

Shire of Shark Bay

Minutes of the Ordinary Council Meeting

26 November 2014



Ocean Park Aquarium – Shark Bay winning GOLD
– 2014 Perth Airport WA Tourism Award

26 NOVEMBER 2014



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MINUTES OF THE ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

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 26 November 2014 commencing at 9.01 am

Table of Contents

1.	Declaration Of Opening.....	4
2.	Record Of Attendances / Apologies / Leave Of Absence Granted.....	4
3.	Response To Previous Public Questions On Notice	4
4.	Public Question Time.....	4
11.1	Ordinary Council Meetings - Commencement Time.....	4
5.	Applications For Leave	8
5.1	Application For Leave Of Absence – Councillor Capewell.....	8
6.	Petitions	10
7.	Confirmation Of Minutes.....	10
7.1	Confirmation of the Minutes of the Ordinary Council meeting held on 29 October 2014	10
8.	Announcements By The Chair.....	10
9.	President’s Report.....	10
10.	Councillors’ Reports	11
11.	Administration Report.....	14
11.1	Ordinary Council Meetings – Commencement Time	14
11.2	Ordinary Council Meeting Dates For 2015	15
11.3	Denham Townsite Plan.....	17
11.4	Department Of Transport Submission.....	20
12.	Finance Report	37
12.1	Schedule of Accounts Paid To Be Received	37
12.2	Financial Reports to 31 October 2014	46
12.3	Round 2 2014/2015 Donations and Financial Assistance Applications	84
12.4	Request for Waive or Concession on Rates	89
12.5	Sponsorship Request – isolated Children and Parent’s Association	91
13.	Town Planning Report	93
13.1	Alterations To Existing Building For Use As Ancillary Dwelling – Lot 211 (10) Edwards Street, Denham.....	93
13.2	Proposed Second Hand Transportable Building for Short Term Accommodation and Upgrading of Existing Buildings For Billabong Roadhouse - Lot 2 North West Coastal Highway, Wannoo	98
13.3	Proposed Interim Outline Development Plan – Lot 350-351 Hamelin Pool Road, Hamelin Pool	103
14.	Building Report	115
14.1	Ambulance Building Hughes Street	115
15.	Health Report.....	132
16.	Works Report.....	132
16.1	Purchase of New Works Managers Vehicle	132
16.2	Purchase of New Town Supervisors Vehicle.....	145
17.	Tourism, Recreation And Culture Report	160
17.1	Shark Bay 2016 Commemoration Advisory Committee Recommendations	160
17.2	Shark Bay 2016 Commemoration Advisory Committee Recommendations	162
17.3	Shark Bay 2016 Commemoration Advisory Committee Recommendations - Fuel Subsidy Scheme.....	164
17.4	Gascoyne Regional Tourism Strategy.....	166

MINUTES OF THE ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

18.	Motions Of Which Previous Notice Has Been Given	175
19.	Urgent Business Approved By The Person Presiding Or By Decision	175
19.1	Eastern Knight Terrace Parking Lane and Drainage	175
19.2	Durlacher Street / Knight Terrace Intersection	184
19.3	Sale / Tender of Shire Work Utes	190
20.	Matters Behind Closed Doors.....	207
20.1	Chief Executive Officer's Contract Conditions.....	207
20.2	Contract to Manage the Shark Bay Recreation Centre	208
20.3	Employment of Senior Designated Employee	208
21.	Date And Time Of Next Meeting	209
22.	Closure Of Meeting.....	209

26 NOVEMBER 2014

1. DECLARATION OF OPENING

The President declared the meeting open at 9.01 am

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

ATTENDANCES

Cr C Cowell President

Cr M Prior

Cr G Ridgley

Cr B Wake

Cr L Bellottie Entered at 9.08 am

Cr K Laundry

Mr P Anderson

Chief Executive Officer

Ms C Wood

Executive Manager Finance and Administration

Ms S Burvill

Executive Manager Community, Tourism and Economic Development

Mr B Galvin

Works Manager

Mrs R Mettam

Executive Assistant

Mrs F Hoult

EA Assistant

APOLOGIES

Cr K Capewell

Deputy President – Leave of Absence approved Item 5.2 Ordinary Council meeting 26 November 2014

VISITORS

4 Visitors

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE

Nil

4. PUBLIC QUESTION TIME

The President opened Public Question Time at 9.02 am

Mr McLaughlin asked in regards to the appointment of the Gascoyne District Pastoral FESA position.

The Chief Executive Officer replied that the position was finalised in November and funding was requested for which Council did not budget.

Mr McLaughlin asked about Council's position on amalgamations of Shires in the Gascoyne region.

The President replied that Council was opposed to any amalgamations in the region.

Cr Bellottie entered the Council Chamber at 9.08 am.

Mr McLaughlin asked what argument does Council have to put forward their opposition to amalgamations.

26 NOVEMBER 2014

The President replied that it was about logistics and remoteness of the area.

Mr McLaughlin also put forward his disappointment in abolishing the wards system. The President replied that a review has to happen as per the Local Government Act and that the item will be put forward to Council again at a later Ordinary Council meeting.

The President suspended public question time at 9.14 am and moved to item 11.1

11.1 ORDINARY COUNCIL MEETINGS – COMMENCEMENT TIME
CM00016

Author

Cr Ridgley

Disclosure of Any Interest

Nil

Moved Cr Bellottie
Seconded Cr Laundry

Council Resolution

That the item be deferred until a full council is sitting to address this issue.
2/4 LOST

Moved Cr Prior
Seconded Cr Ridgley

Council Resolution

That from the Ordinary Council Meeting to be held 26 November 2014, the commencement time for the Ordinary Council meetings is returned to 3.00 pm.

4/2 CARRIED

Cr Prior left the Council Chamber at 9.28 am.

Background

The Ordinary Council Meetings have historically been held on the last Wednesday in each month commencing at 9.00 am. At the October 2013, it was resolved that the starting times of the meetings of Council be amended to 3.00 pm for a trial period of 6 months, commencing with the November 2013 meeting.

At the Ordinary Council meeting held on 27 November 2013 Council commenced these meetings at 3.00 pm for a trial period to be reviewed at the Ordinary Council meeting on 28 May 2014.

The Council resolved at the 26 March 2014 Ordinary Council meeting that the starting time of the Ordinary Council meeting's from 25 June will commence at 3.00 pm, with the exception of the August meeting which is held at Useless Loop, which was to commence at 9.30 am. Carried 5/2

26 NOVEMBER 2014

At the 30 July 2014 Ordinary Council meeting, Cr Capewell requested that Council give consideration to reverting the start time of the meetings back to 9.00 am and the resolution was adopted by a vote of 4/3.

Comment

The initial 9.00 am starting time was of concern to some councillors who experienced difficulty being able to attend the meetings at the established earlier commencement time due to mostly to business commitments.

The 9.00 am starting time may also be an impediment to a person considering standing for council in future whose business or personal commitments prohibits them from attending council meetings essentially during business hours.

The earlier starting time can also impact on members of the public wishing to attend the Council meetings either as observers or as invited guests particularly where these people are involved in conducting a business enterprise or there is a requirement for them to take personal leave from their employment.

It is considered that attendance at Ordinary Council meetings by members of the public is likely to increase with a later start to meetings, particularly for those either employed or conducting their own businesses.

The start time change can be reviewed by council at any stage with amendments being published in accordance with the Local Government Act regulations.

It is of course crucial to ensure the public is informed of any change as this impacts upon their ability to attend council meetings and make representations at public question time.

Legal Implications

The Local Government Act section 5.25(1)(g) requires the council to give local public notice of the dates and times of the meetings for the next 12 months and local public notice of any proposed change to the previously published times and dates.

Policy Implications

There are no policy implications relative to this report.

Financial Implications

The financial impact of any amendment to the commencement and subsequent finish time of a council meeting would be as follows.

- If council adopted a later start time the provision of lunch would be replaced by an evening meal, the cost of this meal would be dependent upon the manner in which it was catered and/or if council had the meal after the meeting. The costs also vary dependent upon council, staff and guest numbers.
- There would also be a reduction of morning tea costs, which are currently in the vicinity of \$50-\$75 per meeting.
- The approximate current cost is \$250.00 per meeting for lunch

MINUTES OF THE ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

- Estimated cost for an external evening meal and refreshments could be \$35-\$50 per person or between \$420-\$600 total.
- There is also the possibility that one or more councillor may need to be accommodated overnight. This may vary dependent upon where the councillors are domiciled and the time of closure of the meeting.
- Estimated cost \$150 per person per night including breakfast. This cost may be offset by the utilisation of the house the council has available for itinerant usage in Sunter Place, Denham.

Estimates for;	Morning Start	Afternoon Start
Morning tea	\$50 (-\$75)	0
Lunch	\$250	0
Afternoon tea	\$50 (if extended)	\$50
Evening meal 12 @ \$30 each If at restaurant establishment	0	\$360
Accommodation 1 @\$150	0	\$150
Total per meeting	\$350	\$560

Strategic Implications

Nil

Voting Requirements

Simple Majority Required

Signatures

Author

Cr Ridgley

Chief Executive Officer

P Anderson

Date of Report –

6 November 2014

26 NOVEMBER 2014

The President resumed Public Question Time at 9.28 am.

Ms Cox advised that she was waiting for item 13.3 – Proposed Interim Outline Development Plan – Lot 350-351 Hamelin Pool Road, Hamelin Pool.

A discussion was held regarding the contact person for emergency situations.

The President closed Public Question Time at 9.35 am.

5. APPLICATIONS FOR LEAVE

5.1 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR CAPEWELL

GV 00005

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Laundry

Seconded Cr Cowell

Council Resolution

Councillor Capewell is granted leave of absence in accordance with Section 2.25 of the *Local Government Act 1995* for the Ordinary meeting of Council scheduled to be held on the 26 November 2014.

5/0 CARRIED

Background

Councillor Capewell has applied for leave of absence from the ordinary meeting of Council scheduled for 26 November 2014. 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 Capewell has advised the Chief Executive Officer due to personal commitments he will be unable to attend the Ordinary meeting of Council scheduled to be held on the 26 November 2014 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 he ensure his obligations have been met in accordance with the Local Government Act.

The Council may consider not granting Councillor Capewell 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**

MINUTES OF THE ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

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

Policy Implications

There are no policy implications associated with this report.

Financial Implications

There are no financial implications associated with this report.

Strategic Implications

There are no strategic implications associated with this report.

Voting Requirements

Simple Majority Required

Signatures

Author *R Mettam*

Chief Executive Officer *P Anderson*

Date of Report 21 November 2014

26 NOVEMBER 2014

6. PETITIONS

Nil

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 29 OCTOBER 2014

Moved Cr Wake
Seconded Cr Laundry

Council Resolution

That the minutes of the ordinary council meeting held on 29 October 2014, as circulated to all councillors, be confirmed as a true and accurate record.

4/1 CARRIED

8. ANNOUNCEMENTS BY THE CHAIR

Spear Thrower artefact handover presentation at 10.00 am, with Mr Robert Reynolds, Ms Jacqui Bradley from the Department of Aboriginal Affairs along with Mr Harold Hoult and Malgana representatives. The delegation party have been invited to attend morning tea with Councillors after the handover presentation.

9. PRESIDENT'S REPORT

GV00002

Council Committee Membership

Member	Audit Committee
Member	Gascoyne Zone of Western Australian Local Government Association
Member	Western Australian Local Government Association Country Zone – Gascoyne Region
Member	Development Assessment Panel
Member (Chair)	Shark Bay 2016 Commemoration Advisory Committee
Deputy Delegate	Shark Bay Marine Facilities Management Committee
Deputy Delegate	Works Committee
Deputy Delegate	Gascoyne Regional Road Group
Deputy Delegate	Gascoyne Regional Collaboration Group

Other Committee Membership

Member	Gascoyne Development Commission Board
Member	Gascoyne Development Commission Audit Sub-Committee

MINUTES OF THE ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

Member	Ningaloo-Shark Bay National Landscapes Steering Committee
Member (Chair)	Local Emergency Management Committee
Member	Gascoyne Regional Tourism Strategy steering committee
Deputy Delegate	Western Australian Local Government Association – State Council Committee

Attendance

4 November 2014	Met with Gascoyne Development Commission's Chief Executive Officer Mr Steve Webster 2016 Dirk Hartog Commemorative Advisory Committee
12 – 20	World Parks Congress – Sydney
25	Met with Mr Larry Adams, Department of Transport
26	Ordinary Council meeting

Signature

Councillor *Councillor Cowell*

Date of Report 25 November 2014

Moved Cr Bellottie
Seconded Cr Ridgley

Council Resolution

That the President's activity report for November 2014 be received.

5/0 CARRIED

10. COUNCILLORS' REPORTS

10.1 Cr Wake
GV00007

Committee Membership

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

Meeting Attendance

26 November 2014 Ordinary Council meeting

26 NOVEMBER 2014

General Matters

Free camping sites funded by Main Roads Department – Businesses which pay rates and registration fees to this Shire have expressed indignity regarding the substantial government funding being spent on the upgrading of these sites and the impact on their businesses.

A flora and fauna survey has been conducted along North West Coastal Highway in preparation for widening of the bitumen from South of Overlander to north of Wooramel. An anthropological survey is also underway.

Road shouldering is being undertaken by the Shire works crew between Overlander and Nanga.

A Drought Assistance seminar will be held at Hamelin Station 20 November to provide information regarding funding, health and wellbeing.

Drought conditions prevail as pastoralists move into shearing, mustering and selling of stock.

Tourism in the Shire has slowed down as the season comes to an end.

Signatures

Councillor

Councillor Wake

Date of Report

17 November 2014

Moved Cr Ridgley
Seconded Cr Laundry

Council Resolution

That Councillor Wake's November 2014 report on activities as Council representative be received.

5/0 CARRIED

10.2 Cr Capewell
GV00005
Nil

10.3 Cr Laundry
GV00013
Nil

MINUTES OF THE ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

10.4 Cr Bellottie
GV00010

Committee Membership

Member	Audit Committee
Member	Works Committee
Member	St John's Ambulance – Shark Bay Sub Centre

Meeting Attendance

25 November 2014	Met with Mr Larry Adams, Department of Transport
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Signatures

Councillor	<i>Councillor Bellottie</i>
Date of Report	26 November 2014

Moved	Cr Laundry
Seconded	Cr Wake

Council Resolution

That Councillor Bellottie's November 2014 report on activities as Council representative be received.

5/0 CARRIED

10.5 Cr Ridgley
GV00008

Committee Membership

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

Meeting Attendance

16 November 2014	Attended the Shark Bay 2016 Commemoration Advisory Committee meeting
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Signatures

Councillor	<i>Councillor Ridgley</i>
Date of Report	12 November 2014

26 NOVEMBER 2014

Moved Cr Bellottie
Seconded Cr Laundry

Council Resolution

That Councillor Ridgley's November 2014 report on activities as Council representative be received.

5/0 CARRIED

10.6 Cr Prior
 GV00006

Nil

The President adjourned the Ordinary Council meeting at 10.02 am

A presentation from the Department of Aboriginal Affairs followed with the presentation of artefacts.

The President reconvened the Ordinary Council meeting at 10.35 am

11. ADMINISTRATION REPORT

11.1 ORDINARY COUNCIL MEETINGS – COMMENCEMENT TIME

Item discussed earlier in the meeting refer page 4

26 NOVEMBER 2014

11.2 ORDINARY COUNCIL MEETING DATES FOR 2015
CM00016

Author

Executive Assistant

Disclosure of Any Interest

Nil

Officer Recommendation

That Council, in accordance with Section 5.25(1)(a) of the *Local Government Act 1995*, approve the following schedule of meeting dates for Council's 2015 Ordinary meetings:

January 2015 – No ordinary meeting of Council to be held;
February 2015 – Wednesday 25 Commencing at 9.00 am in Council Chambers;
March 2015 – Wednesday 25 Commencing at 9.00 am in Council Chambers;
April 2015 – Wednesday 29 Commencing at 9.00 am in Council Chambers;
May 2015 – Wednesday 27 Commencing at 9.00 am in Council Chambers;
June 2015 – Wednesday 24 Commencing at 9.00 am in Council Chambers;
July 2015 – Wednesday 29 Commencing at 9.00 am in Council Chambers;
August 2015 – Wednesday 26 Commencing at 9.30 am at Useless Loop;
September 2015–Wednesday 30 Commencing at 9.00 am in Council Chambers;
October 2015 – Wednesday 28 Commencing at 9.00 am in Council Chambers;
November 2015 –Wednesday 25 Commencing at 9.00 am in Council Chambers; and
December 2015 – Wednesday 16 Commencing at 9.00 am in Council Chambers.

Moved Cr Ridgley
Seconded Cr Laundry

Council Resolution

That Council, in accordance with Section 5.25(1)(a) of the *Local Government Act 1995*, approve the following schedule of meeting dates for Council's 2015 Ordinary meetings:

**January 2015 – No ordinary meeting of Council to be held;
February 2015 – Wednesday 25 Commencing at 3.00 pm in Council Chambers;
March 2015 – Wednesday 25 Commencing at 3.00 pm in Council Chambers;
April 2015 – Wednesday 29 Commencing at 3.00 pm in Council Chambers;
May 2015 – Wednesday 27 Commencing at 3.00 pm in Council Chambers;
June 2015 – Wednesday 24 Commencing at 3.00 pm in Council Chambers;
July 2015 – Wednesday 29 Commencing at 3.00 pm in Council Chambers;
August 2015 – Wednesday 26 Commencing at 9.30 am at Useless Loop;
September 2015–Wednesday 30 Commencing at 3.00 pm in Council Chambers;
October 2015 – Wednesday 28 Commencing at 3.00 pm in Council Chambers;
November 2015 –Wednesday 25 Commencing at 3.00 pm in Council Chambers;
and
December 2015 – Wednesday 16 Commencing at 3.00 pm in Council Chambers.**

5/0 CARRIED

Background

The *Local Government Act 1995* Section 5.25 requires the Council to advertise its Ordinary Council meeting dates for the forthcoming year.

26 NOVEMBER 2014

Comment

Listed below is a proposed schedule for Council meetings in the year 2015 for consideration and approval:

January 2015 – No ordinary meeting of Council to be held;
February 2015 – Wednesday 25 Commencing at 9.00 am in Council Chambers;
March 2015 – Wednesday 25 Commencing at 9.00 am in Council Chambers;
April 2015 – Wednesday 29 Commencing at 9.00 am in Council Chambers;
May 2015 – Wednesday 27 Commencing at 9.00 am in Council Chambers;
June 2015 – Wednesday 24 Commencing at 9.00 am in Council Chambers;
July 2015 – Wednesday 29 Commencing at 9.00 am in Council Chambers;
August 2015 – Wednesday 26 Commencing at 9.30 am at Useless Loop;
September 2015 – Wednesday 30 Commencing at 9.00 am in Council Chambers;
October 2015 – Wednesday 28 Commencing at 9.00 am in Council Chambers;
November 2015 – Wednesday 25 Commencing at 9.00 am in Council Chambers; and
December 2015 – Wednesday 16 Commencing at 9.00 am in Council Chambers.

Ordinary meetings of Council are held on the last Wednesday of each month unless specifically resolved by Council to allow for other circumstances. As in previous years a meeting has been scheduled to be held at Useless Loop in August 2015 to commence at 9.30 am giving enough time to travel to Useless Loop and setup before the meeting.

Council regularly amends its December meeting due to Christmas. The schedule indicates that the December 2015 meeting be held on Wednesday 16 December in lieu of 30 December, being the last Wednesday in the month. There are no other Public Holidays during the 2015 year that affect the Ordinary Council meetings.

Legal Implications

Section 5.25 of the *Local Government Act 1995* and the Local Government Regulations Section 12 Public notice of council or committee meetings –

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which –
- (a) The ordinary council meetings; and
 - (b) The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

Are to be held in the next twelve (12) months.

Policy Implications

Policy 1.1 - Meetings of Council

Ordinary Council meetings will be held on the last Wednesday of each month except January, unless resolved by Council to allow for other circumstances.

Financial Implications

The only financial implication is the travel costs associated with all members of Council and Council staff traveling to Useless Loop.

Strategic Implications

There are no Strategic Implications association with this report.

Voting Requirements

Simple Majority Required

Signatures

Executive Assistant
Chief Executive Officer
Date of Report

R Mettam
P Anderson
22 October 2014

26 NOVEMBER 2014

11.3 DENHAM TOWNSITE PLAN
CM00010

Author

Consultant (GHD)
Chief Executive Officer

Disclosure of Any Interest

Disclosure of Interest: GHD Consultants
Nature of Interest: Financial Interest as receive consultant fees for advice to the Shire
– Section 5.65 of *Local Government Act 1995*

Moved Cr Ridgley
Seconded Cr Cowell

Council Resolution

That Council adopt the Denham Townsite Plan – A Blueprint for Infrastructure and Investment for implementation.

