimbursements as budget estimated.
General Purpose Funding - Rates	(3,407)	(0.3%)	▼	Timing	No Reportable Variance
General Purpose Funding - Other	36,626	5.3%	▲	Timing	Variance due to increase in Reserve and municipal investment interest compared to budget and FAG 2 QTR grant increase not included in budget.
Law, Order and Public Safety	629	1.1%	▲	Timing	No Reportable Variance
Health	(1,336)	(58.2%)	▼	Timing	Reduction in Licence Fees due to removal of septic tank application fees and timing of offensive trade licence renewals
Housing	5,622	9.9%	▲	Timing	Variance due to Pensioner Units Rent Received in Advance .
Community Amenities	25,891	10.3%	▲	Timing	Variance due to Sale of Scrap Metal and increase in collection of refuse site fees received in advance of YTD budget.
Recreation and Culture	74,520	43.8%	▲	Timing	Increase in collection of SBDC entrance fees and merchandise sales and Park Passes. Recognition of Tourism WA RVCSGP Grant received.
Transport	(14,013)	(3.9%)	▼	Timing	Variance due to Contribution to Road Maintenance - Pipeline not received 8K and DOT Marina Facility Agreement Income timing issue compared to budget YTD.
Economic Services	103,825	16.5%	▲	Timing	Variance due to MRWA Private Works timing not inline with YTD Budget and \$50K Contribution - Monkey Mia not received
Other Property and Services	(11,265)	(34.2%)	▼	Timing	Decrease in refunds income.
Operating Expense					
Governance	72,789	(28.6%)	▲	Timing	Due to Year to Date Budget timing and underspend in overall costs.
General Purpose Funding	9,874	(12.3%)	▲	Timing	Variance due to reduction in governance overheads
Law, Order and Public Safety	108,336	(38.0%)	▲	Timing	Due to Coastal Hazards Identification program \$60K not commenced, cancellation of Cat Program \$10K due to lack of funding, general underspend in Ranger Services \$9K and Emergency Management consultant 12K not commenced. Overall reduction in Governance Overheads.
Health	5,305	(12.2%)	▲	Timing	Overall reduction in Governance Overheads and Mosquito Fogging Expenses
Housing	3,105	(2.6%)	▲	Timing	No Reportable Variance.
Community Amenities	30,481	(6.8%)	▲	Timing	Due to Kerbside Waste Collection Review 15K under review and overall reduction in governance overheads.
Recreation and Culture	176,979	(10.9%)	▲	Timing	Variance due to the Battle off Shark Bay recently commenced, Cape Inscription maintenance not commenced 18K, website development not commenced 10k and underspend in overall costs.
Transport	59,284	(5.6%)	▲	Timing	Mainly due to Useless Loop Road and Country Roads Maintenance timing difference compared to YTD budget.
Economic Services	30,257	(3.8%)	▲	Timing	Due to MRWA Shark Bay Road progress in advance of YTD Budget, \$10K Skate Park Consultation project under review, Destination Shark Bay Branding project recently commenced, \$25K Festival 2018 Grant Funding Assistance Project not commenced and underspend in overall costs.
Other Property and Services	(53,025)	163.2%	▼	Timing	Due to under recovery of Public Works Overheads costs .
Capital Revenues					
Grants, Subsidies and Contributions	(363,166)	(59.7%)	▼	Timing	Community Bus Grant \$150K has not been received plus \$79K The Battle off Shark Bay Grant was included in the 16/17 year. In addition RRG 40% claim for Nanga and Ocean Park Roads have been deferred until works are completed via Main Roads Contractor.
Proceeds from Disposal of Assets	29,681	(32.6%)	▲	Timing	Timing differences between YTD budget and trade in occurring.
Capital Expenses					
Land and Buildings	80,264	84.1%	▲	Timing	Town Oval Toilets, Recreation Signage, Denham Town Hall under review and Staff Housing Projects not commenced.
Infrastructure - Roads	530,500	62.0%	▲	Timing	Road Projects recently commenced.
Infrastructure - Public Facilities	247,900	41.6%	▲	Timing	Refuse and Recycling project recently commenced and Park and Recreation Improvements under review.
Infrastructure - Footpaths	0		▲	Timing	No Reportable Variance.
Infrastructure - Drainage	19,703	59.4%	▲	Timing	Drain Kestrals and Sump Upgrade projects completed, drainage upgrades under review.
Infrastructure - Streetscapes	7,500	100.0%	▼	Timing	Overlander Light Relocation yet to commence
Heritage Assets	20,000	100.0%	▲	Timing	Stables refurbishment under review
Plant and Equipment	502,438	66.9%	▲	Timing	Excavator now being repaired and EMFA and EMCD vehicles to be reviewed in June 18.
Furniture and Equipment	6,173	34.9%	▲	Timing	Underspend compared to YTD budget

Confirmed at the Ordinary Council meeting held on the 27 April 2018 – Signed by the President Cr Cowell _____

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 28 February 2018				
Note 3: NET CURRENT FUNDING POSITION				
		Positive=Surplus (Negative=Deficit)		
	Note	28th Feb 2018	30th June 2017	28th Feb 2017
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	2,402,562	2,096,415	1,766,560
Cash Restricted	4	1,203,879	1,909,228	902,976
Receivables - Rates	6	160,822	21,187	156,612
Receivables -Other	6	134,882	123,224	271,146
Interest / ATO Receivable		20,844	6,948	225
Inventories		218,244	187,603	162,028
		4,141,233	4,344,605	3,259,547
Less: Current Liabilities				
Payables		(230,606)	(534,870)	(29,909)
Royalties for Regions Funding				(197,101)
Accruals			(43,154)	
Provisions		(203,734)	(203,734)	0
		(434,340)	(781,758)	(227,010)
Less: Cash Reserves	7	(1,203,879)	(1,238,250)	(902,976)
Net Current Funding Position		2,503,014	2,324,597	2,129,561



Comments - Net Current Funding Position

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

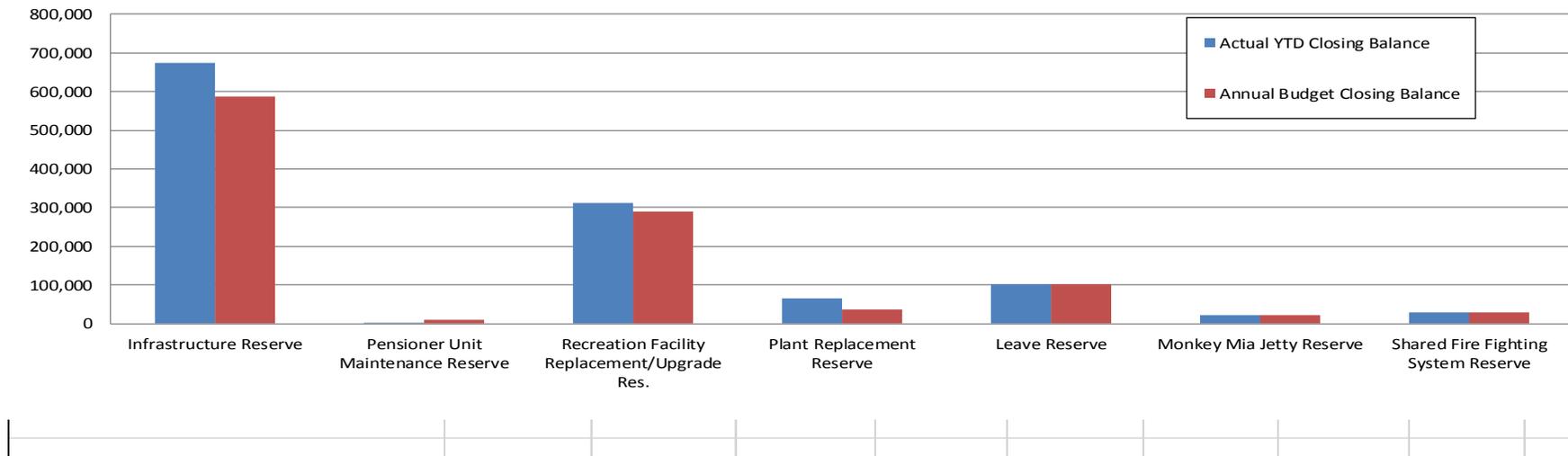
Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 28 February 2018							
Note 4: CASH AND INVESTMENTS							
	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.10%	83,392			83,392	Bankwest	At Call
Reserve Bank Account	0.00%		3,879		3,879	Bankwest	At Call
Telenet Saver	1.10%	1,018,370			1,018,370	Bankwest	At Call
Trust Bank Account	0.00%			9,703	9,703	Bankwest	At Call
Cash On Hand		800			800		On Hand
(b) Term Deposits							
Municipal Investment	2.35%	1,300,000			1,300,000	Bankwest	16/04/2018
Reserve Investment	2.35%		1,200,000		1,200,000	Bankwest	30/04/2018
Total		2,402,562	1,203,879	9,703	3,616,144		
Comments/Notes - Investments							

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 28 February 2018									
<u>Note 7: Cash Backed Reserve</u>									
2017-18									
Name	Opening Balance	Annual Budget Interest Earned	Actual Interest Earned	Annual Budget Transfers In (+)	Actual Transfers In (+)	Annual Budget Transfers Out (-)	Actual Transfers Out (-)	Annual Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Infrastructure Reserve	725,034	15,000	8,688	107,240	0	(260,628)	(58,692)	586,646	675,030
Pensioner Unit Maintenance Reserve	732	70	10	10,000	0	0	0	10,802	742
Recreation Facility Replacement/Upgrade Res.	307,765	6,500	3,952	0	0	(23,750)	0	290,515	311,717
Plant Replacement Reserve	55,128	2,500	758	335,000	335,000	(356,203)	(326,000)	36,425	64,886
Leave Reserve	100,199	1,800	1,282	0	0	0	0	101,999	101,481
Monkey Mia Jetty Reserve	21,122	400	270	0	0	0	0	21,522	21,392
Shared Fire Fighting System Reserve	28,269	540	362	0	0	0	0	28,810	28,631
	1,238,249	26,810	15,322	452,240	335,000	(640,581)	(384,692)	1,076,719	1,203,879