That Council direct the Chief Executive Officer to forward copies of the Denham Townsite Plan to all relevant government and funding agencies.

Cr Prior entered the Council Chamber at 10.39 am.

6/0 CARRIED

Background

At the meeting of the Shark Bay Shire Council held on the 25 September 2013, Council resolved the following:

That Council appoint GHD Pty Ltd to undertake the Denham Townsite Structure Plan in accordance with the request for tender TE 2012/2013-06.

The aim of the project, as specified in the project brief, was to “establish a direction for future planning, development and management of the Denham Townsite within the Shire of Shark Bay.”

The project has been delivered alongside other strategic planning projects being undertaken by Council, including:

- Local Planning Scheme Review
- Main Street and Foreshore Revitalisation Plan
- Tourism Planning Strategy

A draft was discussed with Council in July 2014, and at the meeting of the Shark Bay Shire Council held on 24 September 2014, Council resolved the following:

That the draft Denham Townsite Plan – A Blueprint for Infrastructure and Investment be endorsed for public advertising.

Comment

Formal advertising of the draft plan was undertaken for a period of 28 days from 9 October to 6 November 2014. No submissions were received on the plan. The final plan is attached under separate cover.

Consultation early in the project enabled the plan to be developed in direct response to community inputs. Whilst no formal submissions were received, the plan responds to and plans for the key issues and concerns raised by the community at various workshops.

Denham is likely to experience a level of growth over the next 10-15 years and this should be managed in an appropriate way to ensure that the population can be serviced by essential services, amenities and facilities. The plan identifies the industries where growth can occur, strategic projects which can achieve growth and makes recommendations on how these projects can be implemented.

The final plan provides a robust, staged and logical framework for ongoing investment in the Denham Townsite by the Shire and other government agencies. The plan provides detailed analysis of population and employment yields from the Local Planning Strategy, therefore will enable servicing agencies to deliver necessary infrastructure as Denham grows. By presenting and prioritising strategic development and infrastructure projects, the plan will enable Council to focus on attracting funding to Denham in a coordinated way.

Legal Implications

There are no legal implications relative to this report

Policy Implications

It is not proposed to adopt the plan as a formal planning policy or as part of Council's policy manual.

The plan provides a framework and guidance for infrastructure delivery, with opportunities and priority for funding. It is proposed that the plan be endorsed by Council as a strategic plan, and be utilised as a reference document in budget deliberation processes and discussions with funding partners.

Financial Implications

The plan recognises that project delivery will be subject to funding availability. To manage the financial implications to Council, the plan identifies the investment rationale and potential funding sources for all recommendations.

The plan acknowledges that current Shire resources are fully exhausted in delivering legislated local government responsibilities under the Local Government Act, and therefore delivery of the plan's recommendations will be subject to external funding opportunities over time.

Strategic Implications

The plan addresses the following of Council's strategic objectives:

- 1.1 Development infrastructure and investment that is sustainable and an on-going legacy to the Shire
- 1.2 To improve fiscal management practices and procedures, and maximise operating revenue and social capital
- 1.4 To increase the permanent population to attract more businesses, address cost of living issues and become a self-sustaining community

MINUTES OF THE ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

- 1.5 To grow and diversify industries to increase jobs
- 1.6 To enhance the provision of adequate boating/recreational facilities that meets the needs of the general community (visitors, locals, businesses)
- 2.2 To increase investment opportunities, improve attractiveness and the diversity of uses to add to the Town Centre vibrancy
- 3.7 Community infrastructure that meets the needs of families, youth, retirees

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

P Anderson

Date of Report

12 November 2014

26 NOVEMBER 2014

11.4 DEPARTMENT OF TRANSPORT SUBMISSION

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved Cr Prior
Seconded Cr Ridgley

Council Resolution

That the submission to the Department of Transport in response to the Review of Regulated Regular Public Transport Air Routes in Western Australia be endorsed.

6/0 CARRIED

Background

The Department of Transport recently undertook a review of Regulated Public Air Transport Routes in Western Australia and called for submissions from interested parties.

The review was an opportunity to address the issues that have arisen since the 2011 review which resulted in Skipper's Aviation being awarded the tender for aviation service in the Gascoyne Region.

Comment

Due to the time frames involved the consultant that was engaged to undertake the Gascoyne Development Commission response to the review was also engaged by the Chief Executive Officer to prepare a submission on behalf of the Shire of Shark Bay.

The President gave a brief outline on the submission at the October 2014 meeting of Council and advised of the requirement to have the submission to the Department of Transport prior to the next Council meeting.

The submission that was sent to the Department of Transport is attached for Councillors information.

Legal Implications

There are no legal implications associated with this report.

Policy Implications

There are no policy implications associated with this report.

MINUTES OF THE ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

Financial Implications

There are no financial implications associated with this report.

Strategic Implications

There are no strategic implications associated with this report.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

P Anderson

Date of Report

18 November 2014

26 NOVEMBER 2014

Shire of Shark Bay

Submission to Department of Transport

Reference: Review of Regulated Regular Public
Transport Air Routes in Western Australia.
Position Paper – for public comment.

October 2014

Contact Details:

Paul Anderson

Chief Executive Officer

Shire of Shark Bay

Ph: 08 9948 1218 Mobile: 0427 948925 Email: ceo@sharkbay.wa.gov.au

Cheryl Cowell

Shire President

Shire of Shark Bay

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Table of Contents

1. Acronyms, Abbreviations and Notes	24
2. Overview	25
3. Significance of the Tourism Industry	25
4. National Landscapes and World Heritage	27
5. The 2016 Dirk Hartog Commemorations	28
5. Minimum Service Requirements	29
6. Continual Erosion of Services	29
7. DoT Position Paper	30
8. Recommendations Summary	34

Appendix - Shark Bay -Ningaloo National Landscape Committee, November 2013	35
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1. Acronyms, Abbreviations and Notes

DoT	Department of Transport
EOI	Expression of Interest
GDC	Gascoyne Development Commission
GDS	Global Distribution System
IATA	International Air Transport Association
CAPA	Centre for Asia Pacific Aviation
KPI	Key Performance Indicator
RPT	Regular Public Transport
SME	Small Medium Enterprise
TFI	Tourism Futures International
UNESCO	United Nations Education Scientific and Cultural Organisation

Notes

1. Shark Bay is the preferred name for use when referring to the region. Monkey Mia is the IATA name used for the airport that services the Shark Bay region, which incorporates the town of Denham and location of Monkey Mia, however the official name of the airport is Shark Bay.

2. TFI/CAPA Report means the document titled Review and Assessment of the Effectiveness of Air Services in Western Australia - Technical Report for Department for Planning and Infrastructure, November 2002 prepared by Tourism Futures International and the Centre for Asia Pacific Aviation.

2. Overview

The Shire of Shark Bay supports the two submissions made by the Gascoyne Development Commission (GDC) to the Department of Transport (DoT). These submissions are responses to the DoT Position Paper on the Review of Regulated Public Transport Air Routes in Western Australia October 2014, and the DoT Draft Aviation Strategy December 2013.

This paper supplements the GDC submissions. It has been prepared by the Shark Bay Shire to bring focus to specific issues facing Shark Bay (see Note 1) in particular the criticality of the tourism industry to the region.

The December 2013 GDC submission was prepared following extensive stakeholder consultation across the region, including Shark Bay. It provides an accurate viewpoint of the region. The claim by DoT that services are meeting industry, tourism and community needs is rejected as it is an inaccurate representation of the current situation.

The Skippers Aviation operating model does not adequately address the needs of many market segments of the region. It is reasonable to conclude that this relates to the failure of the previous tender process to adequately ascertain and weight criteria identified by the Shark Bay community as essential. There has been an erosion of service standards and ancillary outputs, including tourism marketing, subsequent to the 2011 change of aviation companies.

In Shark Bay, people are paying much higher service prices than the state average despite the service being under contractual management by the state government.

Stakeholders are in strong agreement that the outcome of the 2011 review, resulting in the replacement of Virgin / Skywest with Skippers Aviation in Carnarvon and Shark Bay, has been detrimental to the economic prosperity of the region. The limitations of the service are not meeting tourism, industry or the social needs of the community.

In sharp contrast to DoT's claim, Shark Bay stakeholders report consistently that:

services are not affordable
the needs of the tourism, industry and business sectors are not being met and this is obstructing economic development
due to high cost, social / human needs are not being met, this includes inability to visit friends and relatives
due to scarce regional linkages, student and medical travel requirements are not being met

It is a primary issue for Shark Bay stakeholders that these needs have not been met since the 2011 DoT tender process replacing Skywest with Skippers Aviation. There is an expectation that DoT will address these shortcomings following this review.

3. Significance of the Tourism Industry

There is a widely-held view amongst key Shark Bay stakeholders that at the eleventh hour the needs of the tourism industry were (as put succinctly by one stakeholder) *"completely divorced from the last tender process"*.

The requirements of the tourism industry in Shark Bay must underpin any tender process. Tourism must be recognised by DoT as a critical driver in the selection of an air service

26 NOVEMBER 2014

provider to Shark Bay. The needs of the tourism industry closely mirror those of small and medium enterprises (SMEs). Many SMEs in the region are indeed in the tourism industry, whether directly or indirectly. The President of the Shark Bay Tourism and Business Association reports that **"100% of businesses in the Shark Bay area are in the tourism industry. Their success or failure is intrinsically linked to tourism dollars"**. Tourism is the largest revenue earner of all industry sectors in the Gascoyne Region, generating an average turnover of around \$200 million per annum, (GDC website <http://www.gdc.wa.gov.au>).

With the current route access licence Deeds between DoT and airlines due to expire in February 2016 the economic future of the Gascoyne region is now resting in the hands of DoT.

The Australian National Landscapes status and recent World Heritage listing of Ningaloo Coast alongside the listing of the Shark Bay area now means that the Gascoyne has two World Heritage listed areas as well as the world's largest monocline at Mt Augustus and also the Kennedy Range. These substantial world class tourism attractions represent great opportunities for the region to develop and grow tourism markets (see section 4 for more information on World Heritage listing and National Landscapes inclusion).

Tourism generates jobs and wealth and this is especially important in regional areas such as Shark Bay where alternative economic stimulation opportunities are often limited.

The importance of grasping opportunities to develop tourism markets in the region must not be understated. For the Shark Bay Shire, the Skippers decision resulted in reduced promotion and marketing of tourism. This negatively affects current and future growth and prosperity of the local community.

Specific concerns associated with the current contract arrangement are:

The Skippers terminal being located several kilometres from T2 and T3 at Perth Domestic airport and the additional cost of taxi fares to depart from or arrive at the facility.

The shuttle bus from the domestic/international terminals does not go to the Skippers terminal, only as far as the long-term car parks which are not within easy walking distance.

Small aircraft sizes result in limited freight and baggage capacity with restricted air freight being carried.

Shark Bay has had to negotiate with Skippers to schedule flights for children returning from boarding school in Geraldton to allow them to fly home/return for school holidays.

Airfares are very expensive at around \$1,000 return to Perth from Shark Bay.

Limited discounted seats are available.

There is no Frequent Flyer loyalty program available.

High costs inhibit patronage and have significantly contributed to the decline in passenger numbers since the introduction of Skippers to the route.

A substantial number of Shark Bay residents are driving to Geraldton and flying to their destinations. (This is also the situation with Carnarvon residents, who drive to Exmouth to fly elsewhere). There is a flow on effect for the Shark Bay economy which is impacted by this practice when shopping and other services are accessed out of town.

A Global Distribution System is not available with Skippers, therefore international visitors are not aware of flights to Shark Bay, as the airline is not visible to international agents (unless they are aware of Discover West which is unlikely). This is also the case for visitors from the East Coast of Australia who book through a travel agent.

There are no baggage transfer agreements for on-going flights.

Skippers Aviation has no marketing/tourism profile, marketing department or budget for tourism.

There are minimal passenger amenities and services at the terminal, such as food and drinks, etc.

26 NOVEMBER 2014

There is no connectivity between Shark Bay and other tourist destinations in WA. Shark Bay is a stand-alone, isolated destination separated from vital linkages to other tourism ports. Frustratingly, **all of these service features were in place** prior to the 2011 change made by DoT to install Skippers in place of Skywest.

4. National Landscapes and World Heritage

(See also Appendix- copy of Submission to DoT by Chair of the Ningaloo Shark Bay National Landscapes Committee)

The National Landscapes program is a high profile, federal tourism initiative. The program is the result of a partnership between conservation and tourism interests, being driven by Parks Australia and Tourism Australia. The aim of the program is to:

promote Australia's world class, high quality visitor experiences
increase the value of tourism to regional economies
enhance the role of protected areas in those economies, and
build support for protecting our natural and cultural assets.

The National Landscape sites are capped at sixteen across Australia. There are strict selection criteria – only destinations that have truly extraordinary attributes and/or a unique point of difference are accepted.

The Gascoyne Region contains one of these iconic Australian National Landscapes sites - Ningaloo to Shark Bay. Shark Bay and Ningaloo Coast are also internationally listed World Heritage areas. The United Nations Educational, Scientific and Cultural Organization's (UNESCO) charter is to '*...encourage the identification, protection and preservation of cultural and natural heritage around the world considered to be of outstanding value to humanity.*' The recognition of Shark Bay and Ningaloo Coast as World Heritage sites places them on an elite list of locations across the world which also includes the wilds of East Africa's Serengeti, the Pyramids of Egypt, the Great Barrier Reef, the Galapagos Islands and the Grand Canyon. <http://whc.unesco.org/en/about/>

Research conducted by Tourism Australia indicates that at least a third of visitors to Australia prefer to visit natural World Heritage areas to other areas in Australia, and that two out of three people are more likely to visit a national park if it is also World Heritage listed. Parks Australia and Tourism Australia market and promote National Landscapes sites at trade events and in promotional activities including Australian Tourism Exchange, Best of Australia booths, exhibitions, appointments with buyers from key markets around the world and industry, stakeholder engagement, websites, social media, etc.

The formal international and domestic recognition of the significance of these sites represents a considerable opportunity for the Gascoyne to secure a larger share of the international visitation market while also increasing its domestic tourism visitation.

The Ningaloo-Shark Bay National Landscape Committee has recently completed an 'Experience Development Strategy'. The strategy has identified facilities, services, and infrastructure required to connect with the target market and support the delivery of a world-class visitor experience.

Critical issues for Shark Bay's strategic plan to leverage the World Heritage and National Landscape status include:

26 NOVEMBER 2014

Ability to package visitation between the two Gascoyne World Heritage areas of Shark Bay and Ningaloo Coast (Exmouth)

Ability to fly between Shark Bay and Exmouth

Affordable airfares, tours and package deals with airlines which are accessible by travel agents around Australia and the world via GDS.

Currently, none of these basic features – enablers of success - are in place to support Shark Bay in developing and leveraging its World Heritage and National Landscape status. The absence of these features means that the opportunity is not maximised and tourism businesses miss out. The flow-on effect of this missed opportunity is experienced across the region and is significant.

Additionally, the GDC recently completed the Gascoyne Tourism Strategy. Air access to the Gascoyne Region is listed as a limiting factor to tourism expansion and increasing visitation to the area: *'airfares can be prohibitive to promoting leisure travel as airlines strive to maximise yields. Skippers do not have a dedicated wholesale arm as part of its overall operations... Therefore, they do not have a comparable global tourism brand and distribution network/system. This is a critical issue for Carnarvon and Monkey Mia.'*

In summary, the Shire of Shark Bay has an expectation that in moving forward DoT will take action and recognise the importance of addressing the needs of the tourism industry of the region.

5. The 2016 Dirk Hartog Commemorations

Further cementing Shark Bay's tourism significance is the coming Dirk Hartog Commemorations.

In October 2016 it will be 400 years since Dutch Captain Dirk Hartog arrived at Cape Inscription near Shark Bay. He left an inscribed pewter plate on a post at the Cape to mark his landing, the first recorded European contact with Australia. This internationally significant event is drawing a great deal of interest both in Australia and in the Netherlands. The Dutch Ambassador to Australia has recently visited Shark Bay. The Department of Premier and Cabinet has despatched invitations to Dutch royalty and dignitaries.

Following recommendations from the Premier's Department, the organising committee is planning a range of commemorative events and activities. This is supported by contracted event managers, Project3 - who are currently organising the high profile Albany ANZAC celebration.

To achieve success with the event, there is a clear need for alignment of tourism service providers with the goals of the organising committee. Tourism focussed airline services that are readily available for sale by travel agents via GDS around the world is a critical factor underpinning the success of the event.

The airline services must offer through fares and connections with other domestic and international airlines, as well as the ability to be packaged with land content at a range of stopover points between Europe and Shark Bay. Currently, the services offered by Skippers do not align with these requirements. Shark Bay Shire has an expectation that DoT will address these matters in the post-2016 tender process.

6. Minimum Service Requirements

The features listed below represent the expectations of stakeholders as **minimum requirements** for any airline servicing the region under a government awarded licence.

New criteria for Deeds and improved methods of Deed management.
Flight schedules with frequency, linkages and timing that meet the social and economic needs of the community.
Aircraft of a typical regional airline standard. (This excludes Metroliner type aircraft.)
Affordable airfares – benchmarked to state average.
Participation in an industry standard airline distribution system (GDS).
Destination marketing program.
Connectivity with other domestic and international airlines.
Frequent flyer program.
Passenger lounges and facilities at main airport.
Customer contact center with extended operating hours.

DoT is reminded that **all of these features** were in place prior to the 2011 tender process which resulted in DoT replacing Skywest with Skippers. Further, there was no subsidy requirement.

7. Continual Erosion of Services

Shark Bay received a lesser air service as a result of the outcomes of the 2011 tender process and has since suffered economic loss as a result.

Industry experts have used the terms '***downward spiral***' and '***cancer***' to describe the impact of the 2011 decision on the Carnarvon and Shark Bay routes.

Stakeholders and industry experts predicted this decline in growth. Strong representations were made to DoT before, during and after the 2011 process which resulted in DoT installing Skippers on the route.

The recent decision by DoT to allow a further downgrade to some of the summer services to Carnarvon by permitting Skippers to use Metroliner aircraft on the route is alarming and will result in a continuation of the 'downward spiral' and spreading of the 'cancer'. Shark Bay Shire is very concerned that this downgrade may herald the start of further entrenched reductions to service levels that will flow on to negatively affect Shark Bay.

DoT is reminded that this experiment has been undertaken previously with disastrous results.

On 15 January 2004 Skippers took over from Skywest and commenced Shark Bay services using 19 seat Metroliner type aircraft under government awarded Deed.

On 1 January 2006 the Deed was returned to Skywest.

Anecdotally the results are reported as follows:

26 NOVEMBER 2014

There were no toilets on the Metroliner aircraft, and there were reports of passengers urinating in eskies mid-flight. Note: Apparently most (but not all) of the Metroliners in the Skippers fleet have since had toilets installed. However, the aircraft were not manufactured with toilets installed and a standard retrofit generally results in one seat in the passenger cabin being converted to a toilet and a curtain being hung around it. This offers little privacy and is most inappropriate for a commercial service and is not in accord with the State Government's proposed vision "to establish a world-class aviation network that promotes WA's economic and social development." (DoT Position Paper, page 14). Has DoT inspected the aircraft to be used on the route?

A 10 kilo bag limit was in place and this was useless for most passengers, particularly international passengers who often arrive with 20 - 30 kilos. At the time that Skippers took over there was a decent flow of Europeans to Shark Bay as Skywest had an office in Italy and invested heavily in destination marketing. This dropped off quickly. Offloaded bags were often sent up by road or on alternative flights.

No GDS, as is still the case and is still a problem – Shark Bay eventually dropped off the map.

International tourists arriving Perth on major airlines to transfer to Shark Bay being shocked and frightened at the size of the aircraft and refusing to board the Metroliner.

It was fairly quickly seen that the experiment was not a success, and the route reverted to Skywest at the first opportunity to do so.

The challenge now is to reverse the trend by returning to pre-2011 minimum requirements. These have been described fully in previous submissions to DoT and are again summarised below.

8. DoT Position Paper

In the absence of supporting information and explanatory notes, Shire of Shark Bay has grave concerns that if taken at face value, the following assertions as included in the Position Paper, have the potential to distort the market response in a competitive tender process. DoT has reported in the Position Paper (Route by Route Analysis, Pages 43 to 49), that:

There is no economic justification to put in security screening at Shark Bay.

Airlines have little interest in the Coral Coast route.

Airlines desired load factor is at least 75%. Shark Bay is marginal / unprofitable.

There is no economic justification for GDS / GDS costs around \$1 million to implement. / GDS should be a requirement 'where possible'.

Overall, travellers to and from the region appear to be satisfied with the quality and schedule of air services. Industry, tourism and social needs are being met.

Shark Bay can only work in conjunction with Carnarvon.

Lack of screening has reduced the airfares significantly.

To again reinforce Shark Bay Shire's view, these proclamations generate serious concern due to their potential to influence decision makers whilst having no strong foundation or basis for making the claim. These issues have every possibility of distorting an approach to the airline market and therefore could have the effect of reducing competition in a tender or EOI process.

DoT has not qualified these statements with any evident study or research. There are no references provided in support of these claims. The concerns with this list of issues identified

26 NOVEMBER 2014

by Shark Bay Shire are reported more fully below. Please also refer to the October 2014 GDC submission for further information on these serious concerns.

There is no economic justification to put in security screening at Shark Bay (DoT Position Paper Page 49)

Reluctance to invest in basic airport infrastructure, coupled with flawed security legislation (the 20 tonne rule), must not be permitted to continue as an eternal limiting factor to the economic prosperity of the region. The statement posed by DoT is also not supported by any references or studies outlining the case for rejecting security screening as economically unviable.

As advised to DoT, Shire of Shark Bay has been working with GDC to remove this barrier and is confident that the economic case supporting the capital investment in infrastructure has been made.

DoT must not continue to present lack of security screening infrastructure as a closed issue and an immovable barrier to change in parts of the state. This is potentially misleading to any airline that might be considering entry to this route. DoT should work with regional bodies including Shire of Shark Bay and GDC toward removing this barrier.

Airlines have little interest in the Coral Coast Route (DoT Position Paper Page 49)

Shire of Shark Bay understands from the GDC that as recently as mid-September 2014, airlines had not yet been canvassed for their views on servicing this route. All airlines operating in Western Australia, or with the potential to operate in the state, including Qantas, Virgin, Skippers, Air North, Alliance and REX (all airlines with full GDS capability and connectivity to other airlines) must be consulted before a conclusion can be drawn as to their level of interest.

Airlines desired load factor is at least 75%. Shark Bay is marginal / unprofitable. (DoT Position Paper Pages 44 and 49)

DoT has not qualified this assertion with any study, research, reference or report. Regardless, the level of profitability of the route as a stand-alone commercial prospect should not be the key factor of consideration when addressing the future of air services to the area. Of relevance is the fact that Shark Bay can and should form an integral and valuable part of the state's regional aviation network. This concept is explained more fully by the report of the Centre for Asia Pacific Aviation (CAPA), Review and Assessment of the Effectiveness of Air Services in Western Australia - Technical Report for Department for Planning and Infrastructure, November 2002:

'Airlines typically operate a network of routes. Only some of these routes will be profitable on a fully costed basis. However once these routes have been served it is in the interests of the airline owner to use spare capacity on routes that can at least cover marginal costs. This results in the well-known cross subsidy across routes. It is important to recognise that this type of cross subsidy is commercially sensible. It is not akin to a community service obligation. Cross subsidisation across routes is a common practice amongst airlines including those operating RPT services in WA. Such practices obviously benefit passengers on the subsidised routes. However, they also benefit routes that provide returns to facilitate the subsidy because overall aircraft utilisation is higher, overheads are distributed more widely and the overall profitability and sustainability of airline operations are increased.'

In summary, DoT must consider Shark Bay as just one part of a state-wide network that utilises cross-subsidy to ensure that more marginal areas receive adequate air services. The stand-alone level of commercial profitability of the route is not relevant.

26 NOVEMBER 2014

There is no economic justification for GDS / GDS costs around \$1 million to implement. / GDS should be a requirement 'where possible'. (DoT Position Paper Pages 45 and 49)

Airlines are extremely cost sensitive. If it were possible to thrive without a GDS then no airline would be investing in and participating in GDS as it would be a waste of money. Further, until 2011, airlines servicing the region **did** participate in GDS. There is no justification for DoT to continue providing Skippers with concessions on this basic requirement. This is a particularly critical factor on a tourism route such as Shark Bay.

Other airlines across the country have invested in GDS. Any airline that is unwilling to invest in the basic distribution infrastructure required to service the market should be excluded from a fresh tender process. From the CAPA report:

*'Listing in global computer reservations systems and 'through fares' are important to tourism marketing. If two carriers compete on a route with similar aircraft and fares, the ability of one airline to link to the airline networks of partner feeder airlines, to list their inventory in domestic and international reservations systems and to provide frequent flyer points **will be decisive.**'*

DoT has not explained the basis for its claim that GDS is not feasible, or the figure of \$1m. Shire of Shark Bay understands that there are many options for GDS to suit most budgets and that some airlines choose to piggy-back on larger airlines' GDS systems (such as Alliance and Air North with Qantas).

Further, DoT has chosen to use the words "where possible" when referring to the need for GDS and linkages with other airlines. The use of the term 'where possible' is extremely vague and causes unease. DoT must explain how it would measure the level of 'possibility'. Shark Bay Shire is not satisfied that DoT has acknowledged the criticality to the region of future inclusion in an airline GDS and connectivity beyond Perth.

In summary, the tourism and travel industry do not spend time debating whether or not GDS is important. It is, quite simply, fundamental to properly servicing a tourism market.

DoT should not continue to sponsor Skippers or any other airline to save money on airline distribution costs. Any airline unwilling to invest in the basic distribution infrastructure required to properly service the market should be excluded from a fresh tender process on the basis of non-conformity with tender requirements.

Overall, travellers to and from the region appear to be satisfied with the quality and schedule of air services. Industry, tourism and social needs are being met. (DoT Position Paper Page 47)

This statement is incorrect. To reiterate the point, DoT's claim that the services are meeting industry, tourism and community need is distinctly contradictory to information provided by stakeholders surveyed by GDC, as reported to DoT in December 2013:

Services are not affordable

The needs of the tourism industry and business sector are not being met, and this is obstructing economic development

Due to high cost, social needs are not being met, this includes inability to visit friends and relatives

Due to scarce regional linkages, needs for school and medical travel are not being met

To again reinforce Shark Bay Shire's view, these proclamations generate serious concern due to their potential to influence decision makers whilst having no strong foundation or basis for making the claim.

26 NOVEMBER 2014

Shark Bay can only work in conjunction with Carnarvon (DoT Position Paper Page 49)

This statement has the potential to lead the market to a particular position rather than encouraging the market to consider innovative methods to address the scope of works.

It does not make economic sense to pair two of the states most marginal routes – Carnarvon and Shark Bay – together.

It makes far greater sense to leverage and use the access rights that DoT holds to stronger routes by pairing them with marginal routes and thus bolstering airline interest. This will ensure that smaller regional communities are not marginalised as a result of the state's air regulation policy. The destinations need not be geographically located close by as the connection is a contractual one only exercised via Deed.

This is the network approach historically proven and necessary to ensure government meets its obligations to provide adequate services to remote and marginal areas of the state.

Further, if a subsidy is now required for Shark Bay as a result of the dismantling of the state network and the downward trend triggered by the 2011 tender process, DoT must accept this path may now be necessary.

There are many possibilities of route combinations and DoT is reminded of past government policy that was strongly against allowing airlines to just service the best routes ('cherry picking').

The concept of cross-subsidisation has been explained earlier in this paper, and the quote from the CAPA report is again reported here for emphasis:

Airlines typically operate a network of routes. Only some of these routes will be profitable on a fully costed basis. However once these routes have been served it is in the interests of the airline owner to use spare capacity on routes that can at least cover marginal costs. This results in the well-known cross subsidy across routes. It is important to recognise that this type of cross subsidy is commercially sensible. It is not akin to a community service obligation. Cross subsidisation across routes is a common practice amongst airlines including those operating RPT services in WA. Such practices obviously benefit passengers on the subsidised routes. However, they also benefit routes that provide returns to facilitate the subsidy because overall aircraft utilisation is higher, overheads are distributed more widely and the overall profitability and sustainability of airline operations are increased.

In summary, DoT must not draw conclusions around network deed and route structure without having tested the market or consulted with airlines. Cherry-picking should be disallowed. DoT must canvass airlines and encourage innovative thinking around route structure while leveraging access to stronger routes to bolster airline interest in marginal routes.

Lack of screening has reduced the airfares significantly. (DoT Position Paper Page 49)

There is no support for the claim that Shark Bay travellers have enjoyed 'significantly' lower airfares as a result of the absence of security screening. This does not correlate with the high cost of Skippers airfares to Shark Bay.

How is DoT benchmarking Shark Bay airfares against other routes where screening is in place?

9. Recommendations Summary

Shire of Shark Bay is committed to moving forward constructively with DoT to achieve a satisfactory outcome meeting the expectation of stakeholders. Shire of Shark Bay's recommendations and expectations are as follows:

The Shire of Shark Bay supports DoT's recommendation of continued regulation of the route.

This is on the proviso that DoT runs a fresh tender or EOI process for Shark Bay using a new minimum criterion that delivers a return to pre-2011 service levels. In particular, the process MUST return a focus to recognising tourism as the major industry and economic driver of the area.

The fresh tender process, to be run by DoT, must be guided by a Steering Committee that will work alongside DoT. The Steering Committee will comprise members of the public that will represent the interests of small business, tourism and community.

DoT must consult with airlines and encourage innovation in their approach. Route structure models and combinations currently in place need not indicate the future structure of the statewide air transport network.

The fresh tender process must leverage access to stronger routes under DoT licence control against the service needs of more marginal routes, taking a state-wide approach.

Further, if needed, a safety net subsidy should not now be out of the question. This could now be necessary as a result of the degradation of the Shark Bay market post-2011 Deeds.

DoT must also work to remove unnecessary barriers to market growth and economic development, specifically around airport infrastructure and security screening requirements.

A successful outcome for Shark Bay for the form of regulation, after completion of the current Deed period in 2016, is for continued regulation with a fresh tender or EOI process incorporating the revised minimum requirements for selection criteria.

The features listed below represent stakeholders' **minimum requirements** for any airline servicing the region under a government awarded licence.

Improved methods of Deed management via KPIs and control of airfares.

Flight schedules with frequency, linkages and timing that meet the social, tourism and economic needs of the community.

Aircraft type of a typical regional commercial airline standard (this excludes Metroliner).

Affordable airfares – benchmarked to state average.

Participation in an industry standard airline global distribution system.

Destination marketing program.

Connectivity with other domestic and international airlines through fares.

Frequent flyer program.

Passenger lounges and facilities at main airport.

Customer contact center with extended operating hours.

DoT is again reminded that **all of these features** were in place prior to the 2011 tender process which resulted in DoT replacing Skywest with Skippers. Additionally, there was no subsidy requirement at that time.

26 NOVEMBER 2014

Shire of Shark Bay looks forward to in future working constructively and closely with DoT to achieve acceptable outcomes for the region.

Appendix – Ningaloo -Shark Bay National Landscape Committee, November 2013

WA Department of Transport's State Aviation Strategy Submission from Ningaloo Shark Bay National Landscape

I understand that the air service to Shark Bay and Carnarvon is under review.

The result of the government's decision to appoint Skippers as the airline service for Shark Bay and Carnarvon has, as detailed below, resulted in a lesser service than was previously provided by Skywest.

This has resulted in inconvenience to local stakeholders, exacerbated the effects of the tourism downturn caused by the GFC and strong Aussie dollar, impeded the growth and development of the region and created economic hardship to both business and community.

Whilst Skippers staff and crew do an excellent job and the company is an efficient FIFO operator, it cannot provide the service and facilities required by RPT domestic/international air travel.

Loss of access to the Global Distribution System

The Ningaloo-Shark Bay National Landscape is one of only 16 locations selected by Tourism Australia & Parks Australia to present to international visitors as an iconic destination.

By appointing Skippers, the Shark Bay and Carnarvon airports of the National Landscape have been isolated from air travellers because they can't be accessed via the GDS. As a result travellers are routinely told by travel agents that it's not possible to fly to Shark Bay.

Tourism is the life-blood of the Shark Bay World Heritage Area (which contains the internationally renowned Monkey Mia dolphin experience).

Loss of route connections between Exmouth, Carnarvon and Shark Bay

Shark Bay Car Hire used to have a solid market for hiring cars to visitors wanting to explore the region to Exmouth. The company would routinely fly to Exmouth to collect cars. When the Shark Bay- Exmouth connection was lost so was a significant portion of their business.

Visitors are no longer able to fly from Shark Bay to Exmouth to connect with a flight to Broome and other locations and invariably have to back track to Perth to access these connections

Exmouth has lost business from Shark Bay and Carnarvon and vice-a-versa

Fare structure

Remains consistently high and has no rewards program. It's possible to fly Perth/Brisbane return for close to the same airfare as one-way Perth/Shark Bay

Marketing & Packaging

Skippers does no tourism marketing or packaging of its own.

Schedule & connection with domestic flights

It is not possible to book through connections as with other domestic carriers.

Baggage check through

It is not possible to check baggage through to/from as with other domestic carriers.

Skippers Terminal issues

The Skippers terminal is located well away from the domestic terminal.
It is poorly signed if endeavoring to find it within the precinct of terminals.
The connecting courtesy bus service to the domestic terminal is unreliable.
It is not possible to obtain or leave a hire car at the terminal.
Taxis are reluctant to take a hire between domestic terminals.
Travellers arriving in the early morning to take a flight have found the terminal closed.
Food and drink machines are often empty.

The future of the Ningaloo – Shark Bay National Landscape is very reliant on a good quality of air services with linkages between Shark Bay and Exmouth. It is essential that an airline be appointed that is as accessible and convenient to consumers and the travel industry as other iconic destinations.

The Ningaloo – Shark Bay National Landscape Committee is about to undertake an Experience Development Strategy that will set the framework and direction for the future of the landscape. With the current aviation structure it will not be possible to develop an optimum structure that would include product development dependent on a better quality of air services.

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12. FINANCE REPORT

12.1 SCHEDULE OF ACCOUNTS PAID TO BE RECEIVED

CM00017

Author

Finance Officer / Accounts Payable

Disclosure of any interest

Nil

Moved Cr Prior
Seconded Cr Laundry

Council Resolution

That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$1,201,504.46 be accepted.

6/0 CARRIED

Comment

The schedules of accounts for payment covering - Municipal fund account cheque numbers 26682 to 26692 totalling \$15,900.16

Municipal fund account electronic payment numbers MUNI EFT 16341 to 16537 totalling \$975,121.50

Municipal fund account for October 2014 payroll totalling \$102,222.00

Trust fund account electronic payment numbers 16361 to 16581 totalling \$84,349.50 and

Trust fund Police Licensing for October 2014 totalling \$23,911.30

The schedule of accounts submitted to each member of Council on 21 November 2014 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.

Voting Requirements

Simple Majority Required

Signature

Author *D Oakley*

Chief Executive Officer *P Anderson*

Date of Report 3 November 2014

SHIRE OF SHARK BAY
MUNI CHEQUES 26682-26692 TO 31 OCTOBER 2014

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
26682	07/10/2014	WATER CORPORATION	WATER USAGE VARIOUS SHIRE PROPERTIES	-3961.63
26683	08/10/2014	HORIZON POWER	ELECTRICITY ACCOUNTS VARIOUS SHIRE PROPERTIES	-6697.67
26684	09/10/2014	WATER CORPORATION	WATER USAGE 65 KNIGHT TERRACE	-337.41
26685	15/10/2014	HORIZON POWER	STREET LIGHTS MONTHLY ACCOUNT	-3079.79
26686	15/10/2014	WATER CORPORATION	WATER USAGE GARDEN SERVICE KNIGHT TERRACE LOT OPP 48, WEST END FORESHORE	-210.38
26687	21/10/2014	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-399.65
26688	21/10/2014	AXA AUSTRALIA	SUPERANNUATION CONTRIBUTIONS	-386.36
26689	21/10/2014	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	-388.05
26690	21/10/2014	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-61.44
26691	22/10/2014	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTION	-361.38
26692	28/10/2014	SHIRE OF SHARK BAY	TRANSFER 1EOF922 SES USELESS LOOP LANDCRUISER	-16.40
TOTAL				\$15,900.16

SHIRE OF SHARK BAY

MUNI EFTS 16341-16537 TO 31 OCTOBER 2014

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16341	03/10/2014	STATE LIBRARY OF WA	BETTER BEGINNINGS GIFT BOOKS FOR LIBRARY	-55.00
EFT16342	03/10/2014	AUSTRALASIAN PERFORMING RIGHT ASSOC	ANNUAL LICENCE FEE FOR DENHAM HALL	-350.06
EFT16343	03/10/2014	GRIFFIN VALUATION ADVISORY	VALUATION OF GOLF COURSE BUILDINGS	-880.00
EFT16344	03/10/2014	BUNNINGS BUILDING SUPPLIES	RETAINING TIMBERS FOR STAFF HOUSING	-222.36
EFT16345	03/10/2014	BLUE DIAMOND	PALLET RACKING FOR DEPOT	-5061.12
EFT16346	03/10/2014	DEPARTMENT OF PARKS AND WILDLIFE	MONKEY MIA RESERVE PASSES FOR RESALE	-3207.60
EFT16347	03/10/2014	CHUBB FIRE & SECURITY	QUARTERLY SBDC SECURITY MONITORING	-139.67
EFT16348	03/10/2014	CDH ELECTRICAL	REPAIRS TO SEWER SYSTEM CONTROL BOX AND CONNECTION OF AIR CONDITIONER AT DEPOT	-454.10
EFT16349	03/10/2014	TOLL IPEC	FREIGHT	-14.99
EFT16350	03/10/2014	MCLEODS BARRISTERS AND SOLICITORS	INTERPRETATION OF MONKEY MIA LEASE	-1417.99
EFT16351	03/10/2014	MIDWEST FIRE PROTECTION SERVICE	QUARTERLY SERVICE AND INSPECTION OF FIRE ALARM SYSTEM SBDC AND REC CENTRE	-1809.28
EFT16352	03/10/2014	PROJECT 3	2016 DIRK HARTOG COMMEMORATION SCOPING REPORT	-10725.00
EFT16353	03/10/2014	RICHARD CLAUDE MORONEY	SBDC MAINTENANCE MONTHLY ACCOUNT	-31.00
EFT16354	03/10/2014	REPLAS	EMU GRAFFICS BENCH SEAT	-1184.77
EFT16355	03/10/2014	SKIPPERS AVIATION	FLIGHT J PHILLIPS CEO PERFORMANCE REVIEW AND REIMBURSABLE FLIGHT D OAKLEY	-939.00
EFT16356	03/10/2014	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING ACCOUNT	-10748.40
EFT16357	03/10/2014	SHARK BAY AIR CHARTER	CR COWELL AND CR PRIOR CHARTER FLIGHT TO CARNARVON, GDC AND VINCE CATANIA MEETING	-606.65
EFT16358	03/10/2014	MCKELL FAMILY TRUST	RUBBISH COLLECTION AND STREET SWEEPING MONTHLY ACCOUNT	-10121.18
EFT16359	03/10/2014	TELSTRA CORPORATION LIMITED	COMMUNITY SMS MESSAGES MONTHLY ACCOUNT	-55.64
EFT16360	03/10/2014	VANGUARD PRESS	STICKERS FOR ROYAL SHOW	-1952.50
EFT16361	-EFT16375	USED IN TRUST		
EFT16376	-EFT16390	USED IN TRUST	REPORTED SEPTEMBER TO COUNCIL	