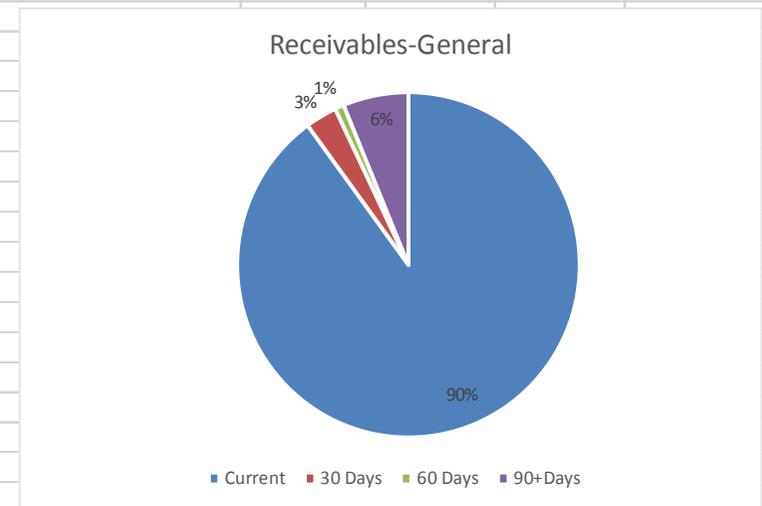
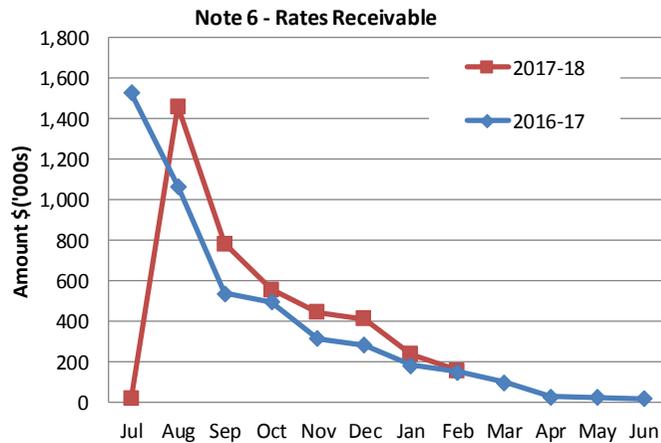
Note 7 - Year To Date Reserve Balance to End of Year Estimate



MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 28 February 2018				
Note 6: RECEIVABLES				
Receivables - Rates Receivable	28th Feb 2018	30 June 2017	Receivables - General	Current 30 Days 60 Days 90+Days
	\$	\$		\$ \$ \$ \$
Opening Arrears Previous Years	21,187	25,814	Receivables - General	119,816 3,991 1,127 8,242
Levied this year	1,566,223	1,520,406	Total Receivables General Outstanding	133,175
Less Collections to date	(1,426,588)	(1,525,033)	Amounts shown above include GST (where applicable)	
Equals Current Outstanding	160,822	21,187		
Net Rates Collectable	160,822	21,187		
% Collected	89.87%	98.63%		



Comments/Notes - Receivables Rates

No major issues at this time .

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 28 February 2018					
Note 7a: Cash Backed Reserve Detail - Amended Budget					
2017-18	Opening Balance	Source of Funds	Transfers In (+)	Transfers Out (-)	Closing Balance
Name					
Infrastructure Reserve	\$ 725,034		\$	\$	\$
Interest		Investment	15,000		
Transfer of funds		General Revenue	107,240		
Staff Housing				3,977	
Abultion Depot				10,000	
Drain Kestrals				4,715	
Hughes Street Sump				10,000	
Footpath Upgrades				50,000	
Old Jail and Stables 16-17				1,936	
Netta's Beach Toilet				150,000	
Westend Carpark to DOT Carpark Limestone Wall/Beach Upgrade				30,000	
	725,034		122,240	260,628	586,646
Pensioner Unit Maintenance Reserve	732				
Interest		Investment	70		
Transfer of Funds		General Revenue	10,000		
Upgrade to Units					
	732		10,070	0	10,802
Recreation Facility Replacement/Upgrade Res.	307,765				
Interest		Investment	6,500		
Charlie Sappie Park				13,750	
Pioneer Park Improvements				10,000	
	307,765		6,500	23,750	290,515
Plant Replacement Reserve	55,128				
Interest		Investment	2,500		
Depreciation		General Funds	335,000		
CEO Vehicle				28,000	
EMFA Vehicle				7,000	
EMCD Vehicle				7,000	
Vehicle Ranger				25,000	
Dual Cab Truck 5T				90,000	
Excavator				155,000	
Country Supervisor- Dual Cab Ute				28,000	
Major Plant Items				16,203	
	55,128		337,500	356,203	36,425
Leave Reserve	100,199				
Interest		Investment	1,800		
Transfer of Funds		General Funds	0		
LSL Taken					
	100,199		1,800	0	101,999
Monkey Mia Jetty Reserve	21,122				
Interest		Investment	400		
	21,122		400	0	21,522
Shared Fire Fighting System Reserve	28,270				
Interest		Investment	540	0	
	28,270		540	0	28,810
Total	\$1,238,250		\$479,050	\$640,581	\$1,076,719

Confirmed at the Ordinary Council meeting held on the 27 April 2018 – Signed by the President Cr Cowell _____

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 28 February 2018							
Note 8 CAPITAL DISPOSALS							
Budget Profit/(Loss) of Asset Disposal					Original Budget		
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 28 02 2018		
\$	\$	\$	\$		Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
					\$	\$	\$
				Plant and Equipment			
				Governance			
55,000	(3,750)	46,000	(5,250)	CEO Vehicle	(5,250)	(2,846)	2,404
34,765	(13,323)	28,000	6,559	EMFA Vehicle	6,559		(6,559)
37,866	(13,400)	28,000	3,534	EMCD Vehicle	3,534		(3,534)
				Law, Order, Public Safety			
32,000	(5,250)	20,000	(6,750)	Rangers Vehicle	(6,750)	(2,714)	4,036
				Transport			
51,000	(13,500)	30,000	(7,500)	Dual Cab Truck 5T	(7,500)		7,500
123,500	(10,356)	70,000	(43,144)	Excavator	(43,144)		43,144
32,000	(7,750)	23,000	(1,250)	Town Ute Single Cab	(1,250)	(1,941)	(691)
0	0	0	0	Denham Recreational Boat Ramp (DOT Asset) Retention Cost Transfer) (Actual Cash Based)	0	(3,721)	(3,721)
366,131	(67,329)	245,000	(53,802)		(53,802)	(11,222)	42,580
Comments - Capital Disposal/Replacements							

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay											
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
For the Period Ended 28 February 2018											
Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2017/18 Budget Rate Revenue \$	2017/18 Budget Interim Rate \$	2017/18 Budget Back Rate \$	2017/18 Budget Total Revenue \$	
NOTE 9: RATING INFORMATION											
RATE TYPE											
Differential General Rate											
GRV Rateable Property	0.094627	301	3,606,327	341,256	434	2	341,692	341,260			341,260
GRV Vacant	0.094627	17	337,194	31,908			31,908	31,910			31,910
GRV - Commercial	0.097244	43	2,041,030	198,478	-1,069		197,409	198,500			198,500
GRV - Industrial/Residential	0.104714	45	619,128	64,831			64,831	64,800			64,800
GRV Industrial /Residential Vacant	0.094627	2	17,099	1,618			1,618	1,619			1,619
GRV Rural Commercial	0.098348	5	304,201	29,917			29,917	29,918			29,918
GRV Resort	0.103811	2	1,112,800	115,521			115,521	115,520			115,520
UV General	0.194257	6	1,150,738	223,539	2,040	9,806	235,385	223,540			223,540
UV Mining	0.264952	1	6,990	1,852			1,852	1,852			1,852
UV Pastoral	0.133037	11	617,362	82,132			82,132	82,130			82,130
UV Exploration	0.254752	9	615,590	153,111		-118	152,993	156,823			156,823
Sub-Totals		442	10,428,459	1,244,163	1,405	9,690	1,255,258	1,247,872	0	0	1,247,872
Minimum Payment											
GRV Rateable Property	825.00	67	511,894	70,125			70,125	55,275			55,275
GRV Vacant	825.00	85	283,570	55,275			55,275	70,125			70,125
GRV - Commercial	825.00	25	154,340	20,625	1,650	7,528	29,803	20,625			20,625
GRV - Industrial/Residential	825.00	3	19,760	2,475			2,475	2,475			2,475
GRV Industrial /Residential Vacant	515.00	0	0	0			0	0			0
Rural Commercial	825.00	0	0	0			0	0			0
GRV Resort	825.00	0	0	0			0	0			0
UV General	860.00	5	8,160	4300	1720	7598	13,618	4,300			4,300
UV Mining	860.00	1	596	860			860	860			860
UV Pastoral	860.00	0	0	0			0	0			0
UV Exploration	860.00	0	0	860			860	0			0
Sub-Totals		186	978,320	154,520	3,370	15,126	173,016	153,660			153,660
Excess Rates 16/17 Impact							(22,549)				
Concessions							(177,763)				(177,285)
Amount from General Rates							1,227,962				1,224,247
Specified Area Rates							37,661				37,661
Totals							1,265,623				1,261,908
Comments - Rating Information											

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 28 February 2018								
10. INFORMATION ON BORROWINGS								
(a) Debenture Repayments								
Particulars	Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$
Loan 57 Monkey Mia Bore	194,230	0	14,457	29,210	179,773	165,020	2,383	8,460
Loan 53 - Staff Housing	43,286	0	20,953	20,960		22,326	1,215	2,000
Loan 56 - Staff Housing	63,544	0	8,294	16,850		46,694	1,662	3,900
	301,060	0	43,704	67,020	179,773	234,040	5,260	14,360

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

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 28 February 2018								
Note 11: GRANTS AND CONTRIBUTIONS								
Program/Details	Grant Provider	Approval	2017-18 Annual Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received/Invoiced	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	694,911	0	520,705	0	504,302	16,403
Grants Commission - Roads	WALGGC	Y	183,748	0	137,367	0	169,558	(32,191)
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	7,510	0	5,631	0	3,755	1,876
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Y	40,000	0	30,000	0	13,585	16,415
Coastal Hazards Identification	Department of Planning	Y	15,000	0	15,000	0	0	15,000
Coastal Hazard Risk Management	WA Planning Commission	Y	0	0	0	0	32,500	(32,500)
RECREATION AND CULTURE								
Tourism WA WIFI Contribution	Tourism WA	Y	7,097	0	7,097	0		7,097
Community Bus	Lotterywest	N	150,000	0	0	150,000	0	150,000
The Battle off Shark Bay	Department of Environment & Energy	Y	79,760	0	0	79,760	0	79,760
Tourism WA RVCSGP Grant	Tourism WA	Y	0	0	0	0	24,879	(24,879)
TRANSPORT								
Road Preservation Grant	State Initiative - Main Roads WA	Y	57,908	0	57,908	0	57,908	0
Useless Loop Road - Mtce	Main Roads WA	Y	315,000	0	252,000	0	252,000	0
Contributions - Road Projects	Pipeline	Y	8,350	0	8,350	0	0	8,350
Roads To Recovery Grant - Cap	Roads to Recovery	Y	199,877	0	0	0	0	0
RRG Grants - Capital Projects	Regional Road Group	Y	472,610	0	0	378,694	245,288	133,406
ECONOMIC SERVICES								
Contribution - Monkey Mia	Dept. of Parks and Wildlife	N	50,000	0	50,000	0	0	50,000
Destination Shark Bay Brand Dev.	Gascoyne Development Commission	Y	20,000	0	20,000	0	20,000	0
Community Engagement Team Building	Dept. of Local Sport and Cultural Communities	Y	0	0	0	0	19,282	(19,282)
Thank A Volunteer Day	Dept. Of Local Government and Communities	Y	1,000	0	1,000	0	2,700	(1,700)
TOTALS			2,302,771	0	1,105,058	608,454	1,345,757	367,755
			Operating		1,105,058		1,100,469	
			Non-operating		608,454		245,288	
					1,713,512		1,345,757	
Comments - Operating and Non Operating Grants								

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Shire of Shark Bay					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 28 February 2018					
Note 12: TRUST FUND					
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 17	Amount Received	Amount Paid	Closing Balance 28-Feb-18	
	\$	\$	\$	\$	
CTF Levy	0	2324	(2,084)	240	
Library Card Bond	50	200	(250)	0	
Bookeasy- Sales	0	292,035	(292,035)	0	
Kerb/Footpath Deposit	4,300	999	(1,000)	4,299	
Bond Key	2,080	1,360	(1,720)	1,720	
Hall Bond	0	0	0	0	
Police Licensing	1,393	209,048	(209,207)	1,234	
Election Deposit	0	560	(560)	0	
Marquee Deposit	0	0	0	0	
Building Licence Levy	0	2,133	(2,133)	0	
Road Reserve - Hughes Street	2,000	0	0	2,000	
Rates Unidentified Deposit	210	0	0	210	
Tour Sales	0	2,821	(2,821)	0	
	10,033	511,480	(511,810)	9,703	

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

CAPITAL WORKS PROGRAM 2017/18								
Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
Land and Buildings								
Buildings								
Housing								
Staff housing Capital Works								
Staff Housing - 5 Spaven Way	1.2.4	CEO	(10,000)	(8,335)	0	(8,335)	0	Progressing
Staff Housing - 65 Brockman St	1.2.4	EMCD	(10,000)	(8,335)	(9,950)	1,615	9,950	Complete
Staff Housing - 51 Durlacher St	1.2.4	EMFA	(10,000)	(8,335)	(5,191)	(3,144)	5,191	Progressing
Staff Housing - 80 Durlacher St	1.2.4	EMCD	(10,000)	(8,335)	0	(8,335)	0	Progressing
Pensioner Units Capital	3.7.1	EMCD	(20,000)	(16,665)	0	(16,665)	0	Progressing with Kitchen and Floor Fitouts
Housing Total			(60,000)	(50,005)	(15,141)	(34,864)	15,141	
Recreation and Culture								
Denham Town Hall	3.7.1	EMCD	(20,000)	(13,736)	0	(13,736)	0	Project to be reviewed at later date
Recreation Centre Signage	3.7.1	EMCD	(15,000)	(15,000)	0	(15,000)	0	Project to be reviewed at later date
Town Oval Toilets	3.7.1	EMCD	(25,000)	(16,664)	0	(16,664)	0	Project to be reviewed at later date
Recreation and Culture Total			(60,000)	(45,400)	0	(45,400)	0	
Transport								
Depot- New Ablution	3.7.1	WKM	(20,000)	0	0	0	0	Project to commence shortly
Transport Total			(20,000)	0	0	0	0	
Land and Buildings Total			(140,000)	(95,405)	(15,141)	(80,264)	15,141	
Drainage/Culverts								
Transport								
Drainage upgrades	1.1.2	WKM	(30,000)	(20,000)	0	(20,000)	0	Project to be reviewed at later date
Drain Kestrals - Foreshore	1.1.2	WKM	(4,715)	(3,144)	(3,441)	297	0	Complete
Hughes Street Sump Upgrade	1.1.2	WKM	(10,000)	(10,000)	(10,000)	0	10,000	Complete
Drainage/Culverts Total			(44,715)	(33,144)	(13,441)	(19,703)	10,000	
Footpaths								
Transport								
Footpath Construction-Denham Footpath Plan	1.1.2	WKM	(50,000)	0	0	0	0	Project yet to commence
Footpaths Total			(50,000)	0	0	0	0	

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
Furniture & Office Equip.								
Governance								
New Photocopier	1.1.2	EMFA	(11,000)	(11,000)	(10,271)	(729)		Complete
Governance Total			(11,000)	(11,000)	(10,271)	(729)	0	
Recreation And Culture								
Discovery Centre - Furniture & Equipment	2.4.1	EMCD	(10,000)	(6,664)	(1,220)	(5,444)	1,220	Progressing as required
Recreation And Culture Total			(10,000)	(6,664)	(1,220)	(5,444)	1,220	
Furniture & Office Equip. Total			(21,000)	(17,664)	(11,491)	(6,173)	1,220	
Heritage Assets								
Recreation And Culture								
Refurbishment of Old Stables - c/fwd	2.2.2	WKM	(20,000)	(20,000)	0	(20,000)	0	Project to be reviewed at later date
Recreation And Culture Total			(20,000)	(20,000)	0	(20,000)	0	
Heritage Assets Total			(20,000)	(20,000)	0	(20,000)	0	
Plant , Equipment and Vehicles								
Governance								
CEO Vehicle	1.1.2	CEO	(74,000)	(74,000)	(60,081)	(13,919)		Complete
EMFA Vehicle	1.1.2	EMFA	(35,000)	(35,000)	0	(35,000)		To be reviewed in June 2018
EMCD Vehicle	1.1.2	EMCD	(35,000)	(35,000)	0	(35,000)		To be reviewed in June 2018
Total Governance			(144,000)	(144,000)	(60,081)	(83,919)	0	
Law, Order and Public Safety								
Ranger Vehicle	1.1.2	WKM	(45,000)	(45,000)	(39,252)			Complete
Total Law, Order and Public Safety			(45,000)	(45,000)	(39,252)	0	0	
Recreation and Culture								
Community Bus	1.1.6	WKM	(150,000)	(150,000)	0	(150,000)	0	Project to be reviewed at later date
Recreation and Culture			(150,000)	(150,000)	0	(150,000)	0	
Transport								
Dual Cab Truck 5T	1.1.6	WKM	(120,000)	(120,000)	(107,511)	(12,489)		Complete
Excavator	1.1.6	WKM	(225,000)	(225,000)	0	(225,000)		Excavator is being repaired not replaced
Dual Cab Ute - Country	1.1.6	WKM	(51,000)	(51,000)	(39,933)	(11,067)		Complete
Camp Upgrades 16-17	1.1.6	WKM	(3,000)	(3,000)	(354)	(2,646)		Complete
Major Plant Items	1.1.6	WKM	(20,000)	(13,336)	(1,767)	(11,569)		Progressing as required
Transport Total			(419,000)	(412,336)	(149,565)	(262,771)	0	
Plant , Equipment and Vehicles Total			(758,000)	(751,336)	(248,898)	(496,690)	0	

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	2016/17 Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
Public Facilities								
Community Amenities								
Refuse Tip and Recycling	2.4.2	WKM	(388,341)	(375,005)	(307,665)	(67,340)	0	Project underway
Community Amenities Total			(388,341)	(375,005)	(307,665)	(67,340)	0	
Recreation And Culture								
Recreation Grounds	3.2.2	WKM	(25,000)	(15,359)	0	(15,359)		Project to be reviewed at later date
Charlie Sappie Park	2.2.1	WKM	(13,750)	(9,168)	(732)	(8,436)	732	Project to be reviewed at later date
Pioneer Park Improvements	3.2.2	WKM	(10,000)	(10,000)	(228)	(9,772)	228	Project recently commenced
Westend Carpark to DOT Carpark Limestone Wall and	3.2.3	WKM	(30,000)	(30,000)	(29,646)	(354)		Complete
Netta's Beach Toilet	3.2.2	WKM	(150,000)	(150,000)	0	(150,000)		Project to be reviewed at later date
Town Oval Bore C/F 16-17	3.7.1	WKM	(7,030)	(7,030)	(10,391)	3,361	10,391	Project currently under review due to bore issues
Recreation And Culture Total			(235,780)	(221,557)	(40,997)	(180,560)	11,351	
Public Facilities Total			(624,121)	(596,562)	(348,662)	(247,900)	11,351	

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
Roads (Non Town)								
Transport								
R2R Knight Terrace 16-17	1.1.6	WKM	(148,283)	(148,283)	(148,283)		148,283	Complete
R2R Old Knight Terrace 16-7	1.1.6	WKM	(35,462)	(35,462)	(37,067)		37,067	Complete
R2R Projects 17/18	1.1.6	WKM	(199,876)	(199,877)	0			
Useless Loop Road - RRG 17-18	1.1.6	WKM	(459,915)	(306,608)	(140,380)		140,380	Project progressing.
Nanga Road - RRG 17-18	1.1.6	WKM	(159,000)	(106,000)	0		0	Main Roads are currently outsourcing to contractors
Ocean Park Road - RRG 17-18	1.1.6	WKM	(90,000)	(60,000)	0		0	Main Roads are currently outsourcing to contractors
Transport Total			(1,092,536)	(856,230)	(325,730)	0	325,730	
Roads (Non Town) Total			(1,092,536)	(856,230)	(325,730)	0	325,730	
Streetscapes								
Economic Services								
Overlander - Solar Light Improvements	2.1.3	EMCD	(7,500)	(7,500)	0	(7,500)	0	Project yet to commence
Economic Services Total			(7,500)	(7,500)	0	(7,500)	0	
Capital Expenditure Total			(2,757,872)	(2,377,841)	(963,363)	(878,230)	363,442	

28 MARCH 2018

14.3 REVIEW OF METHOD OF VALUATION – LOT 501 MONKEY MIA ROAD
P4347

AUTHOR

Executive Manager Finance and Administration

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Capewell
Seconded Cr Laundry

Council Resolution

That Council make application to the Minister for Local Government to change the method of valuation of Lot 501 P55359 Monkey Mia Road from Unimproved Value to Gross Rental Value with effect from 1 July 2018.

6/0 CARRIED

BACKGROUND

Lot 501 on Monkey Mia Road has been identified as requiring a change to the method of valuation from Unimproved Value (UV) to Gross Rental Value (GRV) due to their predominant use being other than for rural purposes.

Lot 501 is adjacent to lot 130 which is the original Monkey Mia lease and forms part of the new lease with RAC.

Section 6.28 refers to the method of valuation of land as follows:

- (1) *The Minister is to —*
 - (a) *determine the method of valuation of land to be used by a local government as the basis for a rate; and*
 - (b) *publish a notice of the determination in the Government Gazette.*
- (2) *In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —*
 - (a) *where the land is used predominantly for rural purposes, the unimproved value of the land; and*
 - (b) *where the land is used predominantly for non-rural purposes, the gross rental value of the land.*

COMMENT

Lot 501 P55359 Monkey Mia Road was originally a Crown Lease that was identified for the extension and redevelopment of the Monkey Mia Dolphin Resort.

Once it has been developed, it is intended for this lot to form part of the adjoining resort complex being Lot 130 P54332.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Its zoning and land use is Caravan Park. The lot is currently being developed in accordance with the planning approvals and lease conditions are being constructed.

The area is currently valued as Unimproved Value and it is felt that given the nature of its predominant use as a resort then it should be valued as Gross Rental Value.

The adjacent Lot 130 which is the original Monkey Mia Dolphin Resort lease area is valued on a GRV basis.

The current unimproved valuation for Lot 501 is \$400,000 and the associated rate in the dollar decided by council makes the rates payable on this property in the 2017/18 year \$77,7028.80.