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16391	-EFT16391	USED IN TRUST		
EFT16392	07/10/2014	REBECCA STANLEY	MEALS AND TAXI REIMBURSEMENT ROYAL SHOW	-228.05
EFT16393	07/10/2014	AON RISKS SERVICES AUSTRALIA	MARINE HULL INSURANCE	-990.00
EFT16394	07/10/2014	DENHAM PAPER AND CHEMICAL SUPPLIES	TOILET ROLLS FOR OFFICE	-41.80
EFT16395	07/10/2014	DENHAM IGA X-PRESS	MONTHLY ACCOUNT	-269.38
EFT16396	07/10/2014	SHARK BAY FUEL & SERVICE CENTRE	MONTHLY ACCOUNT	-42.00
EFT16397	07/10/2014	GEORGE LIVESEY	TEMPORARY SIGNAGE FOR JETTY WORKS	-360.00
EFT16398	07/10/2014	HITS RADIO	ADVERTISING RADIO MONTHLY ACCOUNT	-520.30
EFT16399	07/10/2014	LANDGATE	GRV VALUATION	-145.55
EFT16400	07/10/2014	MIDWEST FIRE PROTECTION SERVICE	HALF YEARLY SERVICE OF FIRE EQUIPMENT	-1168.20
EFT16401	07/10/2014	SHARK BAY TAXI SERVICE	OVERLANDER RUN SEPTEMBER 2014 AND 3 HAMELIN DELIVERIES	-1177.00
EFT16402	07/10/2014	SHARK BAY COMMUNITY RESOURCE CENTRE	SPORTS AND REC CENTRE MANAGEMENT AUGUST AND SEPTEMBER 2014 AND KARATE, ST ANDREWS AND DENHAM SENIORS PHOTOCOPYING	-8998.25
EFT16403	07/10/2014	SHARK BAY AIR CHARTER	CHARTER FLIGHT TO CARNARVON AVIATION MEETING	-609.05
EFT16404	07/10/2014	SHARK BAY SKIPS	MONTHLY SKIP BIN ACCOUNTS	-3531.00
EFT16405	07/10/2014	SHARK BAY CAR HIRE	DOCTOR CAR HIRE SEPTEMBER 2014	-495.00
EFT16406	07/10/2014	TELSTRA CORPORATION LIMITED	1300 PHONE SBDC	-32.62
EFT16407	07/10/2014	VT BEAVIS	CONCRETE WORKS AT STAFF HOUSING SITE	-23900.00
EFT16408	08/10/2014	AUSTRALIA POST	MONTHLY POSTAGE ACCOUNT	-537.44
EFT16409	08/10/2014	SHARK BAY SUPERMARKET	MONTHLY ACCOUNT	-116.38
EFT16410	08/10/2014	MIDWEST FIRE PROTECTION SERVICE	FIRE EXTINGUISHERS SUPPLY FOR DEPOT	-195.80
EFT16411	08/10/2014	MITRE 10 SHARK BAY	MONTHLY HARDWARE ACCOUNT INCLUDING 2 SHEDS SUPPLY AND INSTALL FOR STAFF HOUSING SITE	-7003.30
EFT16412	08/10/2014	SHARK BAY FREIGHTLINES	FREIGHT	-1351.08
EFT16413	08/10/2014	TELSTRA	DAMAGE 1 MONKEY MIA ROAD 7/5/13	-20244.21
EFT16414	-EFT16414	USED IN TRUST		
EFT16415	09/10/2014	SOLOMONS FLOORING CANNINGTON	SUPPL/ INSTALL FLOORING SHOP 5 MCLEARY BUILDING	-6400.00
EFT16416	09/10/2014	GLENN BANGAY	MEAL EXPENSES REIMBURSEMENT BUILDING OFFICER	-196.23
EFT16417	09/10/2014	BAJA DATA & ELECTRICAL SERVICES	REPAIR POWER DENHAM HALL KITCHEN	-99.00
EFT16418	09/10/2014	BOOEASY AUSTRALIA	BOOEASY SEPTEMBER FEES	-239.54

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16419	09/10/2014	CONPLANT AUSTRALIA	LOCKING RING FOR MULTI TYRE ROLLER	-64.26
EFT16420	09/10/2014	FESA	2014/15 ESL SBDC VARIOUS SHIRE PROPERTIES	-2721.62
EFT16421	09/10/2014	JJ HAWKINS	FREIGHT FOR COMMEMORATIVE PLAQUE	-401.50
EFT16422	09/10/2014	MCLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES, BRIKLY MATTER AND LEASES FOR MCLEARY BUILDING HAIRDRESSING SALON AND J HANSCOMBE	-2717.77
EFT16423	09/10/2014	NORTHERN GUARDIAN	PUBLIC NOTICE ADOPTING GRATUITIES POLICY	-145.60
EFT16424	09/10/2014	PEST-A-KILL	ANNUAL PEST MANAGEMENT FOR SHIRE PROPERTIES AND RODENT MONITORING/BAITING	-3237.30
EFT16425	09/10/2014	SALTWATER CAFE	REFRESHMENTS FOR COUNCIL MEETING SEPTEMBER AND DIRK HARTOG ISLAND TRIP 2016 CELEBRATIONS	-356.40
EFT16426	09/10/2014	TREVOR ELSEGOOD	REFUND FOR OVERPAID BOOKEASY ACCOMMODATION	-20.00
EFT16427	-EFT16429	USED IN TRUST		
EFT16430	15/10/2014	GERALDTON FUEL COMPANY	MONTHLY FUEL ACCOUNT	-14377.47
EFT16431	15/10/2014	HITACHI CONSTRUCTION MACHINERY	NEW JOHN DEERE 672G 6X6 GRADER	-314981.70
EFT16432	15/10/2014	LANDGATE	GRV VALUATION	-62.35
EFT16433	15/10/2014	MARITIME CONSTRUCTIONS	CLAIM 3 CONSTRUCTION OF MONKEY MIA JETTY	-310899.80
EFT16434	15/10/2014	PRESTIGE INSTALLATIONS	REPAIR/CLEAN OFFICE MEETING ROOM AIRCONDITIONER	-528.00
EFT16435	15/10/2014	PEST-A-KILL	TERMITE TREATMENT AT SHIRE OFFICE, CRC AND CHILDCARE BUILDING	-8905.00
EFT16436	15/10/2014	PLUMOVATION	REPAIR WATER LEAKS AT PENSIONER UNIT 11 AND CHILDCARE CENTRE	-990.00
EFT16437	15/10/2014	MRS V COOPER	SBDC MERCHANDISE	-360.00
EFT16438	15/10/2014	SKIPPERS AVIATION	REIMBURSABLE FLIGHT D OAKLEY	-86.82
EFT16439	15/10/2014	SHERRI KYM SMITH	REFUND ON REIMBURSABLE SKIPPERS FLIGHT D OAKLEY	-113.09
EFT16440	17/10/2014	P.G & S. J WOOD	VHF WIRING INSTALLATION NEW GRADER	-195.00
EFT16441	17/10/2014	RUSSELL TODD CHAMBERLAIN	RENT 39 DURLACHER STREET	-1157.30
EFT16442	17/10/2014	TOLL IPEC	FREIGHT	-26.87
EFT16443	17/10/2014	NORDIC HOMES	STAFF HOUSING	-25174.34
EFT16444	17/10/2014	RAY WHITE REAL ESTATE SHARK BAY	RENT 34 HUGHES STREET	-1127.00
EFT16445	17/10/2014	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING ACCOUNT	-5662.80

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16446	17/10/2014	YADGALAH ABORIGINAL CORP	HIRE OF DIGGER TO INSTALL CABLE AT EMERGENCY SERVICES SITE	-550.00
EFT16447	-EFT16447	USED IN TRUST		
EFT16448	21/10/2014	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-474.90
EFT16449	21/10/2014	MTAA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-786.66
EFT16450	21/10/2014	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-341.52
EFT16451	21/10/2014	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-488.56
EFT16452	21/10/2014	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	-814.59
EFT16453	21/10/2014	ONE STEP SUPER	SUPERANNUATION CONTRIBUTIONS	-391.95
EFT16454	21/10/2014	MLC NOMINEES	SUPERANNUATION CONTRIBUTIONS	-304.38
EFT16455	21/10/2014	WA LOCAL GOV SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	-8507.80
EFT16456	21/10/2014	WESTPAC SECURITIES ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	-383.98
EFT16457	21/10/2014	REST	SUPERANNUATION CONTRIBUTIONS	-1292.56
EFT16458	21/10/2014	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-750.33
EFT16459	21/10/2014	SMA SUPER	SUPERANNUATION CONTRIBUTIONS	-358.51
EFT16460	21/10/2014	AUSTRALIANSUPER	SUPERANNUATION CONTRIBUTIONS	-187.49
EFT16461	28/10/2014	GASCOYNE OFFSHORE AND MARINE SERVICES	OVERPAID RATES REFUND ASSESSMENT A1051	-2526.69
EFT16462	-EFT16512	CANCELLED EFTS		
EFT16513	28/10/2014	DENHAM BOBCATS	MATERIAL CARTING TO MONKEY MIA JETTY	-1225.00
EFT16514	28/10/2014	P.G & S. J WOOD	REPAIRS TO INTERNET CONNECTION AT REC CENTRE	-100.00
EFT16515	28/10/2014	BRIAN JOHN GALVIN	WATER CORPORATION ACCOUNT REIMBURSEMENT	-198.59
EFT16516	28/10/2014	CORAL COAST PLUMBING	REPAIR WATER LEAKS PENSIONER UNIT 11	-112.31
EFT16517	28/10/2014	CDH ELECTRICAL	REPAIR ELECTRIC SHORT AT DEPOT, PENSIONER UNIT 7	-198.00
EFT16518	28/10/2014	DEPARTMENT OF TRANSPORT	SEARCH FEES SHIRE FINE RECIPIENTS SEPTEMBER	-45.50
EFT16519	28/10/2014	GRAY & LEWIS LAND USE PLANNERS	GENERAL PLANNING MONTHLY ACCOUNT	-8591.33
EFT16520	28/10/2014	HERITAGE RESORT SHARK BAY	REFRESHMENTS FOR CEO REVIEW	-48.00
EFT16521	28/10/2014	ROGER JOHN HEWITT	SAFETY BOOTS REIMBURSEMENT	-89.95
EFT16522	28/10/2014	TOLL IPEC	FREIGHT	-34.47
EFT16523	28/10/2014	JOHN PHILLIPS CONSULTING	CEO'S PERFORMANCE REVIEW	-3300.00
EFT16524	28/10/2014	LOCAL GOVERNMENT MANAGERS AUSTRALIA	2014/2015 FULL MEMBERSHIP LGMA	-480.00
EFT16525	28/10/2014	LGISWA	INSURANCE LIABILITY, WORKCARE AND PROPERTY	-95880.09

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16526	28/10/2014	MCLEODS BARRISTERS AND SOLICITORS	LEASE FOR PHARMACY AND ANNUAL AUDIT RESPONSE FEE	-1149.02
EFT16527	28/10/2014	PAPER PLUS OFFICE NATIONAL	STATIONERY	-342.13
EFT16528	28/10/2014	MP ROGERS & ASSOCIATES	COASTAL INUNDATION PLAN AND MANAGEMENT OF MONKEY MIA JETTY PROJECT	-10429.14
EFT16529	28/10/2014	SHARK BAY CLEANING SERVICE	AQIUM HAND SANITISER FOR DEPOT	-180.00
EFT16530	28/10/2014	SHARK BAY FREIGHTLINES	FREIGHT	-6803.61
EFT16531	28/10/2014	SINEWAVE ELECTRICAL	SOLAR POLES AT OVERLANDER	-3520.00
EFT16532	28/10/2014	ST JOHN AMBULANCE ASSOC. - SHARK BAY	FIRST AID KITS FOR DEPOT	-175.00
EFT16533	28/10/2014	TELSTRA CORPORATION LIMITED	MONTHLY MOBILE PHONE ACCOUNT	-485.65
EFT16534	28/10/2014	THOMAS LACHLAN	MEAL EXPENSES FOR HEALTH INSPECTOR	-45.03
EFT16535	28/10/2014	WA MUSEUM	SBDC MERCHANDISE	-155.35
EFT16536	28/10/2014	DALE PHYLLIS WILSON	REIMBURSEMENT FOR TRAINING FLIGHT	-160.53
EFT16537	28/10/2014	WEST-OZ WEB SERVICES	COMMISSION FOR BOOKING SEPTEMBER	-33.40
TOTAL				\$975,121.50

SHIRE OF SHARK BAY

TRUST EFTS 16361 TO 16581 31 OCTOBER 2014

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16361	03/10/2014	JAMES SNR POLAND	ART SALE SEPT 2014	-52.80
EFT16362	03/10/2014	PRIORITY SHARK BAY	TOURS SEPT 2014	-2002.74
EFT16363	03/10/2014	BLUE LAGOON PEARLS	TOURS SEPT 2014	-352.35
EFT16364	03/10/2014	SHARK BAY COASTAL TOURS	TOURS SEPT 2014	-1905.30
EFT16365	03/10/2014	GASCOYNE OFFSHORE AND MARINE SERVICES	TOURS SEPT 2014	-1122.30
EFT16366	03/10/2014	HAMELIN STATION STAY	TOURS SEPT 2014	-22.62
EFT16367	03/10/2014	INTEGRITY COACH LINES	TOURS SEPT 201	-54.81
EFT16368	03/10/2014	MONKEY MIA YACHT CHARTERS	TOURS SEPT 2014	-10805.40
EFT16369	03/10/2014	MONKEYMIA WILDSIGHTS	TOURS SEPT 2014	-7385.43
EFT16370	03/10/2014	SHARK BAY ARTS COUNCIL	SALES AT EXHIBITION	-6595.00
EFT16371	03/10/2014	SIETSKE HUNN	ART SALE SEPT 2014	-60.00
EFT16372	03/10/2014	SHIRE OF SHARK BAY	COMMISSION SEPT 2014	-3781.97
EFT16373	03/10/2014	SHARK BAY SCENIC QUAD BIKE TOURS	TOURS SEPT 2014	-1365.90
EFT16374	03/10/2014	UNREAL FISHING CHARTERS	TOURS SEPT 2014	-1305.00
EFT16375	03/10/2014	WULA GUDA NYINDA	TOURS SEPT 2014	-1141.88
EFT16391	-EFT16391	CANCELLED EFT		
EFT16414	09/10/2014	WEELAWAY ON GREGORY	BOOKEASY SEPTEMBER 2014	-102.00
EFT16427	13/10/2014	HEATHER KEVILL	GYM CARD DEPOSIT REFUND	-20.00
EFT16428	13/10/2014	DALE PHYLLIS WILSON	LIBRARY DEPOSIT REFUND	-50.00
EFT16429	13/10/2014	YADGALAH ABORIGINAL CORP	MARQUEE DEPOSIT REFUND	-700.00
EFT16447	17/10/2014	MARK RODNEY POYNER	GYM CARD DEPOSIT REFUND	-20.00
EFT16548	-EFT16553		REPORTING IN NOVEMBER TO COUNCIL	
EFT16554	31/10/2014	NINGALOO WHALESHARK N DIVE	BOOKEASY OCTOBER 2014	-174.00
EFT16555	31/10/2014	JAMES SNR POLAND	ART SALES OCTOBER 2014	-28.00
EFT16556	31/10/2014	PRIORITY SHARK BAY	TOURS OCTOBER 2014	-1226.70
EFT16557	31/10/2014	BAY LODGE MIDWEST OASIS	BOOKEASY OCTOBER 2014	-198.90
EFT16558	31/10/2014	BLUE LAGOON PEARLS	TOURS OCTOBER 2014	-482.85
EFT16559	31/10/2014	SHARK BAY COASTAL TOURS	TOURS OCTOBER 2014	-1151.01
EFT16560	31/10/2014	DENHAM SEASIDE CARAVAN PARK	BOOKEASY OCTOBER 2014	-68.00
EFT16561	31/10/2014	DENHAM VILLAS	BOOKEASY OCTOBER 2014	-1015.75

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16562	31/10/2014	GASCOYNE OFFSHORE AND MARINE SERVICES	TOURS OCTOBER 2014	-1940.10
EFT16563	31/10/2014	HARTOG COTTAGES	BOOKEASY OCTOBER 2014	-378.25
EFT16564	31/10/2014	HERITAGE RESORT SHARK BAY	BOOKEASY OCTOBER 2014	-510.00
EFT16565	31/10/2014	HAMELIN STATION STAY	ACCOMMODATION OCTOBER 2014	-378.25
EFT16566	31/10/2014	INTEGRITY COACH LINES	TOURS OCTOBER 2014	-636.23
EFT16567	31/10/2014	MONKEY MIA YACHT CHARTERS	TOURS OCTOBER 2014	-8785.30
EFT16568	31/10/2014	ASPEN MONKEY MIA	BOOKEASY OCTOBER 2014	-932.45
EFT16569	31/10/2014	MONKEYMIA WILDSIGHTS	TOURS OCTOBER 2014	-9891.57
EFT16570	31/10/2014	WA OCEAN PARK	TOURS OCTOBER 2014	-147.90
EFT16571	31/10/2014	PAULS GALLERY	ART SALES OCTOBER 2014	-57.60
EFT16572	31/10/2014	SHARK BAY HOTEL MOTEL	BOOKEASY OCTOBER 2014	-646.00
EFT16573	31/10/2014	SHARK BAY HOLIDAY COTTAGES	BOOKEASY OCTOBER 2014	-357.00
EFT16574	31/10/2014	SHARK BAY ARTS COUNCIL	ART SALES OCTOBER 2014	-2525.00
EFT16575	31/10/2014	SHARKBAY CARAVAN PARK	BOOKEASY OCTOBER 2014	-216.75
EFT16576	31/10/2014	SIETSKE HUNN	CARD SALES OCTOBER 2014	-3.50
EFT16577	31/10/2014	SHIRE OF SHARK BAY	TOURS COMMISSION OCTOBER 2014	-5999.22
EFT16578	31/10/2014	SHARK BAY SCENIC QUAD BIKE TOURS	TOURS OCTOBER 2014	-1543.80
EFT16579	31/10/2014	TRADEWINDS SEAFRONT APARTMENTS	BOOKEASY OCTOBER 2014	-535.50
EFT16580	31/10/2014	UNREAL FISHING CHARTERS	TOURS OCTOBER 2014	-3262.50
EFT16581	31/10/2014	WULA GUDA NYINDA	TOURS OCTOBER 2014	-2411.87
TOTAL				\$84,349.50

CM00017

Executive Manager Finance and Administration

Nature of Interest:

Moved	Cr Cowell
Seconded	Cr Laundry

That the monthly financial report to 31 October 2014 as attached be received.
6/ CARRIED

As per the requirements of Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government Accounting (Financial Management) Regulations 1996*, the following monthly financial reports to 31 October 2014 are attached.

Simple Majority Required

C Wood

P Anderson

20 November 2014

SHIRE OF SHARK BAY**MONTHLY FINANCIAL REPORT****For the Period Ended 31 October 2014****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 and Capital Funding							
Statement of Budget Amendments							
Note 1	Significant Accounting Policies						
Note 2	Explanation of Material Variances						
Note 3	Net Current Funding Position						
Note 4	Cash and Investments						
Note 5	Budget Amendments						
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						

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(Statutory Reporting Program)							
For the Period Ended 31 October 2014							
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		6,150	0	39,052	39,052		▲
General Purpose Funding - Rates	9	1,204,172	1,203,060	1,220,338	17,278	1.44%	▲
General Purpose Funding - Other		2,029,119	524,133	527,984	3,851	0.73%	▼
Law, Order and Public Safety		74,436	73,015	21,783	(51,232)	(70.17%)	▼
Health		1,500	1,350	751	(599)	(44.37%)	▼
Housing		84,560	28,179	27,245	(934)	(3.32%)	▲
Community Amenities		267,200	200,146	213,163	13,017	6.50%	▲
Recreation and Culture		244,307	72,354	127,739	55,385	76.55%	▲
Transport		436,541	228,780	234,003	5,223	2.28%	▲
Economic Services		861,845	252,196	103,561	(148,635)	(58.94%)	▼
Other Property and Services		36,000	6,668	8,391	1,723	25.84%	▲
Total Operating Revenue		5,245,830	2,589,881	2,524,010	(65,871)		
Operating Expense							
Governance		(259,368)	(117,304)	(150,578)	(33,274)	28.37%	▼
General Purpose Funding		(191,533)	(128,497)	(134,376)	(5,879)	4.58%	▼
Law, Order and Public Safety		(283,998)	(153,511)	(81,037)	72,474	(47.21%)	▲
Health		(67,923)	(20,950)	(15,633)	5,317	(25.38%)	▲
Housing		(108,593)	(41,077)	(78,780)	(37,703)	91.79%	▼
Community Amenities		(655,312)	(206,385)	(239,140)	(32,755)	15.87%	▼
Recreation and Culture		(1,668,236)	(581,776)	(618,580)	(36,804)	6.33%	▼
Transport		(1,909,497)	(627,472)	(540,600)	86,872	(13.84%)	▲
Economic Services		(1,224,386)	(397,386)	(311,685)	85,701	(21.57%)	▲
Other Property and Services		(43,500)	(66,009)	(77,099)	(11,090)	16.80%	▼
Total Operating Expenditure		(6,412,346)	(2,340,367)	(2,247,508)	92,859		
Funding Balance Adjustments							
Add back Depreciation		1,906,098	635,360	722,651	87,291	13.74%	▲
Adjust (Profit)/Loss on Asset Disposal	8	24,276	0	40,343	40,343		▼
Adjust Provisions and Accruals				0	0		
Net Cash from Operations		763,858	884,874	1,039,496	154,622		
Capital Revenues							
Grants, Subsidies and Contributions	11	3,096,525	2,243,540	1,864,239	(379,301)	(16.91%)	▼
Proceeds from Disposal of Assets	8	178,000	0	80,000	80,000		▲
Total Capital Revenues		3,274,525	2,243,540	1,944,239	(299,301)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(727,270)	(571,957)	(225,995)	345,962	60.49%	▲
Infrastructure - Roads	13	(856,981)	(285,527)	(136,441)	149,086	52.21%	▲
Infrastructure - Public Facilities	13	(3,459,886)	(412,786)	(1,325,127)	(912,341)	(221.02%)	▼
Infrastructure - Streetscapes	13	(25,000)	(4,075)	(6,000)	(1,925)	(47.24%)	▼
Infrastructure - Footpaths	13	(50,400)	(5,600)	(14,683)	(9,083)	(162.19%)	▼
Infrastructure - Drainage	13	(30,000)	(3,334)	(250)	3,084	92.50%	▲
Heritage Assets	13	(74,000)	(24,556)	(6,365)	18,191	74.08%	▲
Plant and Equipment	13	(857,500)	(322,500)	(487,233)	(164,733)	(51.08%)	▼
Furniture and Equipment	13	(27,000)	(2,500)	(5,395)	(2,895)	(115.81%)	▼
Total Capital Expenditure		(6,108,037)	(1,632,835)	(2,207,489)	(574,654)		
Net Cash from Capital Activities		(2,833,512)	610,705	(263,250)	(873,955)		
Financing							
Proceeds from New Debentures		0	0	0	0		
Transfer from Reserves	7	1,528,900	0	0	0		
Repayment of Debentures	10	(105,311)	(44,927)	(44,927)	0	0.00%	
Transfer to Reserves	7	(1,205,578)	0	0	0		
Net Cash from Financing Activities		218,011	(44,927)	(44,927)	0		
Net Operations, Capital and Financing		(1,851,643)	1,450,652	731,318	(719,334)		▲
Opening Funding Surplus(Deficit)	3	1,851,643	1,851,643	1,789,436	(62,207)		
Closing Funding Surplus(Deficit)	3	0	3,302,295	2,520,754	(781,541)		▲
Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.							
Refer to Note 2 for an explanation of the reasons for the variance.							
Confirmed at the Ordinary Council Meeting held on 26 November 2014				Signed by the President Cr Cowell			
This statement is to be read in conjunction with the accompanying Financial Statements and notes.							

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(By Nature or Type)							
For the Period Ended 31 October 2014							
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	1,241,140	1,240,028	1,257,306	17,278	1.39%	
Operating Grants, Subsidies and Contributions	11	2,390,348	746,682	740,992	(5,690)	(0.76%)	
Fees and Charges		1,375,327	558,630	430,652	(127,978)	(22.91%)	▼
Interest Earnings		113,220	13,164	9,305	(3,859)	(29.32%)	
Other Revenue		106,850	31,377	85,755	54,378	173.31%	▲
Profit on Disposal of Assets	8	18,947	0	0	0		
Total Operating Revenue		5,245,832	2,589,881	2,524,010	(65,871)		
Operating Expense							
Employee Costs		(1,817,949)	(647,939)	(451,955)	195,984	30.25%	▲
Materials and Contracts		(2,026,588)	(674,987)	(618,854)	56,133	8.32%	▲
Utility Charges		(161,250)	(56,793)	(34,081)	22,712	39.99%	▲
Depreciation on Non-Current Assets		(1,906,098)	(635,360)	(722,651)	(87,291)	(13.74%)	▼
Interest Expenses		(26,811)	0	(1,757)	(1,757)		
Insurance Expenses		(168,478)	(168,479)	(193,783)	(25,304)	(15.02%)	▼
Other Expenditure		(261,951)	(156,809)	(184,084)	(27,275)	(17.39%)	▼
Loss on Disposal of Assets	8	(43,223)	0	(40,343)	(40,343)		
Total Operating Expenditure		(6,412,348)	(2,340,367)	(2,247,508)	133,202		
Funding Balance Adjustments							
Add back Depreciation		1,906,098	635,360	722,651	87,291	13.74%	▲
Adjust (Profit)/Loss on Asset Disposal	8	24,276	0	40,343	40,343		▲
Adjust Provisions and Accruals		0			0		
Net Cash from Operations		763,858	884,874	1,039,495	194,965		
Capital Revenues							
Grants, Subsidies and Contributions	11	3,096,525	2,243,540	1,864,239	(379,301)	(16.91%)	▼
Proceeds from Disposal of Assets	8	178,000	0	80,000	80,000		▲
Total Capital Revenues		3,274,525	2,243,540	1,944,239	(299,301)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(727,270)	(571,957)	(225,995)	345,962	60.49%	▲
Infrastructure - Roads	13	(856,981)	(285,527)	(136,441)	149,086	52.21%	▲
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Infrastructure - Streetscapes	13	(25,000)	(4,075)	(6,000)	(1,925)		▼
Infrastructure - Footpaths	13	(50,400)	(5,600)	(14,683)	(9,083)	(162.19%)	▼
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Furniture and Equipment	13	(27,000)	(2,500)	(5,395)	(2,895)	(115.81%)	▼
Total Capital Expenditure		(6,108,037)	(1,632,835)	(2,207,489)	(574,654)		
Net Cash from Capital Activities		(2,833,512)	610,705	(263,250)	(873,955)		
Financing							
Proceeds from New Debentures		0	0	0	0		
Transfer from Reserves	7	1,528,900	0	0	0		
Repayment of Debentures	10	(105,311)	(44,927)	(44,927)	0	0.00%	
Transfer to Reserves	7	(1,205,578)	0	0	0		
Net Cash from Financing Activities		218,011	(44,927)	(44,927)	0		
Net Operations, Capital and Financing		(1,851,643)	1,450,652	731,318	(678,990)		
Opening Funding Surplus(Deficit)	3	1,851,643	1,851,643	1,789,436	(62,207)	(3.36%)	
Closing Funding Surplus(Deficit)	3	0	3,302,295	2,520,754	(741,197)		

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

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

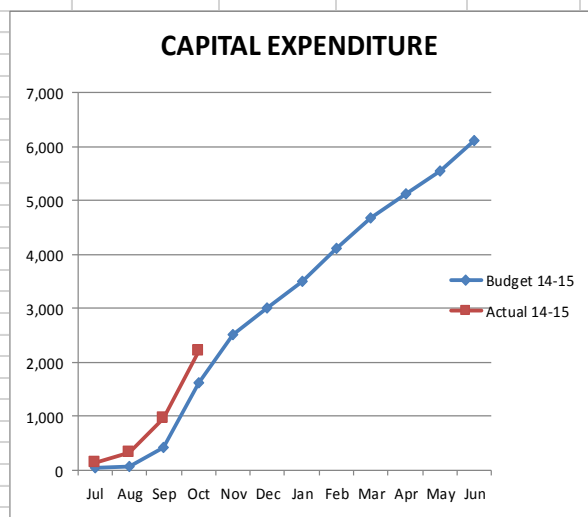
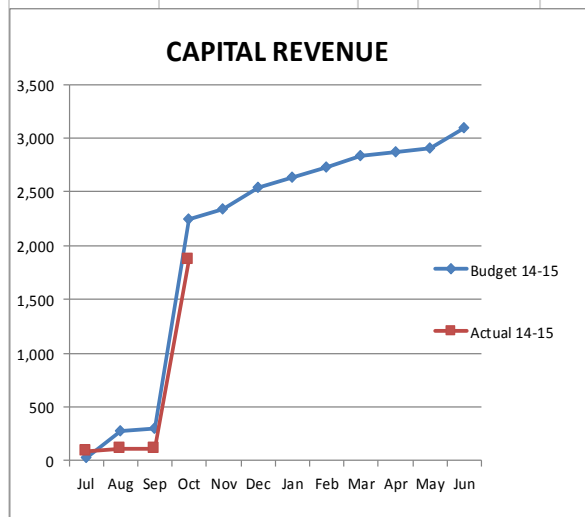
Confirmed at the Ordinary Council
meeting held on 26 November 2014 -

Signed by the President Cr Cowell

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

SHIRE OF SHARK BAY								
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING								
For the Period Ended 31 October 2014								



Confirmed at the Ordinary Council meeting held on 26 November 2014 -

Signed by the President Cr Cowell _____

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

Shire of Shark Bay									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 October 2014									
1.	SIGNIFICANT ACCOUNTING POLICIES								
(a)	Basis of Preparation								
	The budget 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 budget 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)	2013/14 Actual Balances								
	Balances shown in this budget as 2013/14 Actual are as forecast at the time of budget preparation and are subject to final adjustments.								
(c)	Rounding Off Figures								
	All figures shown in this budget, other than a rate in the dollar, are rounded to the nearest dollar.								
(d)	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.								
(e)	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.								
(f)	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.								

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

SHIRE OF SHARK BAY									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 October 2014									
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)									
(g) 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.									
(h) 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.									
(i) 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.									
(j) 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.									

SHIRE OF SHARK BAY									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 October 2014									
1.	SIGNIFICANT ACCOUNTING POLICIES (Continued)								
(j)	Fixed Assets (Continued)								
	The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:								
	(a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and								
	(b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government -								
	(i) that are plant and equipment; and								
	(ii) that are -								
	(I) land and buildings; or								
	(II) infrastructure;								
	and								
	(c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.								
	Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years.								
	In 2013, Council commenced the process of adopting Fair Value in accordance with the Regulations.								
	Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the budget as necessary.								
	Land Under Control								
	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.								
	Initial Recognition and Measurement between Mandatory Revaluation Dates								
	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 detailed above.								

SHIRE OF SHARK BAY									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 October 2014									
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.								

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

SHIRE OF SHARK BAY									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 October 2014									
1.	SIGNIFICANT ACCOUNTING POLICIES (Continued)								
(j)	Fixed Assets (Continued)								
	Major depreciation periods used for each class of depreciable asset are:								
	Buildings				25 to 50 years				
	Construction other than buildings (Public Facilities)				5 to 50 years				
	Plant and Equipment				5 to 15 years				
	Furniture and Equipment				4 to 10 years				
	Heritage				25 to 50 years				
	Roads				25 years				
	Footpaths				50 years				
	Sewerage piping				75 years				
	Water supply piping & drainage systems				75 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.								

SHIRE OF SHARK BAY									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 October 2014									
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.									

SHIRE OF SHARK BAY									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 October 2014									
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.								

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

SHIRE OF SHARK BAY							
NOTES TO AND FORMING PART OF THE BUDGET							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
1.	SIGNIFICANT ACCOUNTING POLICIES (Continued)						
(l)	Financial Instruments (Continued)						
	Impairment						
	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.						
	Derecognition						
	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.						

SHIRE OF SHARK BAY							
NOTES TO AND FORMING PART OF THE BUDGET							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
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.							

SHIRE OF SHARK BAY							
NOTES TO AND FORMING PART OF THE BUDGET							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
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.							

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

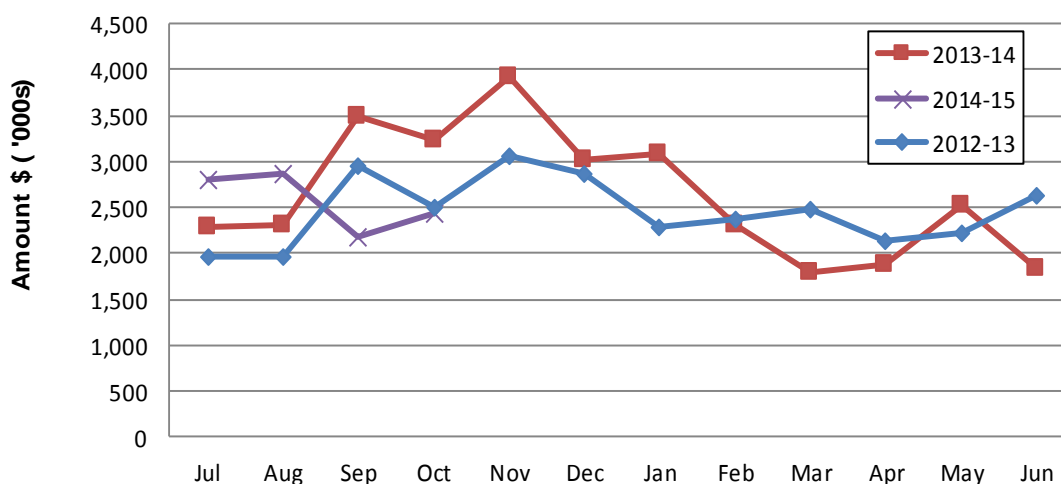
Shire of Shark Bay					
EXPLANATION OF MATERIAL VARIANCES					
For the Period Ended 31 October 2014					
Note 2: EXPLANATION OF MATERIAL VARIANCES					
Reporting Program	Var. \$	Var. %	V	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	39,052		▲	Timing	Reimbursement of legal expenses
General Purpose Funding - Rate	17,278	1.44%	▲	Permanent	Rate revenue higher than expected
General Purpose Funding - Other	3,851	0.73%	▼	Timing	No reportable variance
Law, Order and Public Safety	(51,232)	(70.17%)	▼	Timing	Operating Grant still to be received
Health	(599)	(44.37%)	▼	Timing	Misc fees yet to be received
Housing	(934)	(3.32%)	▲	Timing	No reportable variance
Community Amenities	13,017	6.50%	▲	Permanent	Rubbish charges raised for Residential and Commercial Properties
Recreation and Culture	55,385	76.55%	▲	Timing	Increase sales at Shark Bay Discovery Centre
Transport	5,223	2.28%	▲	Timing	No reportable variance
Economic Services	(148,635)	(58.94%)	▼	Timing	Invoices for Private works for Shark Bay Road and Monkey Mia Road to be raised.
Other Property and Services	1,723	25.84%	▲	Timing	Diesel Fuel Rebate received on a monthly basis - previously annually
Operating Expense					
Governance	(33,274)	28.37%	▲	Timing	Administration costs includes risk review expenditure and insurance claim
General Purpose Funding	(5,879)	4.58%	▼	Timing	Allocation of administration expenses higher than expected.
Law, Order and Public Safety	72,474	(47.21%)	▲	Timing	YTD budget for SES incorrect
Health	5,317	(25.38%)	▲	Timing	Health consultant visits less than expected
Housing	(37,703)	91.79%	▼	Timing	Pensioner Units maintenance/depreciation higher than expected
Community Amenities	(32,755)	15.87%	▼	Timing	Progress on the Northern Planning Program Plans higher than YTD budget
Recreation and Culture	(36,804)	6.33%	▼	Timing	Depreciation higher than expected
Transport	86,872	(13.84%)	▲	Timing	Country road maintenance under expended at this time.
Economic Services	85,701	(21.57%)	▲	Timing	Private works for Shark Bay Road and Monkey Mia Road has just commenced for the year.
Other Property and Services	(11,090)	16.80%	▼	Timing	Under recovery of public works overheads
Capital Revenues					
Grants, Subsidies and	(379,301)	(16.91%)	▼	Timing	Still awaiting capital grant payments which will
Proceeds from Disposal of Assets	80,000	0.00%			YTD budget incorrect.
Capital Expenses					
Land and Buildings	345,962	60.49%	▲	Timing	Finalisation of the Emergency Precinct yet to occur
Infrastructure - Roads	149,086	52.21%	▲	Timing	Road projects are beginning to be implemented
Infrastructure - Public Facilities	(912,341)	(221.02%)	▼	Timing	Expenditure on Monkey Mia Jetty higher than YTD budget
Infrastructure - Footpaths	(9,083)	(162.19%)	▼	Permanent	Expense from 13/14
Infrastructure - Drainage	3,084	92.50%		Timing	Major work yet to commence
Heritage Assets	18,191	74.08%		Timing	Heritage projects at planning stage
Plant and Equipment	(164,733)	(51.08%)	▼	Timing	Grader purchased - not reflected in YTD budget
Furniture and Equipment	(2,895)	(115.81%)	▼	Permanent	Expense from 13/14
Financing					
Loan Principal	0	0.00%		Timing	No reportable variance

Confirmed at the Ordinary Council meeting held on 26 November 2014 -

Signed by the President Cr Cowell _____

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 October 2014				
Note 3: NET CURRENT FUNDING POSITION				
Positive=Surplus (Negative=Deficit)				
	Note	YTD 31 Oct 2014	30th June 2014	YTD 31 Oct 2013
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	2,574,998	1,077,678	2,670,274
Cash Restricted	4	1,994,965	1,994,965	1,873,669
Receivables - Rates	6	478,357	15,073	533,703
Receivables -Other	6	283,320	1,115,568	419,717
Interest / ATO Receivable/Trust		10,484	6,876	11,584
Inventories		146,545	146,545	139,424
		5,488,670	4,356,705	5,648,371
Less: Current Liabilities				
Payables		(723,799)	(323,153)	(280,373)
Provisions		(249,152)	(249,152)	(227,306)
		(972,951)	(572,305)	(507,679)
Less: Cash Reserves	7	(1,994,965)	(1,994,965)	(1,873,669)
Net Current Funding Position		2,520,754	1,789,436	3,267,023

Note 3 - Liquidity Over the Year

**Comments - Net Current Funding Position**

Budget is overspent in comparison to YTD budget due to expenditure on Monkey Mia Jetty and less grants received than expected.

Shire of Shark Bay

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 October 2014

Note 4: CASH AND INVESTMENTS

		Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a)	Cash Deposits							
	Municipal Bank Account	1.25%	216,752			216,752	Bankwest	At Call
	Reserve Bank Account	0.00%		965		965	Bankwest	At Call
	Telenet Saver	2.50%	1,557,546			1,557,546	Bankwest	At Call
	Trust Bank Account	0.00%			11,110	11,110	Bankwest	At Call
	Cash On Hand		700			700	Bankwest	On Hand
(b)	Term Deposits							
	Municipal Gold	3.40%	400,000			400,000	Bankwest	Feb 2015
	Municipal Gold	3.40%	400,000			400,000	Bankwest	Feb 2015
	Trust	3.40%			163,817	163,817	Bankwest	Feb 2015
	Reserve Investment Account	3.65%		1,994,000		1,994,000	Bankwest	Jan 2015
	Total		2,574,998	1,994,965	174,927	4,744,890		

Comments/Notes - Investments

Surplus funds invested for terms conducive to cashflow requirements

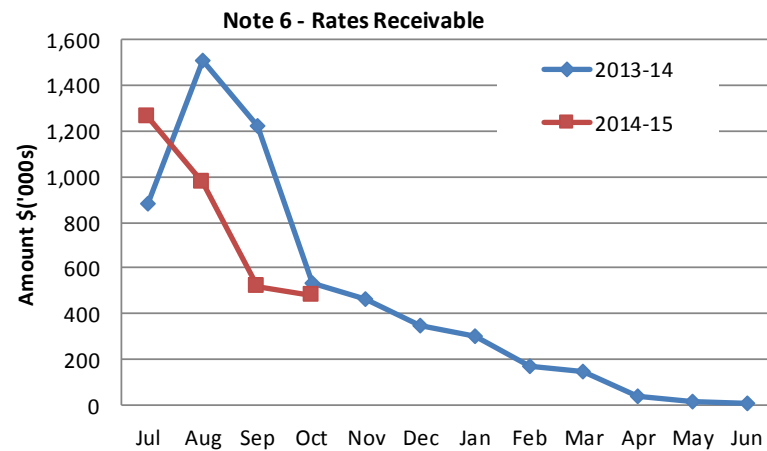
Shire of Shark Bay

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 October 2014

Note 6: RECEIVABLES

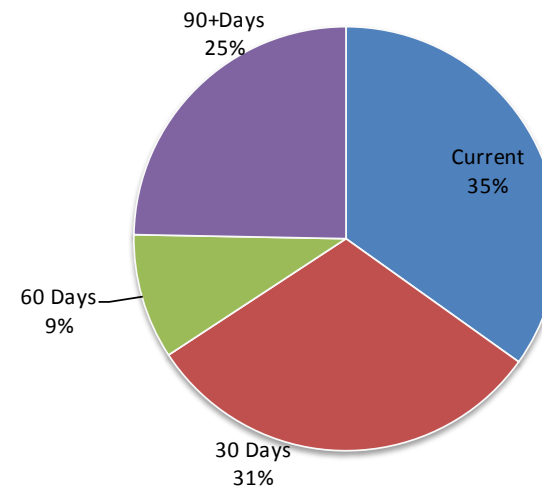
	YTD 31 Oct 2014	30 June 2014
Receivables - Rates Receivable		
	\$	\$
Opening Arrears Previous Years	5,744	6,217
Levied this year	1,261,346	1,119,537
Less Collections to date	(788,928)	(1,120,010)
Equals Current Outstanding	478,162	5,744
Net Rates Collectable	478,162	5,744
% Collected	62.26%	99.49%

**Comments/Notes - Receivables Rates**

Collection rate similar to 2013/14 at this time

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	98,173	87,005	26,866	69,543
Total Receivables General Outstanding				281,588

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)**Comments/Notes - Receivables General**

Sundry debtors at an acceptable level - Principal debtors are Dept of Main Roads and Lotterywest