Council in recognising the inequity of this rating inequity has been applying an annual concession which in the 2017/18 year is \$73,817.66 making an amount payable of \$3,885.14.

Should the property be valued on a GRV basis the valuation would be \$20,000 (being 5% of UV) and hence the rate assessment would be \$5,524.44 based on the 2017/18 rate in the dollar for GRV Resort.

LEGAL IMPLICATIONS

Section 6.28 of the Local Government Act 1995 refers to the method of valuation of properties.

The Department of Local Government Operational Guideline No 2 – Changing Methods of Valuation of Land also applies.

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

There will be no effect on Council's finances as a result of a change in the method of valuation for Lot 501 P55359 as this assessment has not been included in Council's rate yield for the 2017/18 budget.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

This is a medium risk item. Should Council resolve not to seek a review of the method of valuation on these properties, there could be an impact on interest of commercial operators to take up tourism opportunities in this area due to the high level of rates that would be charged.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author
Chief Executive Officer

A Pears
P Anderson

28 MARCH 2018

Date of Report 15 March 2017

15.0 TOWN PLANNING REPORT

15.1 Planning Application and Permit Application for Kitesurfing School on Unallocated Crown Land at Netta's Beach and Nicholson Point

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Moved Cr Capewell
Seconded Cr Bellottie

Councillor Motion

That Council:

1. Note the request by the applicant for waiver of the \$147.00 planning application and choose Option 1, Support the fee waiver request for the planning application, as outlined in this report.
2. Determine that the proposed land use of a 'kite surfing school' is consistent with the objectives of the Rural zone and is therefore permitted.

This only relates to a portion of the Unallocated Crown Land at Netta's Beach.

3. Note that there is broad discretion to approve the kite surfing school within local scheme reserves at Nicholson Point and Netta's Beach under the Shire of Shark Bay Local Planning Scheme No 3.
4. Approve the planning application (No 6/2018) lodged by Mr Damien Gelu for a kite surfing school on Unallocated Crown Land at Nicholson Point and Netta's Beach subject to the following conditions and footnotes:

Conditions:

- (i) All activities are to be carried out within the Unallocated Crown Land shown on the plans submitted that form part of this application.
- (ii) If any signage is to be displayed, the applicant is to lodge a detailed signage plan for separate written approval by the Chief Executive Officer. The signage plan shall show the location of any signs and size/ type of signs.
- (iii) Any signs associated with the proposal must be portable and only be displayed for the duration of kite surfing lessons.

Footnotes:

- (a) In regards to Condition (i), it is noted that the plans showing the areas to be used for kite surfing lessons are consistent with those that form part a Licence issued separately by the Department of Planning, Lands and Heritage.
- (b) This Planning Consent does not negate the need for the applicant to comply with all separate legislation. The applicant will need to continue

28 MARCH 2018

to obtain separate valid commercial operation licences from the Department of Biodiversity, Conservation and Attractions. It is noted that the current licence is valid until the 28 February 2019.

- (c) Please be advised that the area at Nicholson Point is in close proximity to registered Aboriginal Heritage sites which are protected under the *Aboriginal Heritage Act 1972*. The Department of Planning, Lands and Heritage maintains a register of significant places which is available via the Aboriginal Heritage Inquiry System (AHIS) which is an internet based search tool. Any site disturbance or damage should be reported directly to the Department.
5. On receipt of payment of the \$250.00 Permit application fee and Indemnity Insurance, authorise the Chief Executive Officer to issue a Permit under the Shire of Shark Bay 'Activities on Thoroughfares and Public Places Local Law' for a Mr Damien Gelu for a kite surfing school on Unallocated Crown Land at Nicholson Point and Netta's Beach subject to the following conditions and footnotes:
- (i) This Permit is valid for 12 months from the date of this approval.
 - (ii) Any signs associated with the proposal must be portable and only be displayed for the duration of kite surfing lessons.

Footnote:

Please be advised that you will need to apply for a renewal for the permit annually.

6. Note that the Chief Executive Officer has the power to issue Permit renewals as an 'authorised person' in accordance with the Shire of Shark Bay 'Activities on Thoroughfares and Public Places Local Law' under delegated authority from Council in accordance with the Shire's Register of Delegations.

The vote was cast and resulted in a tied vote

3/3 TIED

The President exercised a casting vote and the item was recorded as

3 / 4 LOST

AMENDMENT TO MOTION

Reason: Council felt that as the motion was lost it was not their intent that the whole motion be lost only part 1 of the motion. Council decision was to split the motion into parts. The Council also considered that the waiving of any fee would set undesirable precedent.

Moved Cr Capewell
Seconded Cr Ridgley

Council Resolution

1. **Determine that the proposed land use of a 'kite surfing school' is consistent with the objectives of the Rural zone and is therefore permitted.**

28 MARCH 2018

This only relates to a portion of the Unallocated Crown Land at Netta's Beach.

2. Note that there is broad discretion to approve the kite surfing school within local scheme reserves at Nicholson Point and Netta's Beach under the Shire of Shark Bay Local Planning Scheme No 3.
3. Approve the planning application (No 6/2018) lodged by Mr Damien Gelu for a kite surfing school on Unallocated Crown Land at Nicholson Point and Netta's Beach subject to the following conditions and footnotes:

Conditions:

- (i) All activities are to be carried out within the Unallocated Crown Land shown on the plans submitted that form part of this application.
- (ii) If any signage is to be displayed, the applicant is to lodge a detailed signage plan for separate written approval by the Chief Executive Officer. The signage plan shall show the location of any signs and size/ type of signs.
- (iii) Any signs associated with the proposal must be portable and only be displayed for the duration of kite surfing lessons.

Footnotes:

- (a) In regards to Condition (i), it is noted that the plans showing the areas to be used for kite surfing lessons are consistent with those that form part a Licence issued separately by the Department of Planning, Lands and Heritage.
 - (b) This Planning Consent does not negate the need for the applicant to comply with all separate legislation. The applicant will need to continue to obtain separate valid commercial operation licences from the Department of Biodiversity, Conservation and Attractions. It is noted that the current licence is valid until the 28 February 2019.
 - (c) Please be advised that the area at Nicholson Point is in close proximity to registered Aboriginal Heritage sites which are protected under the *Aboriginal Heritage Act 1972*. The Department of Planning, Lands and Heritage maintains a register of significant places which is available via the Aboriginal Heritage Inquiry System (AHIS) which is an internet based search tool. Any site disturbance or damage should be reported directly to the Department.
4. On receipt of payment of the \$250.00 Permit application fee and Indemnity Insurance, authorise the Chief Executive Officer to issue a Permit under the Shire of Shark Bay 'Activities on Thoroughfares and Public Places

28 MARCH 2018

Local Law' for a Mr Damien Gelu for a kite surfing school on Unallocated Crown Land at Nicholson Point and Netta's Beach subject to the following conditions and footnotes:

- (i) **This Permit is valid for 12 months from the date of this approval.**
- (ii) **Any signs associated with the proposal must be portable and only be displayed for the duration of kite surfing lessons.**

Footnote:

Please be advised that you will need to apply for a renewal for the permit annually.

- 5. **Note that the Chief Executive Officer has the power to issue Permit renewals as an 'authorised person' in accordance with the Shire of Shark Bay 'Activities on Thoroughfares and Public Places Local Law' under delegated authority from Council in accordance with the Shire's Register of Delegations.**

6/0 CARRIED

BACKGROUND

- *Previous Council consideration (June 2017)*

Mr Damien Barret-Gelu met with Community Development staff on the 17 February 2017 to discuss a proposed kitesurfing school.

The proponent lodged a letter dated the 15 June 2017 outlining the proposal, and indicated interest in Nicholson Point.



Extract from letter dated 15 June 2017

The June 2017 resolution was as follows:

'That Council request Shire administration to write to Mr Barrett-Gelu advising that the area he has identified is Unallocated Crown Land and approval to conduct a commercial activity from State Lands should be referred to the Department of Lands.

28 MARCH 2018

Mr Barrett-Gelu be advised that the operation of a commercial activity from the area identified (Nicholson Point) in his correspondence may require planning approval dependent upon the activities he proposes to undertake at the site. ‘

- *Proposed licence areas to access Unallocated Crown Land*

Council has previously been advised of consultation by the Department of Planning, Lands and Heritage regarding a licence to Mr Damien Gelu to provide access to Unallocated Crown Land at Nicholson Point and Netta’s Beach to facilitate a Kitesurfing business.

The licence areas were supported by Council at the meeting held on the 28 February 2018. The Department of Planning, Lands and Heritage have now issued the licences.

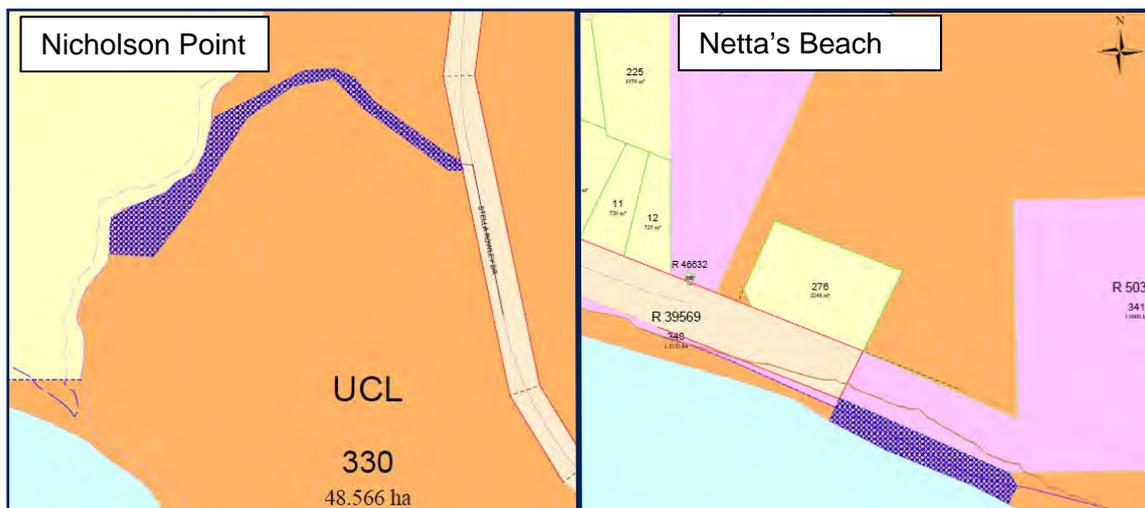
COMMENT

- *Proposed Planning Application*

Mr Damien Gelu seeks planning approval to operate a kitesurfing school at Nicholson Point and Netta’s Beach.

In regards to the planning application the applicant advises as follows:

- Shark Bay Kitesurfing has a licence from both the Department of Planning, Lands and Heritage, and the Department of Biodiversity, Conservation and Attractions.
- A planning application form has been signed by the Department of Planning, Lands and Heritage and Department of Biodiversity, Conservation and Attractions.
- Approval is sought to operate a kitesurfing school in the areas already licenced by Department of Planning, Lands and Heritage. The licence areas are shown in blue hatch.



In support of the proposal, the applicant has lodged a detailed report outlining:

- The business will be known as ‘Shark Bay Kitesurfing’ and is owned by the applicant, Mr Damien Gelu.

28 MARCH 2018

- ii. Shark Bay Kitesurfing is affiliated with Kiteboarding Australia, and Mr Gelu is a Level 1 kitesurfing instructor with over twenty years of experience in teaching sailing, wind surfing and kite surfing.
- iii. Management, equipment inspections, weather checks and risk management.

A copy of the report is included at the end of this report.

Although the applicant has not provided information on the extent of all activities proposed, the proponent has been advertising on the Shark Bay website - <https://kitebud.com.au/>

The website advertises:

- a) A Kite Camp in April and May 2018 where individuals can book private lessons for a time period of their choosing;
- b) There are also daily group lessons for 2 to 6 people who already have ability to ride upwind.

Transportation, meals, and accommodation are not provided. Kite surfing equipment is only provided for private lessons. Participants in group lessons have to provide and bring their own equipment.

- *Proposed Permit Application*

A Permit from the Shire of Shark Bay is required to trade in a public place under the 'Activities on Thoroughfares and Public Places Local Law'. The Local Law applies to both Netta's Beach and Nicholson Point as they are public places.

Concurrent to the planning application, Mr Gelu has lodged an application seeking a permit in accordance with the Shires Local Law.

The Permit for the kitesurfing lessons would cover the same areas as proposed in the planning application at Nicholson Point and Netta's Beach.

- *Officer Comment*

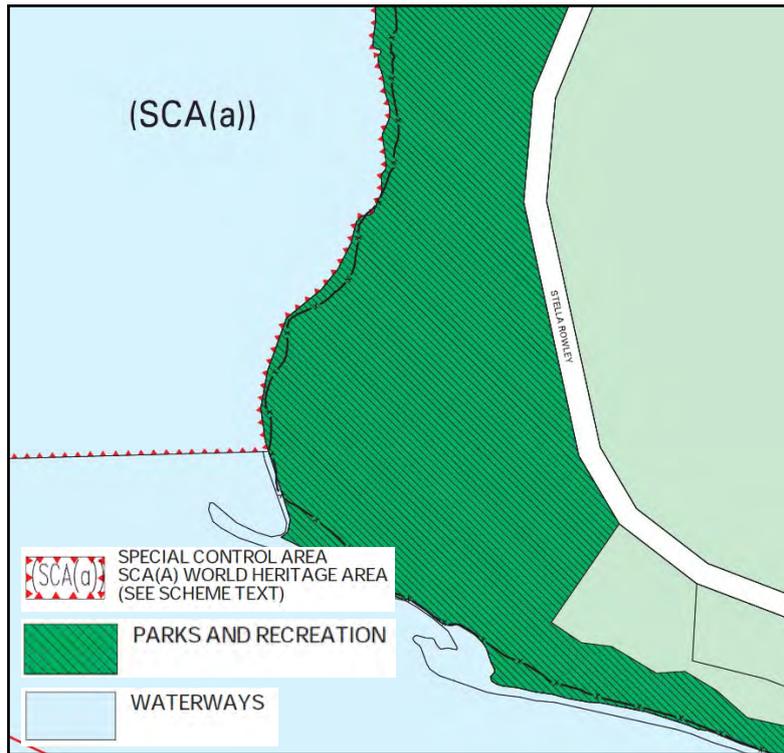
Town Planning Innovations has reservations over the lack of car parking, existing use as a dogs' beach and designated water ski area at Netta's Beach, which was outlined in the report to Council in February 2018.

Despite this it is recognised that Council has already supported the Licence areas to facilitate the kite surfing school, indicating that there is clear Council support for the proposal.

- *Zoning and Landuse Permissibility (Nicholson Point)*

The kitesurfing school proposed at Nicholson Point is within a local scheme reserve for Parks and Recreation. The adjacent ocean is a local scheme reserve for 'waterways' and is within the Special Control Area for the World Heritage Area.

28 MARCH 2018



Shire of Shark Bay Local Planning No 3 zoning map

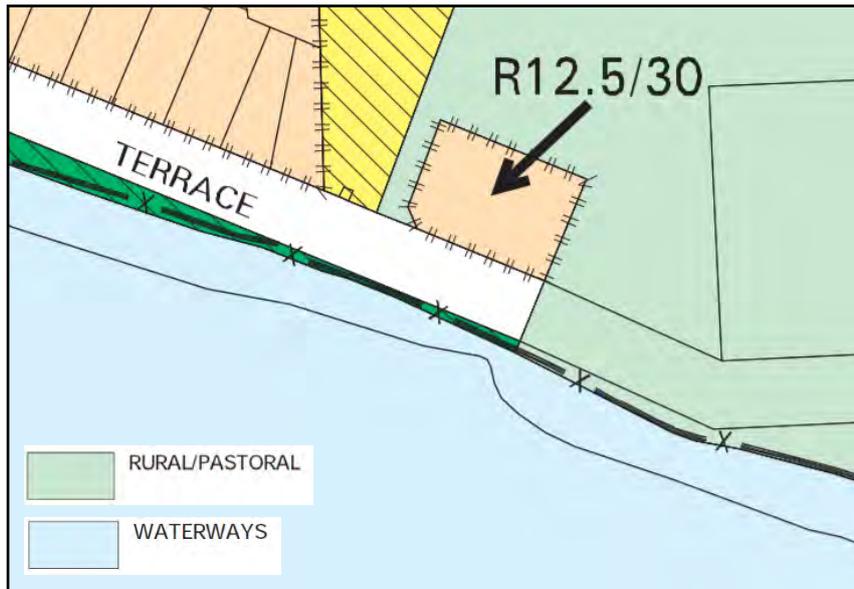
Council has broad discretion to consider any land use within the local scheme reserves at Nicholson Point, as long as due regard is given to the purpose of the reserve (however it is Unallocated Crown Land).

- *Zoning and Land Use Permissibility (Netta's Beach)*

The proposed licence at Netta's Beach traverses the Rural zone and adjacent Local Scheme reserve for waterways – refer map below.

For the activities proposed in the 'Rural' zone, Council has to consider the most appropriate land use classification and permissibility. Ordinarily land use permissibility's are largely dictated by the Zoning Table in the Scheme.

28 MARCH 2018



Shire of Shark Bay Local Planning No 3 zoning map

The proposed land use of teaching kite surfing does not readily fall under any existing land use definition in the Scheme. It is therefore recommended that the kite surfing school be considered as a 'Use Not Listed' in accordance with Clause 4.4.2 of the Scheme.

In considering a Use Not Listed that does not fall under any other land use definition, Council has three options:

- A. Determine that the use is consistent with the objectives of the Rural zone and is therefore permitted; or
- B. Determine that the use may be consistent with the with the objectives of the Rural zone, and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or
- C. Determine the use is not consistent with the objectives of the Rural zone and is therefore not permitted.

Town Planning Innovations recommends Option A for the following reasons:

- The proposed kite surfing school is a tourism related use. The proposal is consistent with the objective of the Rural zone '*to provide for low key tourism uses that are compatible with the operations of pastoral leases and the World Heritage Values*'.
- The main objectives of the Rural zone are aimed to protect pastoral leases. The proposal will have no impact on pastoral lease areas.
- Although a technical assessment has to consider the Rural zone objectives, it is noted that the location is complex as although the land is zoned Rural it is not used for agriculture and is Unallocated Crown Land.

Support for the kite surfing school as a permitted use in the Rural zone will set a precedent for any future similar applications. It is considered unlikely that a similar

28 MARCH 2018

future application with the same locational complexities will be received, therefore precedent is not a major concern.

- *Consultation*

No new consultation has occurred in regards to the current planning and permit applications.

The Shire has previously liaised with the Department of Biodiversity, Conservation and Attractions Parks and Wildlife Services and the Shark Bay World Heritage Advisory Committee in regards to the Department of Planning, Lands and Heritage licence areas.

- *Fee Waiver request*

Town Planning Innovations has liaised with the applicant to clarify a request that the Shire waive some of the applicable fees.

Mary Gelu has confirmed that the Permit application fee of \$250.00 will be paid however they seek Councils support to waive the planning application fee of \$147.00.

Mr Damien Gelu has advised that he seeks a fee waiver to allow him to operate for a 12 month trial period, to provide support and for the Shire to show how well new business ventures are encouraged in Shark Bay.

Council has two options as follows:

Option 1 Support the fee waiver request for the planning application

Legislation dictates the maximum planning fee that can be charged by the Shire however Council has discretion to charge no fee.

The \$147.00 fee does not cover the Shire's processing costs. In the past Town Planning Innovations has recommended fee waivers for community groups and non-profit organisations.

Support for waiving the fee will set a precedent for future water based applications.

Option 2 Request payment of the planning fee

Significant resources have been expended on this matter, and the Shire may request payment of the fee to help cover administration costs.

- *Aboriginal Heritage*

The proposed kite surfing area at Nicholson Point is in close proximity to registered Aboriginal Heritage sites.



Registered Aboriginal sites

It is recommended that a footnote be included on any planning approval to advise the applicant of their separate obligations to comply with the *Aboriginal Heritage Act 1972*.

LEGAL IMPLICATIONS

Shire of Shark Bay Local Planning Scheme No 3 – explained in the body of this report.

In regards to local scheme reserves, Council has to have due regard for the matters set out in Clause 10.2 and the ultimate purpose of the reserve.

Clause 10.2 outlines general planning considerations.

Planning and Development (Local Planning Schemes) Regulations 2015 –

Regulation 60 of the 'deemed provisions' requires that a person must not commence or carry out works on, or use, land in the Scheme area unless the person has obtained the development approval of the local government or it is exempt from the requirement for planning.

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

28 MARCH 2018

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 'Activities on Thoroughfares and Trading in Public Places Local Law' –

Division 1, Part 7 outlines the requirements to apply for a Permit.

Division 1, Clause 7.2 (1) allows the local government to approve an application for a permit unconditionally or subject to any conditions, or to refuse an application for a Permit.

Division 1, Clause 6.7 (2) outlines that the local government may waive any fee if the trading is carried out a portion of a public place adjoining the business of the applicant or by a charitable organisation.

Division 2, Clause 7.3 (i) outlines the local government may require public risk insurance.

Conservation and Land Management Act 1984 - Marine parks and reserves are created and managed by Parks and Wildlife Services.



The applicant has provided a copy of a Commercial Operations Licence (No HQ70309) issued by the Department of Biodiversity, Conservation and Attractions which is valid until the 28 February 2019.

POLICY IMPLICATIONS

There are no policy implications relative to this report.

FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for planning advice.

A planning application fee of \$147.00 applies as outlined in the report. There is a separate \$250.00 Permit application fee. Permits are issued yearly with 2017/2018 fees as per the table below.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

Local Government Property Local Law		
1. Low risk impact -Readily assessable - No advertising	250.00	Per Year
2. Medium risk impact/moderate time assessable/With advertising/No objections received	750.00	Per Year
3. High risk impact/Difficult assessment/Community objection/With advertising/Monitoring Required	1500.00	Per Year
4. Other, as determined by Council		

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

RISK MANAGEMENT

There may be risks associated with any potential conflict with public use of beaches, and a perceived loss of enjoyment for existing beach users.