ORDINARY COUNCIL MEETING

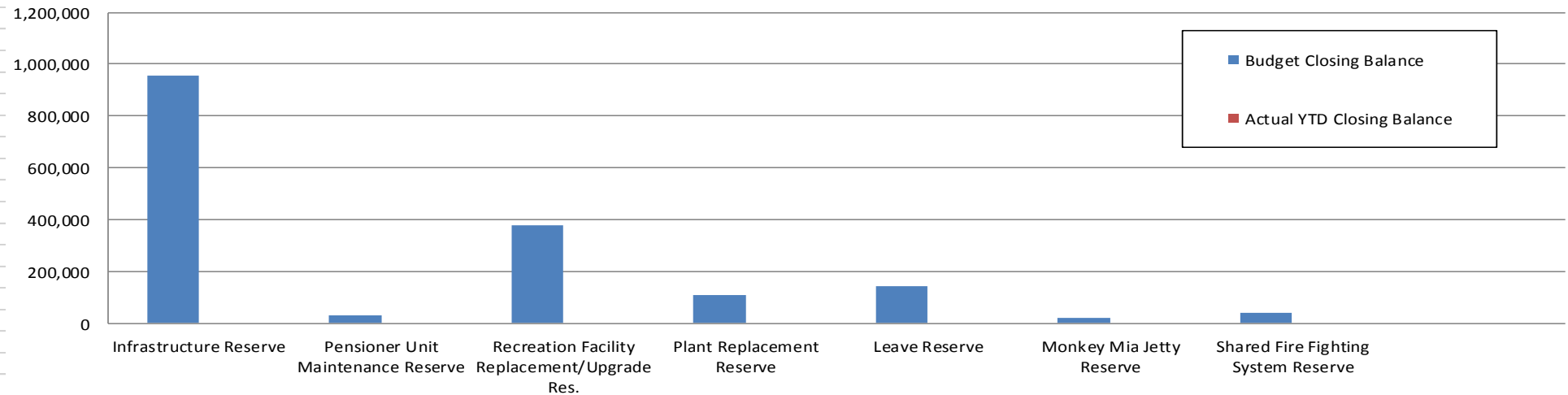
26 NOVEMBER 2014

Shire of Shark Bay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 7: Cash Backed Reserve

2014-15										
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Infrastructure Reserve	1,163,060	43,000		676,658	0	(927,900)	0		954,818	
Pensioner Unit Maintenance Reserve	56,875	2,100		0	0	(30,000)	0		28,975	
Recreation Facility Replacement/Upgrade Res.	469,092	17,000		0	0	(110,000)	0		376,092	
Plant Replacement Reserve	114,832	5,000		450,000	0	(461,000)	0		108,832	
Leave Reserve	134,189	4,700		5,000	0	0	0		143,889	
Monkey Mia Jetty Reserve	19,419	720		0	0	0	0		20,139	
Shared Fire Fighting System Reserve	37,498	1,400		0	0	0	0		38,898	
	1,994,965	73,920	0	1,131,658	0	(1,528,900)	0		1,671,643	0

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



Shire of Shark Bay

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 October 2014

Note 8 CAPITAL DISPOSALS								
Actual YTD Profit/(Loss) of Asset Disposal					Current Budget			
					YTD 31 10 2014			
					Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	
Cost	Accum Depr	Proceeds	Profit (Loss)					Comments
\$	\$	\$	\$		\$	\$	\$	
				Plant and Equipment				
			0	Community Bus	18,947	0	(18,947)	
			0	Works Manager Ute	(6,081)	0	6,081	
			0	Town Supervisor Ute	(1,838)	0	1,838	
148,067	(27,724)	80,000	(40,343)	Grader	(35,304)	(\$40,343)	(5,039)	
148,067	(27,724)	80,000	(40,343)		(24,276)	(40,343)	(16,067)	
Comments - Capital Disposal/Replacements								

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

Shire of Shark Bay

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 October 2014

Shire of Shark Bay													
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY													
For the Period Ended 31 October 2014													
Note 9: RATING INFORMATION			Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
RATE TYPE													
Differential General Rate													
Gross Rental Value			8.6183	305	4,011,093	345,080	1,180	0	346,261	345,688	500	0	346,188
GRV - Commercial			8.6183	54	3,755,697	323,677	0	0	323,677	323,677	0	0	323,677
GRV - Industrial			8.6183	39	551,945	47,568	0	0	47,568	47,568	0	0	47,568
Unimproved Value			19.3581	6	671,384	129,967		0	129,967	129,967	1,000	0	130,967
UV Mining			19.3581	11	701,415	139,645	(6,700)	0	132,945	114,075	0	0	114,075
UV Pastoral			10.6928	12	757,960	80,799	0	0	80,799	81,047	0	0	81,047
Sub-Totals				427	10,449,494	1,066,738	(5,520)	0	1,061,218	1,042,022	1,500	0	1,043,522
Minimum Payment			Minimum \$										
Gross Rental Value			765.00	169	955,032	129,285	0	0	129,285	129,285	0	0	129,285
GRV - Commercial			765.00	28	178,274	21,420	0	0	21,420	21,420	0	0	21,420
GRV - Industrial			765.00	6	46,233	4,590	0	0	4,590	4,590	0	0	4,590
Unimproved Value			765.00	5	7,209	3,825	0	0	3,825	3,825	0	0	3,825
UV Mining				2	0	0	0	0	0	1,530	0	0	1,530
Sub-Totals				210	1,186,748	159,120	0	0	159,120	160,650	0	0	160,650
Concessions									(94,577)				(94,481)
Amount from General Rates									1,125,761				1,109,691
Specified Area Rates									36,968				36,968
Totals									1,162,729				1,146,659
Comments - Rating Information													
Rates raised are higher than budgeted due to revaluations in some categories.													

Shire of Shark Bay

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 October 2014

10. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-14	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$
Loan 48 - McCleary Property	53,675	0	10,855	22,085	42,820	31,590	-	2,022
Loan 48 - Shire Office	45,723	0	12,743	25,926	32,980	19,797	-	2,373
Loan 53 - Staff Housing	98,693	0	8,514	17,305	90,179	81,388	106	5,559
Loan 56 - Staff Housing	108,482	0	0	14,105	108,482	94,377	(845)	6,242
Loan 57 - Monkey Mia Bore	275,129	0	12,815	25,890	262,314	249,239	2,496	10,615
	581,702	0	44,927	105,311	536,775	476,391	1,757	26,811

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

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

Shire of Shark Bay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 October 2014

Note 11: GRANTS AND CONTRIBUTIONS

Program/Details GL	Grant Provider	Approval	2014-15 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	1,438,211	0	1,438,211	0	361,803	1,076,408
Grants Commission - Roads	WALGGC	Y	419,520	0	419,520	0	105,612	313,909
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	0	0	0	0		
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Y	70,426	0	70,426	0	18,401	52,025
FESA SES Capital Grants	Dept. of Fire & Emergency Serv.	Y	88,500	0	0	88,500	0	88,500
COMMUNITY AMENITIES								
Grant - Recycling at Landfill	Gascoyne Development Commission	Y	378,341			378,341	0	378,341
RECREATION AND CULTURE								
Walk Trail Grant Funding	LotteryWest	N	1,500	0	1,500	0	0	1,500
Grant - Community Bus	LotteryWest	N	60,000			60,000	0	60,000
Grant - Jimmy Poland project	LotteryWest	Y	11,000	0	11,000	0	0	11,000
Grant -Tennis Court Resurfacing	Dept. of Sport and Recreation	N	100,000			100,000	0	100,000
TRANSPORT								
Road Preservation Grant	State Initiative	Y	77,741	0	77,741	0	84,500	0
Useless Loop Road - Mtce	Main Roads WA	Y	314,000	0	314,000		120,000	194,000
Contributions - Road Projects	Miscellaneous	Y	0	0	0	0	5,000	0
Contributions - Road Projects	Pipeline	Y	7,650	0	7,650	0	0	7,650
Roads To Recovery Grant - Cap	Roads to Recovery	Y	192,071	0	0	192,071	0	192,071
RRG Grants - Capital Projects	Regional Road Group	Y	295,113	0	0	295,113	118,045	177,068
Grant - MM Boat Ramp Carpark	Dept. of Transport	Y	232,500	0	0	232,500	0	232,500
Grant - R4R Monkey Mia Jetty	Dept. of Regional Development	Y	1,750,000	0	0	1,750,000	1,750,000	0
ECONOMIC SERVICES								
Contributions-Seniors Projects	Council of the Aged WA	Y	1,000	0	1,000	0	800	0
Grants - Youth Activities	Dept. of Communities	Y	1,000	0	1,000	0	0	1,000
Contribution - Monkey Mia	Dept. of Parks and Wildlife	Y	48,300		48,300		49,876	0
TOTALS			5,486,873	0	2,390,348	3,096,525	2,614,037	2,885,971
	Operating		2,390,348				740,992	
	Non-operating		3,096,525				1,873,045	
			5,486,873				2,614,037	

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 October 2014				
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 14	Amount Received	Amount Paid	Closing Balance 31-Oct-14
	\$	\$	\$	\$
Election Deposits	240	0	(240)	0
Library Card Bond	50	250	(200)	100
Kerb/Footpath Deposit	4,200	0	0	4,200
Building Completion Bond	71,728	814	0	72,542
Bond Key	1,690	760	(660)	1,790
Police Licensing	2,347	109,783	(110,331)	1,799
Marquee Deposit	700	700	(700)	700
Building Licence Levy		618	(122)	497
Sunter Place - Recreation Reserve	90,250	1,025	0	91,275
Tours Sales	0	98,148	(98,148)	0
Bookeasy Sales	0	42,498	(42,498)	0
BCITF Levy	0	884	0	884
Hall Bond	0	540	0	540
Community Bus	0	600	0	600
	171,205	256,620	(252,898)	174,927

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

Physical % of Completion	Level of Completion Indicator	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
		Land Improvements								Level of Completion Indicators
									0%	○
		Governance							20%	○
0%	○	Shire Office Carpark Capital Works	3.7.1	CEO	(20,000)	(3,333)	0	3,333	40%	○
		Governance Total			(20,000)	(3,333)	0	3,333	60%	○
									80%	○
		Buildings							100%	●
		Housing								
85%	●	Construction Staff Housing Sunter Place	1.2.4	CEO	(217,096)	(210,672)	(114,596)	96,076		Finalisation of buildings and landscaping to be done
0%	○	Staff Housing - 5 Spaven Way	1.2.4	CEO	(3,750)	0	0	0	0	Not started
0%	○	Staff Housing - 65 Brockman St	1.2.4	EMCDT	(3,750)	0	0	0	0	Not started
1%	○	Staff Housing - 51 Durlacher St	1.2.4	EMFA	(3,750)	0	0	0	0	Not started
0%	○	Staff Housing - 80 Durlacher St	1.2.4	EMCDT	(3,750)	0	0	0	0	Not started
80%	●	Pensioner Units Capital	1.2.4	EMCDT	(30,000)	(10,000)	(7,269)	2,731	(7,269)	Units 1, 2, and 5 being renovated
		Housing Total			(262,096)	(220,672)	(121,865)	98,807		
		Law, Order And Public Safety								
90%	●	Emergency Services Building Construction	3.7.1	CEO	(269,991)	(269,991)	(21,751)	248,240		
90%	●	Emergency Services Building Site Works	3.7.1	CEO	(17,183)	(17,183)	(47,115)	(29,932)		Car park and landscaping to be finalised
		Law, Order And Public Safety Total			(287,174)	(287,174)	(68,867)	218,308		
		Recreation And Culture								
5%	○	Recreation Centre - Sound Proofing	3.7.1	EMCDT	(50,000)	(50,000)	0	50,000		options being looked at
20%	○	Town Hall Pathways and Wall Extension	3.7.1	WKM	(25,000)	(2,778)	(7,606)	(4,828)		Disabled Carpark asphalt laid
5%	○	Overlander Hall Upgrade	3.7.1	EMCDT	(50,000)	0	0	0	0	Finalising quotes
		Recreation And Culture Total			(125,000)	(52,778)	(7,606)	45,172		
		Transport								
100%	●	Depot - Replacement of Depot Walls	3.7.1	WKM	(25,000)	0	(25,615)	(25,615)	(25,615)	Works completed
100%	●	Replacement of Air Conditioners	3.7.1	WKM	(8,000)	(8,000)	(2,043)	5,957	(2,043)	Works completed
		Transport Total			(33,000)	(8,000)	(27,658)	(19,658)		
		Land and Buildings Total			(727,270)	(571,957)	(225,995)	345,962		

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

Physical % of Completion	Level of Completion Indicator	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
		Drainage/Culverts								
		Transport								
10%	○	Drainage/Sump Construction	3.7.1	WKM	(30,000)	(3,334)	(250)	3,084	(250)	Concept plans endorsed. Awaiting final design and costings.
		Transport Total			(30,000)	(3,334)	(250)	3,084		
		Drainage/Culverts Total			(30,000)	(3,334)	(250)	3,084		
		Footpaths								
		Transport								
10%	○	Footpath Construction	3.7.1	WKM	(50,400)	(5,600)	(14,683)	(9,083)		Quote accepted - awaiting construction
		Transport Total			(50,400)	(5,600)	(14,683)	(9,083)		
		Footpaths Total			(50,400)	(5,600)	(14,683)	(9,083)		
		Furniture & Office Equip.								
		Governance								
0%	○	Computer Hardware Upgrade/New	1.2.1	EMFA	(5,000)	0	0	0	0	Requirements to be identified
0%	○	Computer Software Upgrade/New	1.2.1	EMFA	(5,000)	(2,500)	0	2,500	0	Requirements to be identified
0%	○	Council Chambers Furniture and Equipment	1.2.1	EMFA	(2,000)	0	0	0	0	Requirements to be identified
0%	○	Office Furniture & Equipment	1.2.1	EMFA	(5,000)	0	0	0	0	Requirements to be identified
		Governance Total			(17,000)	(2,500)	0	2,500		
		Recreation And Culture								
50%	●	Discovery Centre - Furniture & Equipment	2.4.1	EMCDT	(10,000)	0	(5,395)	(5,395)	(5,395)	New display to be installed
		Recreation And Culture Total			(10,000)	0	(5,395)	(5,395)		
		Furniture & Office Equip. Total			(27,000)	(2,500)	(5,395)	(2,895)		
		Heritage Assets								
		Recreation And Culture								
0%	○	Shade over Velsheda	2.2.2	WKM	(5,000)	0	0	0		Planning stage
100%	●	Directional Plaque	2.2.2	EMCDT	(19,000)	(19,000)	(6,365)	12,635		Plaque received and installation
0%	○	Refurbishment of Old Jail and Stables	2.2.2	CEO	(50,000)	(5,556)	0	5,556	0	Investigating funding
		Recreation And Culture Total			(74,000)	(24,556)	(6,365)	18,191		
		Heritage Assets Total			(74,000)	(24,556)	(6,365)	18,191		

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

Physical % of Completion	Level of Completion Indicator	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
		Plant , Equipment and Vehicles								
		Law, Order And Public Safety								
0%	○	SES Rescue Equipment	3.7.1	EMFA	(88,500)	(88,500)	0	88,500		Purchases not yet completed by SES
		Law, Order And Public Safety Total			(88,500)	(88,500)	0	88,500		
		Recreation And Culture								
0%	○	Recreation Centre - Scissor Lift	1.6.7	EMCDT	(35,000)	0	0	0		Not started
0%	○	Community Bus	1.6.7	EMCDT	(110,000)	0	0	0	0	Investigating funding
		Recreation And Culture Total			(145,000)	0	0	0		
		Transport								
100%	●	Fire Fighting Pumps	1.1.6	WKM	(8,000)	0	(6,576)	(6,576)		Completed
0%	○	Depot Tools and Major Plant	1.1.6	WKM	(15,000)	(5,000)	(792)	4,208		As required
0%	○	Communications Upgrade	1.1.6	WKM	(5,000)	(5,000)	(979)	4,021		As required
100%	●	Water Tanker	1.1.6	WKM	(120,000)	(120,000)	(101,730)	18,270	(101,730)	Completed
10%	○	Town Supervisor's Ute	1.1.6	WKM	(45,000)	(45,000)	0	45,000	0	Pending endorsement
10%	○	Works Manager's Ute	1.1.6	WKM	(49,000)	(49,000)	0	49,000	0	Pending endorsement
0%	○	Major Plant Items	1.1.6	WKM	(25,000)	(10,000)	0	10,000		As required
100%	●	Pallet Racking	1.1.6	WKM	(7,000)	0	(6,820)	(6,820)		Completed
100%	●	Grader	1.1.6	WKM	(350,000)	0	(370,336)	(370,336)	(370,336)	Completed
		Transport Total			(624,000)	(234,000)	(487,233)	(253,233)		
		Plant , Equipment and Vehicles Total			(857,500)	(322,500)	(487,233)	(164,733)		

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

Physical % of Completion	Level of Completion Indicator	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
		Public Facilities								
		Community Amenities								
0%	○	Refuse Tip and Recycling	2.4.2	WKM	(378,341)	(42,038)	0	42,038		Awaiting funding
		Community Amenities Total			(378,341)	(42,038)	0	42,038		
		Recreation And Culture								
0%	○	Town Oval Bore	3.7.1	WKM	(30,000)	(25,377)	0	25,377		Not started
		Economic Services Total			(30,000)	(25,377)	0	25,377		
		Recreation And Culture								
0%	○	Foreshore Rock Wall	3.7.1	WKM	(10,000)	(1,667)	0	1,667	0	Awaiting low tides
80%	●	Recreation Centre Grounds	1.6.7	EMCDT	(191,545)	(38,862)	(47,748)	(8,886)		Landscaping to be completed
0%	○	Charlie Sappie Park	3.7.1	WKM	(15,000)	(3,733)	(93)	3,640	(93)	Awaiting plans from DPAW
0%	○	Foreshore Revitalisation	3.7.1	CEO	(200,000)	(22,222)	0	22,222	0	Awaiting approval for funding
20%	○	Replacement of Gazebos	3.7.1	WKM	(20,000)	0	(4,273)	(4,273)	(4,273)	Project Commenced
0%	○	Practice Cricket Nets	3.7.1	WKM	(5,000)	0	0	0	0	Researching materials options
0%	○	Tennis Court Resurfacing	3.7.1	EMCDT	(100,000)	0	0	0	0	Seeking quotes
		Recreation And Culture Total			(541,545)	(66,484)	(52,114)	14,370		
		Transport								
75%	●	Monkey Mia Jetty	1.6.5	CEO	(2,200,000)	(244,444)	(1,201,248)	(956,804)		Project progressing
15%	○	Monkey Mia Boat Ramp Carpark	1.6.5	WKM	(310,000)	(34,443)	(71,765)	(37,322)	(71,765)	Started initial earthworks. Awaiting jetty completion
		Transport Total			(2,510,000)	(278,887)	(1,273,013)	(994,126)		
		Public Facilities Total			(3,459,886)	(412,786)	(1,325,127)	(912,341)		

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

Physical % of Completion	Level of Completion Indicator	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								
100%	●	Useless Loop Road RRG	1.1.6	WKM	(52,059)	(52,059)	(52,059)	0	(52,059)	Completed
0%	○	Woodleigh-Bryo Floodway RRG	1.1.6	WKM	(122,712)	0	0	0	0	Researching culvert options
0%	○	Road Projects R2R	1.1.6	WKM	(192,071)	(21,341)	0	21,341	0	Not started
8%	○	Useless Loop Road - Resheet RRG	1.1.6	WKM	(229,957)	(41,945)	(21,424)	20,521	(21,424)	Pot hole repairs
10%	○	Hamelin Pool Road - Reseal RRG	1.1.6	WKM	(90,000)	0	0	0	0	Awaiting sealing contractors
		Transport Total			(686,799)	(115,345)	(73,483)	41,862		
		Roads (Non Town) Total			(686,799)	(115,345)	(73,483)	41,862		
		Streetscapes								
		Economic Services								
0%	○	Information Bay Signage	2.1.3	EMCDT	(25,000)	(4,075)	(6,000)	(1,925)		Signage Consultant engaged
		Economic Services Total			(25,000)	(4,075)	(6,000)	(1,925)		
		Streetscapes Total			(25,000)	(4,075)	(6,000)	(1,925)		
		Town Streets								
		Transport								
35%	○	Durlacher Street/Barnard Street R2R	1.1.6	WKM	(170,182)	(170,182)	(62,958)	107,224	(62,958)	Barnard Wall Completed - Solar Lights installed
		Transport Total			(170,182)	(170,182)	(62,958)	107,224		
		Town Streets Total			(170,182)	(170,182)	(62,958)	107,224		
		Capital Expenditure Total			(6,108,037)	(1,632,835)	(2,207,489)	(574,654)		

12.3 ROUND 2 2014/2015 DONATIONS AND FINANCIAL ASSISTANCE APPLICATIONS

GS00001

Author

Community Development Officer

Disclosure of Any Interest

Disclosure of Interest: Cr Prior

Nature of Interest: Impartiality Interest as member of an applicant

Disclosure of Interest: Cr Ridgley

Nature of Interest: Impartiality Interest as a member of Tourism Association and Council representative for Shark Bay Community Resource Centre

Disclosure of Interest: Cr Laundry

Nature of Interest: Impartiality Interest as Treasurer of Tourism Association

Moved Cr Ridgley

Seconded Cr Wake

Council Resolution

1. That Council approve the following five applications for round 2 of the 2014/2015 Donations and Financial Assistance Program in full totalling \$9,806.

Shark Bay Business and Tourism Association	\$6,000
Shark Bay Community Resource Centre	\$550
Borneo Exhibition Group Inc	\$2,750
Shark Bay Parents and Citizens Association Inc	\$306
Shark Bay Bridge Club	\$200

TOTAL	\$9,806
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6/0 CARRIEDBackground

In the 2014/2015 Annual Budget, Council allocated \$60,000 in financial assistance and donations to community groups. Historically there have been two grant rounds issued through the financial year. Clubs are encouraged to apply for larger amounts in the first round to facilitate timely acquittals.

Applications for the second round of assistance for the 2014/2015 financial year were invited on 6 October 2014 and closed 14 November 2014. Five applications were received. Copies of the applications will be circulated under separate cover.

If the five applications above are approved, this will bring the total funds expended in the 2014/2015 Donations and Financial Assistance Program to \$46,156 (\$36,400 allocated in round one plus \$9,756 to be allocated in round 2).

Shark Bay Business and Tourism Association

Amount requested: \$6,000

Projects: Shark Bay Planner – Setup and Printing

1.5.3 Facilitate communication and encourage local businesses to continuously improve services to the community, particularly customer service.

The Shark Bay Tourism Association has been operating for the past eleven years and currently has thirteen members, the organisations core business is to promote tourism and business in the Shark Bay region.

The Shark Bay Planner is an advertising publication which promotes the Shark Bay region. All business and the community of Shark Bay rely on tourism and the development of the planner aids to encourage visitors to the area. The Shark Bay Tourism Association feel that the whole community will benefit from this form of advertising.

Included in the application:

Support letter Tradewinds Seafront Apartments (Sue Hayward – Manager)

Support letter Oceanside Village (William Hannibal)

Current bank statement

Copy of the 2014 printers invoice

Officer Recommendation:

It is recommended that Council grant the Shark Bay Business and Tourism Association an amount of \$6,000 to continue to produce the Shark Bay Planner.

Shark Bay Community Resource Centre

Amount Requested: \$550

Project: Tyrannosaurus Show – part funding

Strategic Outcome:

3.7.1 Provide community infrastructure and services that meet the needs of families, youth and retirees

4.1.2 Facilitate cultural and family events

The Shark Bay Community Resource Centre provides the Shark Bay community with access to technology, information and other community based services, supporting community development initiatives.

The Shark Bay Community Resource Centre are requesting funds to engage a traveling Tyrannosaurus Show during the first school term. The show is an educational

dinosaur exhibition and will also provide a social experience for community members to enjoy.

The show will be presented at both Denham and Useless Loop. The schools in both communities will provide the venue for the show and all community members will be invited to attend.

This initiative is a collaboration between the Shark Bay Community Resource Centre, Shark Bay and Useless Loop schools and potentially the funding body's including the Gascoyne Development Commission and the Shire of Shark Bay.

Included in the application:

Support letter from Shark Bay School (Kay Mack – Principal)

Support letter from Shire of Shark Bay (Paul Anderson – Chief Executive Officer)

Current bank statement

Officer Recommendation:

It is recommended that Council grant the Shark Bay Community Resource Centre an amount of \$550 to assist with funding the traveling Tyrannosaurus Show.

Borneo Exhibition Group Inc.

Amount Requested: \$2,750

Project: Borneo Exhibition 2015

Strategic Outcome:

3.3 Ongoing liaison with community organisations to build internal capacity and succession planning

4.1.4 Facilitate cultural and family events

This group has been in operation for the past nine years, and is one of 15 groups though out Western Australia that participate in the Borneo Exhibition scholarship. The Scholarship promotes awareness of World War II Australian prisoners of war and gives students the opportunity to learn of the sacrifices soldiers have made for their country.

Funds will assist in covering costs for a student and guardian to participate in a memorial tour to Sandakan and other sites significant to the ANZAC Day Dawn Service. The Students will attend the service at Memorial Park which is the site of the prisoner of war camp in Sandakan.

The Borneo Exhibition Group fundraise throughout the year to ensure they have enough funding to support students wishing to embark on this program. The expected date for the 2015 tour is to depart on 12 April and return 26 April.

The funds will cover the cost of travel, accommodation and some meals. The estimated cost of the scholarship to the committee is approximately \$6,600.

Included in the application:

Support letter George Livesey (community member)

Support letter Monkey Mia Dolphin Resort (Martin Greenside – General Manager)

Support letter Shark Bay School teacher (Bryan Riddick)

Support letter Caroline Marshall (parent)

Draft Itinerary Bank Statement

Officer Recommendation

It is recommended that Council grant the Borneo Exhibition Group Inc. \$2,500 to assist in taking a student to Sandakan.

Shark Bay Primary School Parents & Citizens Association Incorporated

Amount requested: \$306

Project: Purchase a flag banner for advertising

Strategic Outcome:

3.7.1 Provide community infrastructure and services that meet the needs of families, youth and retirees

The aim of the Shark Bay Primary School Parents and Citizens Association is to promote the interest of the Shark Bay School through cooperation between parents, teachers, students and members of the community. To assist in the provision of resources, facilities and amenities for the Shark Bay School and to foster community interest in educational matters for the Shark Bay School.

Shark Bay Primary School Parents and Citizens Association are requesting funds to purchase a banner that will be used to promote the group when organising fundraising events such as school discos, games days and the community Christmas party. All funds raised by the Shark Bay Parents and Citizens Association directly benefit students at the Shark Bay School.

Included in the application:

Support letter Shark Bay Parents and Citizens (Rebecca Moroney – Treasurer)

Support letter Shark Bay School (Kay Mack – Principal)

Current bank statement

Quote for banner (including shipping costs)

Officer Recommendation:

It is recommended Council grant \$306 to the Shark Bay Primary School Parents and Citizens Association for a promotional flag banner.

Shark Bay Bridge Club

Amount requested: \$200

Project: Photocopying

3.7.1 Provide community infrastructure and services that meet the needs of families, youth and retirees

The Shark Bay Bridge Club has been in operation for over twenty years, providing an opportunity for local residents and visitors to play Bridge in a social and comfortable environment. The club members are pro-active in developing their club and keen to

share their hobby with interested people. The Bridge Club provides mental stimulation and social interaction to older members of the community.

The requested funding will cover the cost of photocopying for the club.

Included in the application:
Current bank statement

Officer Recommendation:

It is recommended that Council grant an amount of \$200 to Shark Bay Bridge Club for photocopying.

Legal Implications

There are no legal implications associated with this report.

Policy Implications

These recommendations comply with Policy 6.10 Financial Assistance/Donations.

Financial Implications

An amount of \$60,000 is included in the 2014/2015 Council budget for the Shire of Shark Bay Donations and Financial Assistance Program. A total of \$36,400 was allocated in Round 1 of the 2014/2015 Donations and Financial Assistance funding.

Total funding requested in this round is \$9,756.

If these five applications are approved, the total of funds allocated in both rounds of the Financial Assistance and Donations program would leave \$13,844 surplus in the Donations and Financial Assistance Allocations in the 2014/2015 financial year.

Strategic Implications

The Strategic Outcomes as directed by the Strategic Community Plan are noted against each application.

Voting Requirements

Simple Majority Required.

Signatures

Community Development Officer *R Stanley*

Chief Executive Officer *P Anderson*

Date of Report 18 November 2014

12.4 REQUEST FOR WAIVE OR CONCESSION ON RATES
FM 00004

Author

Executive Manager
Finance and Administration

Disclosure of Any Interest

Nil

Moved Cr Prior
Seconded Cr Ridgley

Council Resolution

That Council not grant any concession or waiver of General Rates for Assessment A1203 and Assessment A1396 being properties owned by the Murchison Region Aboriginal Corporation.

6/0 CARRIED

Background

Council has received a request from the Murchison Region Aboriginal Corporation for a concession or waiver of general rates for the properties it owns in Denham, namely 82 Durlacher Street and 23 Capewell Drive. The rates on these two properties are \$797.71 and \$815.64 respectively.

Comment

The Murchison Region Aboriginal Corporation has been incorporated since 1986 and is a not for profit Indigenous Housing Organisation which provides rental accommodation for indigenous people within the Murchison/Gascoyne and Midwest regions.

The Corporation has never claimed any form of concession on its rates in the past as it has had grant funds from the Department of Housing to cover these costs. However, from 1 July 2014, all grant funding ceased and it will find it difficult to provide the same level of service to tenants as it will be only able to rely on generated income to support its operations.

As a consequence the Corporation is seeking a concession or waiver on its rates for the two properties in Denham.

Section 6.26 of the *Local Government Act 1995* sets out the requirements for land which is not rateable.

Section 6.26 (1) and (2) (g) state:

(1) Except as provided in this section all land within a district is rateable land.

(2) *The following land is not rateable land –*

....

(g) land exclusively used for charitable purposes.

Although the Corporation is a non for profit organisation and has a Certificate of Public Benevolent Institution, the rentals on the properties are charged at 80% of market rent being \$400 per fortnight for 82 Durlacher Street and \$460 per fortnight for 23 Capewell Drive.

The reason for the application for a concession or waiver of the general rates has come about due to its reduced funding from the Department of Housing and not from a legal standing of using the land for a charitable purpose.

The Shire of Carnarvon and the City of Greater Geraldton have also had requests made to them for a waiver of rates on properties in those areas. Both local governments have rejected the request for exempt status.

Legal Implications

Section 6.26 defines what land is to be treated as non rateable and Section 7.76 allows an objection to a rate record of Council.

Policy Implications

There are no policy implications with this item.

Financial Implications

The rates on all of these properties total \$1,613.35 and should Council resolve to waive or make some concession on this amount, an adjustment would need to be made to the expected result for 2014/15 at the budget review in January.

Strategic Implications

There are no strategic implications with this item.

Voting Requirements

Absolute Majority Required

Signatures

Author

C Wood

Chief Executive Officer

P Anderson

Date of Report

19 November 2014

12.5 SPONSORSHIP REQUEST – ISOLATED CHILDREN AND PARENT’S ASSOCIATION
GS00036

Author

Community Development Officer

Disclosure of Any Interest

Disclosure of Interest: Cr Wake

Nature of Interest: Impartiality Interest as Member of the Isolated Children’s Parents Association

Moved Cr Prior
Seconded Cr Ridgley

Council Resolution

That Council consider donating \$500 from the Donations budget to the Isolated Parents and Children’s Association to assist with running their annual conference to be held in in Perth in 2015, to be hosted by the Gascoyne Branch.
6/0 CARRIED

Moved Cr Laundry
Seconded Cr Prior

Council Resolution

That Council donate \$500.00 from the Donations budget to the Isolated Parents and Children’s Association to assist with running their annual conference to be held in in Perth in 2015, to be hosted by the Gascoyne Branch.
6/0 CARRIED

Background

The Isolated Children and Parent’s Association is a State and National not for profit, apolitical voluntary organisation that lobbies for equal access to education for all rural and remote students. In Western Australia there are 12 branches with approximately 350 member families.

The Gascoyne Branch represents the Gascoyne region, which has had branch representation since 1972 – membership has changed over this time but the issues that are faced by parents and students about education over the vast distances within this region are real and Isolated Parents and Children’s Association continues to be their representative.

Comment

The Isolated Children and Parent’s Association Western Australia State Council holds an annual conference and in 2015 the Gascoyne Branch is the host responsible for the convening. The State Conference is themed ‘SPIRIT’ – Sparkle, Passion, Imagination, Resilience, Integrity and Tenacity and is being held at The Ocean Beach Hotel in Cottesloe. Guest speakers include Catherine Marriott Director of Influential Women.

The financial cost involved in organising and running a Conference for between 80 - 120 people is substantial, as are the voluntary hours required from the convening team. The Isolated Children and Parent's Association cover costs such as venue hire, meals, photocopying, sound systems, postage, stationery etc.

Isolated Children and Parent's Association is a not for profit organisation, which endeavours to keep the conference registration costs to a minimum to enable maximum attendance by branch members. The Isolated Children and Parent's Association are seeking Shire of Shark Bay Council support and request \$500.

All sponsorship will be fully acknowledged in conference papers, on a Power Point presentation during conference proceedings/breaks and in displays of small banners, posters or literature. Sponsorship is also publicised for the next year in the triannual magazine 'Bits and Pieces'.

Legal Implications

There are no legal implications relevant to this report.

Policy Implications

There are no policy implications relevant to this report.

Financial Implications

If the Council approves \$500 sponsorship to the Isolated Children and Parent's Association from the Donations – Cash budget (currently totalling \$6,400) it will leave a total of \$5,900 available.

Strategic Implications

3.2.1 Work with the local school to maximise retention of all students.

Voting Requirements

Simple Majority Required

Signatures

Author

R Stanley

Chief Executive Officer

P Anderson

Date of Report

20 November 2014

13. TOWN PLANNING REPORT

13.1 ALTERATIONS TO EXISTING BUILDING FOR USE AS ANCILLARY DWELLING – LOT 211 (10) EDWARDS STREET, DENHAM

P 1368

Author

Liz Bushby, Gray & Lewis

Disclosure of Any Interest

Disclosure of Interest: Gray and Lewis

Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.65 of *Local Government Act 1995*

Moved Cr Ridgley
Seconded Cr Prior

Council Resolution

That Council:

- A. Approve the application lodged by Andrew Fox for alterations to an existing building for use as an ancillary dwelling on Lot 211 (10) Edwards Street, Denham subject to the following conditions:**
- 1. All development shall be in accordance with the plans lodged as part of the application unless otherwise agreed to in writing by the Chief Executive Officer.**
 - 2. The building is approved for use as an ‘ancillary dwelling’ and no approval is granted for the ancillary dwelling to be used for short term accommodation or as a holiday home.**
 - 3. If the works subject of this approval are not substantially commenced within a period of 2 years from the date of this approval, the approval shall lapse and be of no further effect.**
- B. Advise the applicant (via footnotes on the planning approval) that:**
- (i) This is planning consent only, and is not authorisation to commence any on site construction. You are required to obtain a separate building permit prior to any works commencing. A detailed plumbing plan may be required as part of a building application therefore we recommend you liaise directly with the Shire’s Building Surveyor.**
 - (ii) The Residential Design Codes define ‘ancillary dwelling’ as a ‘self contained dwelling on the same lot as a single house which may be attached to, integrated with or detached from the single house’.**

5/1 CARRIED

Background

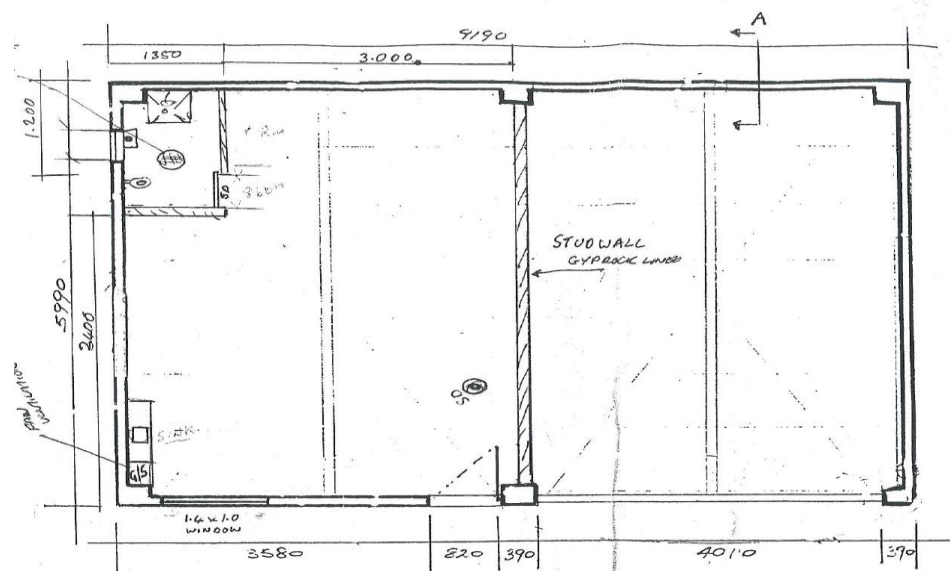
Council is to consider an application for alterations to an existing building proposed to be utilised as an 'ancillary dwelling' on Lot 211 (10) Edwards Street, Denham.

There is an existing single house located on the western portion of Lot 211.

A separate building is located to the rear of the house in the south east corner of the lot. The rear building is divided into two sections separated by a central internal wall. One half of the building is used for accommodation and the other half is used as an outbuilding.



There are no Shire records of any planning approval granted for the 'ancillary dwelling', however the Shire issued a Building Licence No 2822 for 'accommodation unit conversion of concrete block garage' on the 18 June 2003. The building licence plans show half of an existing outbuilding being converted for accommodation with installation of a sink and bathroom.



Plan from 2003 Building Licence No 2822

Comment

- *Description of application*

An application has been lodged proposing to remove the central wall within the existing building so that the entire floor area can be utilised as a 'ancillary dwelling'. External changes are also proposed including replacement of the existing outbuilding external metal door with a sliding glass door.

A photograph of the outbuilding portion of the building to be converted into an ancillary dwelling is included below.



- *Zoning and Scheme requirements*

The subject land is zoned 'Residential' with a density code of R10/20 under the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme').

The landuse of 'ancillary accommodation' is nominated as a 'D' use under the Scheme's Zoning Table which means that *'the use is not permitted unless the local government has exercised its discretion by granting planning approval'*.

- *Residential Design Codes*

Historically previous versions of the Residential Design Codes only allowed 'ancillary accommodation' (or more commonly referred to as granny flats) to be occupied by a member of the family of a person living in the main house.

The current Residential Design Codes were gazetted in August 2013, and no longer place any restriction on the occupancy of ancillary dwellings by family members. Ancillary accommodation can be occupied by any person.

The terminology used to describe this type of accommodation has changed from 'ancillary accommodation' to 'ancillary dwelling' under the current Residential Design Codes ('the Codes'). The Codes define 'ancillary dwelling' as *'self contained dwelling on the same lot as a single house which may be attached to, integrated with or detached from the single house'*.

The proposed accommodation complies with the 'deemed to comply' provisions of the Codes applicable to ancillary dwellings, with the exception of a nil side and rear setback, however those setbacks have already been approved by the Shire as the building is existing. A summary of the 'Deemed to Comply' requirements is included in the table below.

Deemed to comply Clause 5.5.1 C1	Complies	Variation
An ancillary dwelling associated with a single house and on the same lot where:		
i. the lot is not less than 450m ²	Complies. The lot has an area over 865m ²	N/A
ii. there is a maximum plot ratio area of 70m ²	Complies. The ancillary dwelling has a plot ratio area of 59.7m ² .	N/A
iii. parking provided with Clause 5.3.3 C3.1 (one carbay)	Complies. The existing driveway has a width of 5.8 metres and depth of 9.6 metres so can accommodate two car parking bays to service the existing single dwelling, and one car bay to service the ancillary dwelling.	N/A
iv. Complies with all other R Code provisions, as they apply to a single house, with the exception of clauses: a) 5.1.1 Site Area; b) 5.2.3 Street surveillance (except where located on a lot with secondary street or right of way access) and c) 5.3.1 Outdoor living areas.	Complies with all aspects of the 'deemed to comply' requirements of the Codes with the exception of two setback variations as a Nil setback is proposed to the south side and rear boundary. Complies with front setback, site open space requirements and solar access.	Variation to setbacks however they are already approved as it is an existing building.

Having regard that the proposal complies with the 'Deemed to Comply' requirements of the Residential Design Codes, that the development will not have any negative impact on the amenity of the area, and that half of the existing building has already been used for accommodation for an extended time period, approval is recommended.

Legal Implications

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

Policy Implications

There are no policy implications associated with this report.

Financial Implications

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

Strategic Implications

There are no strategic implications associated with this report.

Voting Requirements

Simple Majority Required

Signatures

Author *L Bushby*

Chief Executive Officer *P Anderson*

Date of Report 14 November 2014

- 13.2 PROPOSED SECOND HAND TRANSPORTABLE BUILDING FOR SHORT TERM ACCOMMODATION AND UPGRADING OF EXISTING BUILDINGS FOR BILLABONG ROADHOUSE - LOT 2 NORTH WEST COASTAL HIGHWAY, WANNOO
P 2025

AUTHOR

Liz Bushby, Gray & Lewis Landuse Planners

DISCLOSURE OF ANY INTEREST

Disclosure of Interest: Gray & Lewis

Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.65 of *Local Government Act 1995*

Disclosure of Interest: Cr Wake

Nature of Interest: Impartiality Interest as near neighbour

Cr Wake left the Council Chamber at 11.36 am

Moved Cr Ridgley
Seconded Cr Laundry

Council Resolution

That Council:

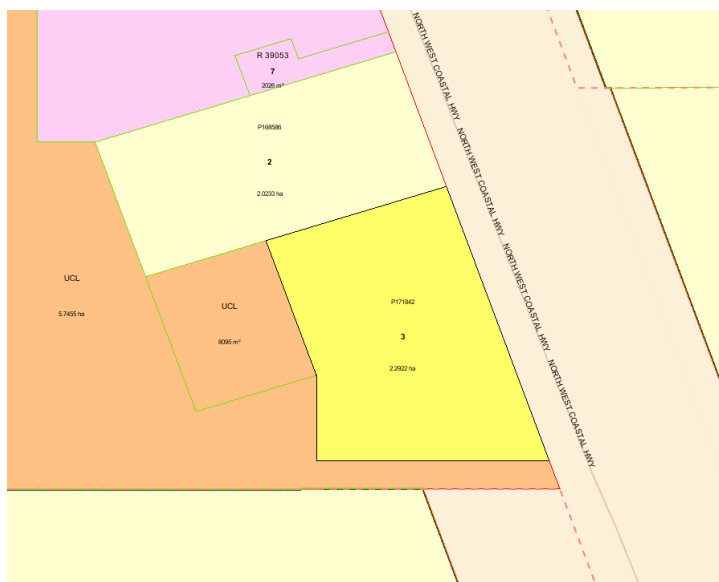
- Note that application lodged for two (4) bedroom transportable buildings for short term accommodation and upgrading of existing buildings on Lot 2 North West Coastal Highway, Wannoo has been approved under delegated authority by the Chief Executive Officer.**

5/0 CARRIED

BACKGROUND

The purpose of this report is to advise Council of an application approved under delegated authority for the Billabong Roadhouse. The application was for two second hand transportable buildings for use as short term accommodation, and upgrading of existing buildings.