Liability risk is minimised through the permit process under the Shires Local Laws. The applicant will need to provide public indemnity insurance prior to the issue of any Permit.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

23 March 2018

28 MARCH 2018

SHARK BAY KITESURFING

Permit application to teach kitesurfing lessons in Shark Bay

MISSION STATEMENT

Shark Bay Kitesurfing aims to promote the sport of kitesurfing, with a focus on best practice safety, rider enjoyment, as well as respect of the natural environment. We are committed to serving both our local community as well as visitors from around the world, teaching them the safest way to kitesurf, in a spectacular location. Shark Bay Kitesurfing's goal is to create independent riders, with an excellent level of knowledge and skills that will set them up for a lifetime of creating memories on the water.

DOCUMENT OBJECTIVES

Shark Bay Kitesurfing, a Kiteboarding Australia affiliated kitesurfing school, seeks to obtain permits to teach kitesurfing in Shark Bay. This document outlines the safe management and operational policies of the school as well as information relating to the locations that the permits are required for. This is a live document which will be updated on a required basis as operations develop.

MANAGEMENT OUTLINE

This section details the requirements for management of the school, including insurance and licensing requirements as well as overall maintenance of equipment.

1. Insurance Coverage
 - a. V-Insurance Group is the appointed insurance broker for Kiteboarding Australia (KA).
 - b. Requires maintaining Kiteboarding Australia accreditation. Re-accreditation is required every three years.
2. Permits
 - a. Shark Bay Shire
 - b. Department of Lands
 - c. Parks and Wildlife
3. Qualifications and Personnel

Damien Barrett Gelu is both the owner of Shark Bay Kitesurfing, as well as the instructor. He is a Kiteboarding Australia (KA) kite instructor - level 1. Damien has over twenty years of combined experience in teaching sailing, windsurfing and kitesurfing with Brises et Voile, (Sailing School, France) La Baule Nautic (Boat Company, France), école de voile Valentin (Sailing School, France) and independent customers in Shark Bay.

If additional kite surfing instructors are required they will be sourced from KA Australia, Fremantle. Licensing and registration requirements will be updated if the business employees any new personnel.

Page 1 of 13

28 MARCH 2018

SHARK BAY KITESURFING

Damien Barrett Gelu
Director / Instructor
Shark Bay Kitesurfing School
10 Hughes Street
SHARK BAY WA 6537

0476 203 818

ABN 91 670 526 393
Kiteboarding Australia Level 1 Instructor No. T5251
Senior First Aid
Skippers Ticket No. 154119

4. Maintenance of Equipment

- a. A visual inspection of kites and lines prior to each lesson.
- b. A visual inspection as well as freshwater cleaning of; bars, kites, boards, wetsuits and helmets after each day's lessons.

5. Compliance

- a. Review standard operating procedures and ensure up to date at least biannually and as required.
- b. Review risk management procedures and ensure up to date at least biannually and as required.
- c. Prepare notices setting out Standard Operating Procedures and include a Daily Routine.
- d. Review implementation of risk management and standard operating procedures on a weekly basis.

28 MARCH 2018

SHARK BAY KITESURFING

OPERATION PROCEDURE FOR LESSONS

This section sets out all the tasks necessary to undertake a lesson. This will be used as a checklist and printed off prior to the relevant stage of planning to ensure all the tasks are completed.

PRIOR TO ADVERTISING LESSONS (> 2 months prior to Kitesurfing Season)

- Review liability waiver form and ensure Risk Management Procedures and Emergency Action Plan are up to date in accordance with the Kiteboarding Australia Risk Management Template.
- Ensure adequate First Aid provision is in place, for Shark Bay Kitesurfing.
- Create Daily Routine cards setting out the operating procedures in an easy to use one page document or sign.

PRIOR TO LESSONS (> 2 weeks prior to season start)

Prior to any lessons the following activities will be undertaken:

- Check long range weather forecast and plan lessons accordingly.
- Lesson sign up forms are available prior to commencement of lessons. The student must complete a registration form as well as a liability waiver. This can be completed over the internet or in person.
- Confirm via registration form any potential medical issues or safety concerns about specific students.
- Confirmation of accreditation with Kiteboarding Australia.
- Ensure adequate First Aid provision is in place for Shark Bay Kitesurfing.

ON DAY OF LESSON

- Check local weather forecast for wind and tides.
- Allow for lesson registration for students who have not already completed the Shark Bay Kitesurfing registration form and liability waiver.
- Ensure Daily Routine cards are available to be displayed.

Shark Bay Kitesurfing will ensure students are taught in accordance with Kiteboarding Australia's best practice safety guidelines. Students' skill levels will be identified and a risk assessment of the lesson location in accordance with the S.H.O.E principles of surface,

28 MARCH 2018

SHARK BAY KITESURFING

hazards, environment and other people, will be undertaken to determine if the lesson can go ahead.

Shark Bay Kitesurfing's Three Minute Rule - With any location regardless of wind direction, our "duty of care" to our students, means we must be able to get to them within three minutes at all times. This is a standard water sports good practice guideline that must be adhered to.

WEATHER

The importance of reading weather forecasts with regards to tides, wind direction and its effect on lesson planning:

1. **Cross/Side shore:** This is the best wind direction for teaching students on a conventional beach. If conditions are cross shore they will tend to be steady not gusty. It allows students to get into the water and a safe distance from shore quickly. It also allows a good length of practice space whilst keeping a safe distance from shore. Caution must be taken for third parties and strict operational limits will be adhered to.
2. **Off-shore:** Offshore venues tend to provide gusty wind conditions. They can also 'disguise' real wind strength. Typically offshore locations are not suitable for kitesurfing learning although there are exceptions. Lagoons can provide effective offshore teaching, if a safe landing and downwind run-off plan is in place.
3. **On-shore:** On-shore locations can give good wind conditions and can be very suitable if water remains shallow for a long distance, as is the case in Shark Bay.

EQUIPMENT

Check kites, helmets, lines and jackets as well as safety equipment. Checks include:

- a. Check kite lines for fraying
- b. Check chicken loops are set properly and not filled with sand or getting stuck
- c. Check kites for fraying or material issues
- d. Check board fins are properly connected

Safety and First Aid equipment

- a. Paddle board
- b. An instructor bag will be close at hand when teaching. Its contents will include; first aid kit, line knife, helmet, the names of the students and any important medical information, binoculars, mobile phone, spare clothing/equipment for cold or sun burnt students. Sunscreen, water, blanket etc., emergency procedures check list and a white board or similar teaching aid.

INSTRUCTING A KITESURFING LESSON

Students will be briefed on the lesson plan and intended outcome. They will be taught a combination of both theory and practical, safe kitesurfing practices as per the Kiteboarding

Page 4 of 13

28 MARCH 2018

SHARK BAY KITESURFING

Australia Instructor Manual. A systematic approach is required and will include: safety equipment, kitesurfing right of way rules, wind safety, risk and hazard assessment of beach and water.

Kite equipment is chosen based on the wind strength, student's weight and current progress (i.e. for kite control only a small kite 7m is required independent of weight, however for board starts the student's weight as well as wind strength is taken into account).

Safety skills are taught to each student, prior to them using the kite. Once they have mastered the harness and bar safety features they will then proceed to kite skills. The instructor will launch and land the kite until each student has appropriate kite control. All basic kite control skills are taught with the instructor holding one hand on the back of the students harness and the other hand is available to assist in control of the kite where necessary. When other beach users and kite surfers are in close proximity the instructor will take over control of the kite to ensure it remains under control. Basic kite control skills are taught in shallow water until the student gains sufficient proficiency for land launching and landing.

INSTRUCTOR CODE OF CONDUCT

- Be a positive role model for all ages.
- Provide a safe environment for the conduct of the activity.
- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealing with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing a quality service.
- Refrain from any form of harassment of others.
- Refrain from any behavior that may bring Shark Bay Kitesurfing or Kiteboarding Australia into disrepute.
- Do not conduct any activities if you are under influence of alcohol or drugs or you are feeling mentally or physically unwell.
- Be attentive to your students or customers at all times.
- Respect other recreational and water users and work with them to ensure activities can be enjoyed by all.
- Partake in professional development to improve and maintain your skills and knowledge.

28 MARCH 2018

SHARK BAY KITESURFING

RISK MANAGEMENT

EMERGENCY ACTION PLAN

Will be clearly displayed at teaching location and condensed into a one page visual sign.

DO NOT PANIC.....STAY CALM

If you are a student or instructor and there has been an incident please follow these instructions:

1. STOP ACTIVITY
2. Gather group
3. Secure Area
 - a. Ensure personal safety.
 - b. Ensure safety of all students and anyone else involved, or in surrounding area.
4. If the incident requires a rescue to be enacted, first assess the use of a kite and if this is not feasible then use the paddle board and if necessary contact [000].
5. Assess situation and decide:
 - a. If MINOR injury – See below procedure (first aid and follow up)
 - b. If MAJOR injury – See below procedure (alert appropriate emergency services)

All head injuries must be followed up with a professional examination and are considered a MAJOR INJURY.

Do not attempt to move any persons with suspected back, neck or head injuries.

SHARK BAY KITESURFING

MAJOR INCIDENT

Should a major accident occur, involving injury, the following procedures will be implemented.

6. Alert appropriate emergency services using contact details below

Emergency services	000
Silver Chain Nursing Post	9948 1400
Police station	9948 1201
Pharmacist	9948 1220
Shark Bay Volunteer Marine Rescue	9948 1376 / 0429 481 446
SES Denham	9948 1360 / 0417 097 330

7. Information should be given in this order:
- Your name and exact Location
 - Number of Injured parties including severity of their injuries
 - Present situation including action taken to this point
8. Ask others in group or bystanders to assist in containing situation and to help with packing up kit.
9. Stay with casualty until further assistance arrives. DO NOT leave them alone. Do not attempt to move any persons with suspected back, neck or head injuries.
10. After any incident follow the reporting and recording procedures in conjunction with the Standard Operating Procedure and KA guidelines.

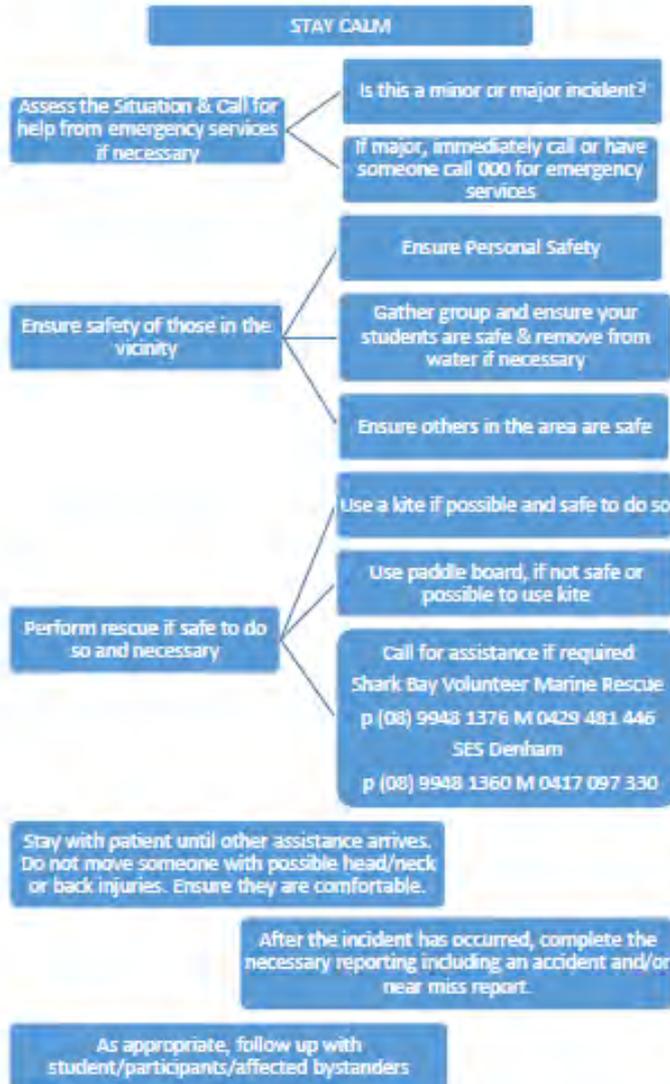
MINOR INCIDENT

Should a minor incident occur, the following procedures will be implemented.

DO NOT PANIC.....STAY CALM

- Assess situation and decide if any first aid is required or the student needs to be referred to a nurse or doctor.
- Information should be given in this order:
 - Your name and exact Location
 - Number of Injured parties including severity of their injuries
 - Present situation including action taken to this point
- Ask others in group or bystanders to assist in containing situation and to help with packing up kit.
- Then to assist with situation call:
 - Silver Chain Nursing Post: 9948 1400
- Stay with casualty until further assistance arrives if further assistance is necessary, or ensure they have assistance getting to a doctor or home, depending on severity of injury. DO NOT leave them alone.
- After any incident follow the reporting and recording procedures in conjunction with the Standard Operating Procedure and KA guidelines.

**SHARK BAY KITESURFING
EMERGENCY ACTION PLAN**



SHARK BAY KITESURFING

LOCATION RISK ASSESSMENT

KA Location Risk Assessment - Nicholson Point & Netta's Beach Shark Bay

- A description of the area

The proposed locations for the kite surfing lessons are Nicholson Point - Lot 330 Stella Rowley Drive and Netta's Beach, both in SHARK BAY WA 6537. Refer to Figure 1.

The current planning for Shark Bay Kitesurfing is that a maximum of one instructor will be using each area at any point in time. A minimum distance of 50m downwind will be maintained between beginners to ensure their safety is not compromised. The total distance for the teaching area is approximately 200m.

Rigging of the kite equipment will be undertaken in a dedicated area to ensure it has minimum impact on other beach users. Kite lines will be wound onto the bar and will not be left across the beach. Kite teaching will occur in shallow water for basic kite skills. Body dragging and water starts will be undertaken using a defined water entry point, turning point and water exit point. The kite surfing instructor will take control of the kite for all land based kite movements until the student has adequate control, and also if there are any members of the general public or other kites within a 50m radius downwind.

The location of both Nicholson point and Netta's beach is less than 3kms from the town centre and Silver Chain Nursing Post.



Figure 1.

SHARK BAY KITESURFING

Nicholson Point



Figure 2.

Netta's Beach



Figure 3.

28 MARCH 2018

SHARK BAY KITESURFING

List of other users of Nicholson Point and Netta's Beach

- 4x4 vehicles in the parking area
- Walkers
- Dogs
- Swimmers. The number of swimmers is significantly lower when the wind is strong enough for kite surfing.
- Windsurfers
- Kite surfers
- Paddle boarders
- Fisher people. The number of fisher people is significantly lower when the wind is strong enough for kite surfing.

Environmental Risk reducing strategies

Wind directions that are appropriate for teaching kitesurfing at Nicholson Point and Netta's Beach:

These locations can be kited:

Safely on the following wind conditions

- Southerly (cross on shore)
- South Westerly (on shore)
- Westerly (cross on shore)
- North Westerly (across)
- South Easterly (across)

Unsafe wind Directions for Kitesurfing this Location

- Easterly (cross offshore)
- North Easterly (offshore)
- Northerly (cross offshore)

28 MARCH 2018

SHARK BAY KITESURFING

Sun Awareness

All students will be given a safety talk on the importance of sun protection and hydration and the harshness of the Shark Bay sun, especially in summer. Water, sunscreen and shade will be provided and the use of rash vests recommended.

Insurance Cover

All students are automatically insured with KA Australia, through V-Insurance, as part of their lesson. http://www.vinsurancegroup.com/kiteboarding/pdf/summary-of-cover/summary-of-cover-kiteboarding_2017.pdf

Location Safety Details

Students will launch their kites in the dedicated launch zones as per Figures 2 and 3. They will be instructed on how much distance to keep between any obstacles such as moorings, rocks, dog walkers, jet-skis or swimmers and from which wind direction to launch their kite.

The instructor will watch for potential collisions and will not launch/land when dogs and their walkers are within 50m of the launch/land zone.

Students will wear suitable footwear to prevent any injuries from shells or debris on the beach or in the water.

The wind, tides and weather are key factors to successful kitesurfing and they will be monitored constantly to ensure that the students are taught in optimum kitesurfing conditions.

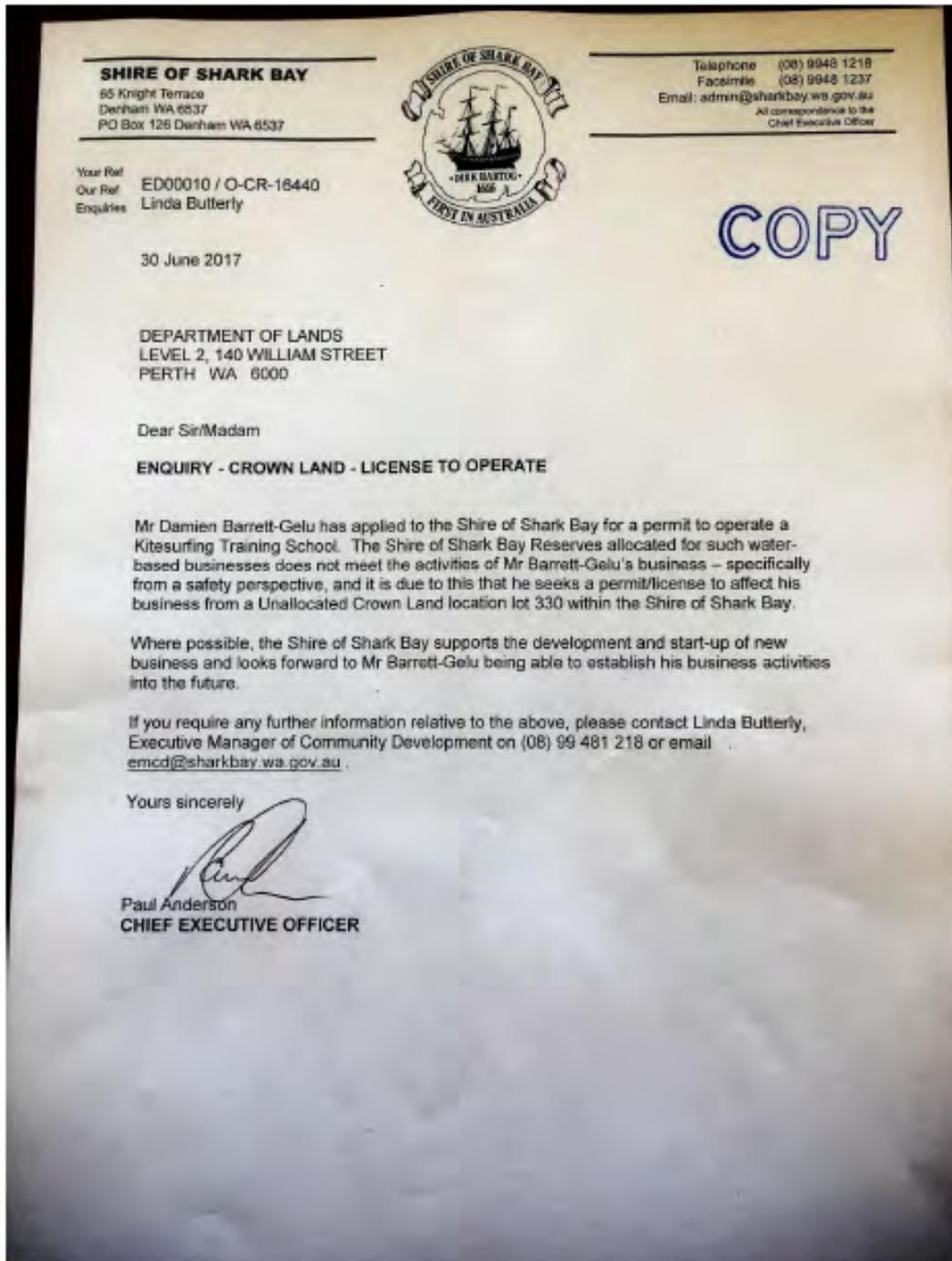
Environmental Responsibility

Shark Bay Kitesurfing is very environmentally aware. We understand the importance of caring for the spectacular locations in Shark Bay, where we will teach kitesurfing lessons. Our aim is to increase our students' understanding about their responsibility to care for and respect the natural environment, for their enjoyment as well future generations and also for long term sustainability.

Lessons will begin with discussing the importance of respecting the location's beach/marine flora and fauna. Existing car parks will be used to park the instructor and students' vehicles and students will be educated on the importance of sticking to existing beach tracks and keeping away from dune rehabilitation areas. We want to protect what is beautiful and abide by the well-known principle of 'Take only memories and leave the beach as you arrived, without a trace'.

28 MARCH 2018

SHARK BAY KITESURFING



28 MARCH 2018

16.0 TOURISM, RECREATION AND CULTURE REPORT

16.1 SHARK BAY RENDEZVOUS – FESTIVAL FREYCINET SEPTEMBER 2018

AUTHOR

Executive Manager Community Development

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as a committee member

Moved Cr Ridgely
Seconded Cr Burton

Council Resolution

That Council consider the revised Shark Bay Rendezvous – Festival de Freycinet program with a total budget of \$110,650, and agree to allocate \$45,650 in the 2018/2019 budget towards hosting this 200 year historical commemoration in September 2018, inclusive of:

- **2017/2018 allocation of \$65,000 (includes \$25,000 budget item and \$40,000 Community Grant), and**
- **2018/2019 budget allocation of \$45,650**

4/2 CARRIED

BACKGROUND

In March 2017, Council agreed to explore the opportunity to host another festival while being mindful that our ability to access grant funding would create limitations on what we could afford to host.

Community organisations in Shark Bay were invited to nominate a representative to help form a 2018 Festival Working Group, an informal group known as the *Friends of the Festival*.

With a focus on a three-day event over the long-weekend in September 2018 (21 -24), it was decided to go with the theme of celebrating 200 years since the arrival of Louis and Rose De Freycinet's landing two kilometres north of Cape Lesueur on the Peron Peninsula.

At the October 2017 Ordinary Council Meeting, the following information was presented to Council.

It was suggested that the 2018 festival could cost up to \$307,200 with a potential grant source of up to \$259,490 (this amount includes \$65,000 already invested by Council). Under current State and Federal budget constraints, the grant opportunities are limited and highly competitive and in certain areas where governments have amalgamated departments and programs, the funds don't exist anymore.

28 MARCH 2018

COMMENT

Comparing data collected through the 2016 Dirk Hartog festival, it was concluded that the Freycinet Festival could attract up to 4,300 visitors and stimulate over \$1.677million of direct expenditure into Shark Bay. Please refer to table below. That is, if Council invests \$110,650 and attracts 4,300 visitors over the three days, it will stimulate a Return on Investment of \$15.15 per dollar invested.

$$\frac{\text{Return on Investment } (\$1.677\text{m})}{\text{Investment } (\$110,650)}$$

Unlike the Dirk Hartog event where majority of funds were spent outside the local and regional economies, the 2018 Return on Investment can potentially be greater, as the revised program is focused predominately on spending 90% of funds directly in the Shark Bay and regional economies. Please refer to following table for further information.

Calculated economic impact for the three-day 2018 Festival proposed to Tourism WA – Regional Events Scheme in the pre-feasibility application.

Event Year	2018
International	200
Interstate	500
WA	3500
Event staff from WA	
Talent	
Stall Holders	
Event staff	100
Attendance TOTAL	4300
Ave. Night	3
Ave. Spend per day (min)	130
Visitor Nights	12,900
Direct Expenditure	\$1,677,000

All figures extrapolated from the Economic Impact Assessment figures relating to the 400 year Dirk Hartog Voyage of Discovery Commemorations. This event's ROI to the Shire was \$17.03.

The Shire has submitted an application to the Regional Events Scheme for \$50,000. Given the current funding limitations, we are hopeful in receiving only \$20,000 from Tourism WA for this event.

REVISED FESTIVAL PROGRAM

In direct relation to the lack of grant funding, the Friends of the Festival have now revised the 2018 Festival program (see attached) by removing the bigger cost items such as the Community Concert and the Long-table ticketed dinner. Both these items are major cost factors.

28 MARCH 2018

The revised program has been cleverly adjusted and maintains the French maritime integrity while also insuring the local community and businesses play an integral part of the festival success. Majority of community groups and some businesses are already planning to be a part of the festival. Please refer to Festival Program V2.

REVISED FESTIVAL BUDGET

As outlined above, the original suggested festival budget (October 2017) was proposed as \$307,200, with the view to attracting \$259,490 in grant funding. Under the revised festival program, the budget is now down to only \$110,650 and with existing Council support of \$65,000 in the 2017/2018 budget for festival start-up, the remaining expense is now \$45,650.

LEGAL IMPLICATIONS

There are no legal implications relating to this report

POLICY IMPLICATIONS

There are no policy implication relating to this report

FINANCIAL IMPLICATIONS

There is a requirement to consider current 2017/2018 budget constraints and that the request for the additional funds for the festival be considered in the 2018/2019 budget allocations.

STRATEGIC IMPLICATIONS

Economic Objective: A progressive, resilient and diverse economy

1.2 Supported local business and further investment in the district encouraged.

Social Objective: A safe, welcoming and inclusive community

3.1 Strong sense of spirit and pride in an inclusive community.

RISK MANAGEMENT

There are no risks associated with this item.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Butterly

Chief Executive Officer

P Anderson

Date of Report

23 March 2018

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

28 MARCH 2018



MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

ITEM	SHIRE	OTHER GRANTS	NOTES
Boolbardie Country Club	\$ 3,000.00		
Shark Bay Entertainers	\$ 5,000.00		
SB Youth Group	\$ 5,000.00		
Shark Bay Tourism Association	\$ 5,000.00		Traditional Owner Dance Group
Shark Bay Speedway	\$ 5,000.00		
Shark Bay Fishing Association	\$ 2,000.00		A Taste of Shark Bay
Shark Bay Arts Council	\$ 5,000.00		
SB CRC	\$ 5,000.00		
Shark Bay P&C	\$ 3,000.00		
Contingencies	\$ 2,000.00		Additional program elements
SUB TOTAL	\$ 40,000.00	Confirmed	
Shire of Shark Bay Funds - Additional funds required			
Stall Holders	\$ 10,000.00	BBRF \$20,000	Travel support costs from Perth
Guest Speakers	\$ 5,000.00		TBC Also to include Uranie Knee display costs up to \$15,000
Bands + Production	\$ 25,000.00		Does not include staff wages
French Decorations (street and marquee)	\$ 4,000.00		\$2,000 Horizon Power Grant CONFIRMED
Marquee (Shire)	\$ 5,000.00		
Fencing (Shire)	\$ 2,000.00		
Stage, tables & chairs (Shire)	\$ 1,000.00		
Toilets (Fishing Fiesta)	\$ 1,500.00		
Security for event	\$ 5,000.00		
Promo & Marketing			\$50,000 TBC Regional Events Scheme grant for \$50K - only expecting \$20K
Host uniforms/advert/merch	\$ 10,000.00		
Liquor Licence	\$ 500.00		
Logo design	\$ 1,000.00		
Road Closure	\$ 650.00		
SUB TOTAL	\$ 70,650.00	\$72,000	
	\$ 110,650.00		
Less existing budget	\$25,000	Confirmed	
Less Community Grants	\$40,000	Confirmed	
TOTAL REQUEST	\$ 45,650.00		

28 MARCH 2018

Draft Festival Program

Friday 21 September Discovery Centre Forecourt

TIME	ACTIVITY	COMMUNITY GROUP
5pm Discovery Centre Forecourt	Welcome to Country and Official Welcome/Open	Malgana Elder Shire President
	Flag Raising	French, Indigenous, Australian & Shire
7pm – 10pm	Sailing by the Stars – Geraldton Astronomy Group	Boolbardie Country Club

Saturday 22 September (MORNING) Location: Denham Foreshore

TIME	ACTIVITY	COMMUNITY GROUP
9.30am	Indigenous Dance Group (Janine Oxenham – dancers etc)	Shark Bay Tourism Association
10am – 5pm	Market Stalls – French Theme	Shire of Shark Bay
10.30am	Maritime History in the Discovery Centre	Shire of Shark Bay
10am – 5pm	Pop Up Theatre	Shark Bay Entertainers
10am – 2pm	Off with their heads – French Fun with the SB Youth	Shark Bay Youth Group
10am – 2pm	Print Making Workshops	Shark Bay Arts Council
11am – 12noon	Treasure Hunt	Shark Bay P&C
11.30am	French Ship Parade (cardboard ships making workshop)	Shark Bay Community Resource Centre
12noon – 2pm	Local Band – Myles and Mary	Shire of Shark Bay

Saturday 22 September (EVENING) Location: Denham Foreshore and Marquee

TIME	ACTIVITY	COMMUNITY GROUP
5pm – 7pm	Taste of Shark Bay	Shark Bay Fishing Association
5pm	Re-enactment of Landing	Shark Bay Entertainers TO's
5.30pm	Period Costume	Whole family

MINUTES OF THE ORDINARY COUNCIL MEETING

28 MARCH 2018

	Best Dressed - Street Parade/Competition	
6.00pm – 7.30 pm	Band – French (from Perth)	Shire of Shark Bay
7.30pm – 9.00pm	Band – James Abberly	Shire of Shark Bay
9.00pm – 12pm	Band - Blue Shaddy	Shire of Shark Bay

Sunday 23 September (TBC)
Location: Shark Bay Speedway

TIME	ACTIVITY	COMMUNITY GROUP
9am – 2pm	Speedway De Freycinet	Shark Bay Speedway
10am -12noon	Market Stalls @ Speedway	Shark Bay Speedway/Shire of Shark Bay
2pm	Official Thank you and Close of Event @ Speedway	Shire of Shark Bay

Projected festival budget: **\$110,650**

Festival Grant Applications 2017/2018

DLGRD	COMMUNITY CAPACITY <i>June 2017 – Oct received</i>	\$20,000	\$20,000 (\$10,000 for Festival)
TWA	REGIONAL EVENTS SCHEME	\$50,000 (expecting \$20K)	PENDING <i>Mid-April '18</i>
C'WTH	BBRF	\$20,000	PENDING
STATE	HORIZON POWER C'TY GRANT	\$2,000	APPROVED
C'WTH	INCLUSIVE COMMUNITIES GRANT	\$47,390	REJECTED
TOTAL		\$139,390	

28 MARCH 2018

17.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

There were no motion of which previous notice haven been given.

18.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

There was no urgent business presented.

19 MATTERS BEHIND CLOSED DOORS

Moved Cr Laundry
Seconded Cr Ridgley

Council Resolution

That the meeting be closed to members of the public in accordance with section 5.23(2) of the Local Government Act 1995 for Council to discuss matters of a confidential nature.

6/0 CARRIED

Mr Vincent Catania and the visitors in the gallery left the Council Chamber at 4.29 pm.

19.1 KNIGHT TERRACE UPGRADES
RD00019

Author
Works Manager

Disclosure of Any Interest
Nil

Moved Cr Laundry
Seconded Cr Ridgely

Council Resolution

That the recommendation submitted by the Works Manager in the confidential evaluation report for Knight Terrace Upgrades as per the conditions of quote be considered.

6/0 CARRIED

Moved Cr Capewell
Seconded Cr Laundry

Council Resolution

That Council appoint Griffin Civil for the supply of Knight Terrace Upgrades for the contract price submitted of \$390,907.00 as being the most advantageous quote and best value for money to the Shire of Shark Bay based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under Knight Terrace Upgrade.

6/0 CARRIED

28 MARCH 2018

Council staff except Mr Paul Anderson left the Council Chamber at 4.35 pm.

19.2 CHIEF EXECUTIVE OFFICER – PERFORMANCE APPRAISAL AND SALARY REVIEW
PE00008

The President introduced item 19.2 Chief Executive Officer Performance and Salary Review to seek direction from Council in regard to the matters the Chief Executive Officer had raised in regard to the distribution of the 2.5% increase to the total reward package that Council approved at the February 2018 meeting.

Moved Cr Laundry
Seconded Cr Capewell

Council Resolution

That the Chief Executive Officer request for a variation in distribution of the non-cumulative annual allowances component of his employment contract be considered by Council.

Council affirmed that the increases be applicable across all components of the Total Reward package in line with the 2.5% increase.

6/0 CARRIED

Moved Cr Ridgley
Seconded Cr Burton

Council Resolution

That the meeting be reopened to the members of the public.

6/0 CARRIED

Mr Vincent Catania and Mrs Mettam returned to Council Chamber at 4.57pm.

20 DATE AND TIME OF NEXT MEETING

The next Ordinary meeting of the Shark Bay Shire Council will be held on Thursday the 26 April 2018, commencing at 3.00 pm.

21 CLOSURE OF MEETING

As there was no further business the President closed the Ordinary Council meeting at 4.58 pm.