The Billabong Roadhouse is located approximately 580km north-northwest of Perth in Wannoo Townsite.

COMMENT

- *Zoning*

Lot 2 is zoned 'Special Use' under the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme').

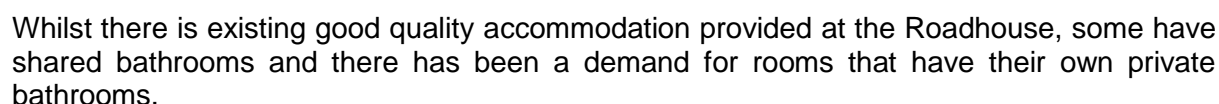
The Special Use zone allows for a range of uses including Roadhouse, Limited short term accommodation, wayside hotel, service station, bulk fuel depot, shop, restaurant and transport depot.

The Scheme conditions that apply to Billabong are '*as required by the local government*'.

- *Description of Development*

The application proposes two four bedroom transportable buildings for short term accommodation. The buildings will be located to the rear of the existing service station with areas designated for customer parking.

A site plan is included below.



The applicant has also advised that one existing accommodation building already located on the Lot 2 will be upgraded. A photograph of the existing unit is included below for ease of reference.



The unit's current layout consists of 5 bedrooms with two shared bathrooms. The internal layout will be modified and the units upgraded to comply with Australian Standard 1428 (disabled) accessibility provisions. This will include converting one existing shared bathroom to unisex and one accommodation unit to have an enlarged doorway and ramps as required.

The internal layout modifications do not require planning approval under Clause 8.2 a) of the Scheme, however any external works that affect the appearance of the building do require planning approval. The external works are minor and will simply include components such as a wider doorway and the ramp installation.

In support of the application, the proponent has advised that:

- The roadhouse has worked hard to provide a high level of service to tourists, travellers, locals and workers seconded to the area, and an upgrade to accommodation will allow the level of service to be increased and meet a goal for continuous improvements.
- The roadhouse operates 365 days per year from 6.00 am to 9.00 pm. The only impact the development will have on the business is an increase in staff levels.

- *Officer comment*

The application will result in upgrading of existing buildings on site and two new accommodation units ancillary to the existing roadhouse development.

- *Consultation*

Councillors should note that no consultation has been undertaken as part of the planning assessment. Gray & Lewis would ordinarily recommend that applications

involving development of land adjacent to North West Coastal Highway be referred to Main Roads WA for comment. This application has not been referred as there are no major traffic implications, and the use is ancillary.

The development will only accommodate 8 people and sufficient carparking is provided as part of the application at a rate of one bay per room.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications associated to this report

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Local Planning Strategy recommends retention of the existing 'Special Use' zone for the Billabong, however recommends that the landuses and conditions in the Scheme be improved as part of the Scheme Review.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

14 November 2014

13.3 PROPOSED INTERIM OUTLINE DEVELOPMENT PLAN – LOT 350-351 HAMELIN POOL ROAD, HAMELIN POOL

P 2002

Author

Liz Bushby, Gray & Lewis

Disclosure of Any Interest

Disclosure of Interest: Gray and Lewis

Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.65 of *Local Government Act 1995*

Disclosure Interests: Cr Wake

Nature of Interest: Impartiality Interest as near neighbour

Moved Cr Prior
Seconded Cr Laundry

Council Resolution

That Council:

1. **Adopt the Interim Outline Development Plan for Lots 350 – 351 Hamelin Pool Road, Hamelin Pool without modification, in accordance with Clause 5.9.6 of the Shire of Shark Local Planning Scheme No 3 ('the Scheme').**
2. **Authorise the Chief Executive Officer to execute the Interim Outline Development Plan and formally lodge the plan with the Western Australian Planning Commission seeking their endorsement. The Western Australian Planning Commission referral is to include copies of all relevant Council reports (minutes), details of advertising, and full copies of each written submission.**
3. **Note the submissions lodged during public advertising as summarised in Attachment 2.**
4. **Authorise the Chief Executive Officer to notify Ms Patricia Cox and Ms Mary Wake of the Council decision in writing.**
5. **Note that the Interim Outline Development Plan requires separate endorsement by the Western Australian Planning Commission.**
6. **Note that if the Western Australian Planning Commission endorses the Interim Outline Development Plan, that Ms Patricia Cox will still need to lodge a detailed planning application for the proposed toilet block and utility room for separate Council approval.**

5/0 CARRIED

Background

Council is to consider final adoption of an Interim Outline Development Plan for Lot 350 – 351 Hamelin Pool Road, Hamelin Pool, as per below.

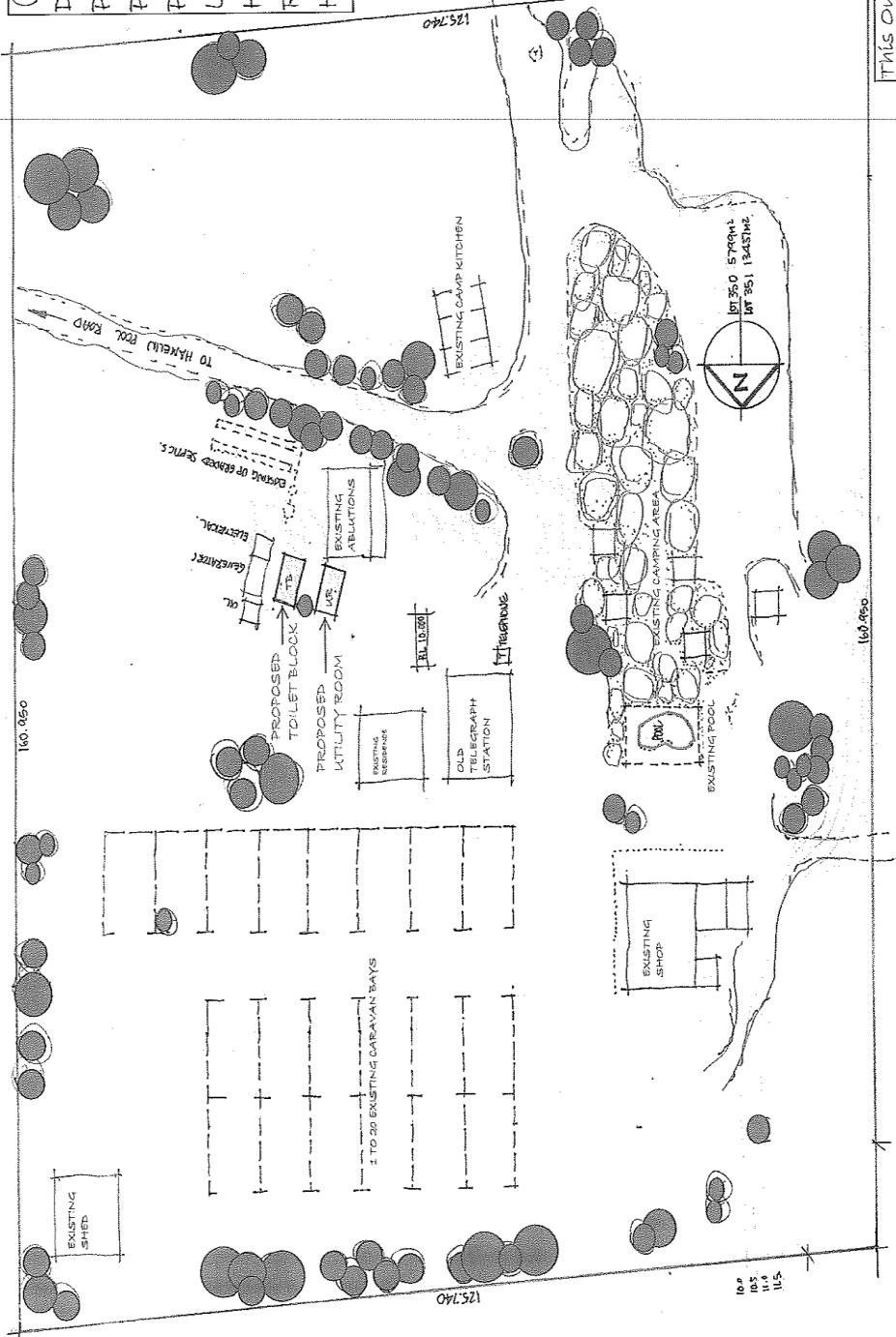
26 NOVEMBER 2014

(interim) OUTLINE
DEVELOPMENT
PLAN - HAMELIN
POOL CARAVAN
PARK
LOT 350 & 351
HAMELIN POOL
ROAD,
HAMELIN POOL

NOTES:

1. THIS IS AN INTERIM OUTLINE DEVELOPMENT PLAN TO FACILITATE CONSTRUCTION OF A PROPOSED TOILET BLOCK & UTILITY ROOM ONLY.
2. FUTURE DEVELOPMENT WILL BE SUBJECT TO A SEPARATE COMPREHENSIVE OUTLINE DEVELOPMENT PLAN AS REQUIRED UNDER THE SHIRE OF SHARK BAY LOCAL PLANNING SCHEME NO 3.

PROPOSED
DEVELOPMENT TO
SERVICE EXISTING
CARAVAN PARK



This Outline Development Plan was
approved by Council at the meeting
held on the ____ of ____.

- *Existing Development*

Lots 350 and 351 have been developed with a shop, sheds, a museum, tea rooms and camping grounds, including ablution amenities. It also contains a historic Telegraph Station.

- *Zoning and relevant Scheme Requirements*

Lots 350 & 351 are zoned 'Special Use' under the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme') and are notated as 'SU8' on the Scheme map.

Clause 4.7.2 of the Scheme states that:

'a person must not use any land, or any structure or buildings on land, in a Special Use zone except for the purpose set out against that land in Schedule 4 and subject to compliance with any conditions set out in Schedule 4 with respect to that land'.

Schedule 4 in the Scheme outlines permissible uses for 'Special Use 8' including 'short term accommodation' however it is subject to a specific condition also listed in Schedule 4 as follows:

"Development of the site shall be in accordance with an approved Outline Development Plan, which has generally been prepared in accordance with the requirements of Clause 5.9 and endorsed by the Western Australian Planning Commission.

The Outline Development Plan should demonstrate that:

- *the proposed development is sympathetic to the location, taking into account the topography and landscape character of the surrounding area; and*
- *the interface with the foreshore is generally in accordance with Statement of Planning Policy 2.6 – State Coastal Planning Policy. This includes clear demarcation between the development site and the foreshore reserve and definition of the setback for development from the permanent vegetation line'.*

- *Relevant Council resolutions*

At the Ordinary Meeting held on the 24 September 2014, Council resolved to '*Adopt the applicants site plan as an Outline Development Plan for the purpose of conducting formal advertising (for the laundry and toilet block only) and advise the applicant that any Outline Development Plan will also require endorsement by the Western Australian Planning Commissions.*'

Comment

- *Advertising*

The Interim Outline Development Plan has been advertised for public comment. Advertising included publication of a notice in the local newspaper, a letter to the adjacent landowner (Brian and Mary Wake), and letters to relevant stakeholders and government agencies as listed below:

- Shark Bay World Heritage Advisory Committee
- Department of Planning
- Department of Water
- Horizon Power
- Water Corporation
- Department of Parks and Wildlife
- State Heritage Office
- Department of Aboriginal Affairs
- Main Roads WA
- Environmental Protection Authority
- Department of Housing
- Telstra
- Department of Agriculture and Food WA
- Department of Mines and Petroleum

During advertising a total of 9 submissions were received, mainly from government agencies as summarised below in – ‘Table of Submissions’.

Table of Submissions
Lot 350 – 351 Hamelin Pool Road, Hamelin Pool

Submitter	Summary of Submission	Gray & Lewis comment
Department of Mines and Petroleum	The Geological Survey of Western Australia (GSWA) after assessing this proposal on behalf of the Department of Mines and Petroleum (DMP) with respect to access to mineral and petroleum resources, geothermal energy and basic raw materials has no comment to make.	Non objection / no comment noted.
Hamelin Pool Pastoral Co Mary Wake	<p>I am aware that my neighbour would like to establish a new toilet block. Any new infrastructure development at a tourist destination is supported provided due process is followed and World Heritage Values are not affected.</p> <p>The town planning scheme for this area clearly indicates that an Outline Development Plan is required to be in place so that development does not proceed in an ad hoc fashion.</p>	<p>Noted. The subject land is not located within the World Heritage boundary however a precautionary approach has been undertaken due to the location, and the application was referred to the Shark Bay World Heritage Advisory Committee.</p> <p>This Outline Development Plan, albeit interim, is being pursued to comply with the Scheme requirements.</p> <p>The Interim Outline Development Plan will simply facilitate two small buildings with an approximate floor area</p>

	<p>The original proposal submitted to Council included accommodation units which are already on site and in use. Before any additional infrastructure is approved it would be prudent to establish and regulate the development which is already in existence and operational.</p>	<p>of 18m² each, in a location central to existing development on site. The small scale development will not prejudice future planning for the area, negatively impact on surrounding landowners, or adversely constrain development of a more comprehensive expansive Outline Development Plan in the future.</p> <p>It is not clear whether the submitter is stating that there has been unauthorised development, or is concerned over development that has historically been approved at Hamelin Pool.</p> <p>Gray & Lewis has liaised with the Shire and checked historical minutes however there are not comprehensive records of approvals and plans that have been issued for Hamelin Pool.</p> <p>Council minutes indicate that the operators of Hamelin Pool Telegraph Station were given approval to establish a caravan park in November 1990.</p>
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Submitter	Summary of Submission	Gray & Lewis comment
Hamelin Pool Pastoral Co Mary Wake		<p>There is also no record of any formal complaints about unauthorised development.</p> <p>It is difficult for Gray & Lewis to advise the Shire on this matter in the absence of evidence and knowledge of the site.</p> <p>The Shire is regulating development by requiring this (interim) Development Plan to guide small scale development, and encouraging the landowner to pursue a longer term comprehensive structure plan.</p> <p>The Shire also regulates accommodation through</p>

	<p>separate licences issued under the <i>Caravan Parks and Camping Grounds Act 1995</i> ('the Caravan Act').</p> <p>Toilet provision is not technically controlled through planning mechanisms however can be examined as part of a future separate Outline Development Plan through consultation with the Shires Environmental Health Officer (at that time).</p> <p>Comment noted. The proposed development is small scale, ancillary to the existing caravan park, will not have any impact on the submitter's property and is being progressed through an (interim) Outline Development Plan as permissible under the Shires Scheme. The interim Development Plan will not prejudice any future more robust Outline Development Plan being developed in the future.</p> <p>Gray & Lewis is of the view that a 18m² toilet block measuring 6 metres by 3 metres will not have any impact on World Heritage values, however the proposal was referred to the Shark Bay World Heritage Advisory Committee for comment. Effluent will not be permitted to impact on world heritage and is monitored closely by the Shires Environmental Health Officer.</p>
<p>To go through this process will require an Outline Development Plan. Furthermore the ratio of the number of toilets to the number of accommodation is interdependent, thus requiring an overall plan.</p> <p>I am surprised the Shire would recommend an interim plan to allow the development of this small scale short term development in isolation.</p> <p>From a World Heritage perspective it is important to ensure that the values of the Hamelin Pool Marine Nature reserve are adequately protected. The Shark Bay Marine reserves Management Plan encourages relevant authorities to ensure coastal developments do not result in the release of pollution or effluent into the Nature Marine reserve. Given the position of this property in relation to the World Heritage Area, it would not be prudent to develop a toilet block without an encompassing Outline Development Plan.</p>	

Submitter	Summary of Submission	Gray & Lewis comment
Hamelin Pool Pastoral Co Mary Wake	Liz Bushby of Gray & Lewis Landuse Planners has informed me that Patricia has already initiated the Outline Development Plan with the appropriate planner in Geraldton so it is difficult to understand the requirement for an interim measure. I support an	The submitter, Mary Wake, contacted Gray & Lewis during the advertising period and verbally raised concern over existing effluent disposal. Gray & Lewis liaised with the Shires Building Surveyor who advised by email that:

	<p>Outline Development Plan as opposed to an interim one as the former would resolve any outstanding planning issues.</p>	<ul style="list-style-type: none"> - The Environmental Health Officer and I have not received any complaints regarding the effluent disposal at Hamelin Pool Caravan Park. - When some traffic damage occurred to 2 leach drains the proprietor engaged a drainage/plumbing contractor to replace them. - We have been monitoring the progress with the repair works to these drains. The upgrading and improvement of the effluent disposal system is part of the upgrading of the ablutions at Hamelin Pool Caravan Park that we have been requesting and encouraging the proprietor to carry out. <p>This advice on effluent disposal was relayed to the submitter via email through the Shire Records Officer.</p> <p>Effluent disposal and waste water are dealt with by the Shires Environmental Health Officer. There is no sewer available due to the remote location so effluent for the existing caravan park is disposed of via on site leach drains.</p> <p>The owner may need to install a new leach drain for the proposed toilets in the future, however if that's the case they would be required to lodge a separation 'Application to construct or install an apparatus for the treatment of sewerage'.</p> <p>They would not lodge this 'apparatus' application until after they have an approved interim Outline Development Plan and an approved development application.</p>
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Submitter	Summary of Submission	Gray & Lewis comment
	<p>Liz Bushby of Gray & Lewis Landuse Planners has informed me that Patricia has already initiated the Outline Development Plan with the appropriate planner in Geraldton so it is difficult to understand the requirement for an interim measure. I support an Outline Development Plan as opposed to an interim one as the former would resolve any outstanding planning issues.</p>	<p>Gray & Lewis confirms that the owner has been encouraged to pursue a more comprehensive Outline Development Plan for medium to long term development.</p> <p>The submitters objection is noted however Gray & Lewis is of the view that the interim Outline Development Plan will not prejudice future planning or development of a separate more comprehensive Outline Development Plan in the future.</p> <p>The benefit of the interim Outline Development Plan is to facilitate some small scale development in the short term whilst the owner progresses development of a longer term Outline Development Plan.</p>
Department of Aboriginal Affairs	<p>I understand that the Outline Development Plan is to facilitate future development of a toilet block and utility building.</p> <p>A review of the Register of Aboriginal Places and Objects as well as DAA database reveals there are known places or Objects within the area to which the plan applies. Therefore no heritage approvals are required under the Aboriginal Heritage Act.</p> <p>The Shire can refer to the States due diligence guidelines for future development proposal.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
Department of Parks and Wildlife	<p>The proposal is for the future development of a toilet block and utility building on Lots 350 – 351.</p> <p>Given that there are existing ablutions / laundry facilities on these sites and the proposed new development is in close proximity to the existing facilities Department of Parks and Wildlife would not have any opposition to these developments with the proviso that</p>	<p>Noted.</p> <p>The owner may need to install a new leach drain for the proposed toilets in the future, however if that's the case they would be required to lodge a separation 'Application' to construct or install an apparatus for the treatment of</p>

	<p>there would be no effluent or waste water outflow onto the Hamelin Pool Marine Nature reserve or any adverse impacts on the stromatolites or any other values of the marine reserve.</p> <p>It is considered that the proposal and any potential environmental impacts will be appropriately addressed through the existing planning framework.</p>	<p>sewerage'. No sewerage or wastewater will be permitted to flow into any marine reserve.</p> <p>Noted. If the Interim Outline Development Plan is approved by the Shire and endorsed by the Western Australian Planning Commission, then the owner will still need to lodge a separate development application, and appropriate applications for the sewer treatment apparatus.</p>
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Submitter	Summary of Submission	Gray & Lewis comment
Telstra	Telstra Corporation Limited has no objection. A network extension will be required for any development.	Noted.
Water Corporation	The Water Corporation has no objections and has no services infrastructure in the area.	Noted.
State heritage Office	<p>The Heritage Council's Register Committee identified the post office, Post Masters Quarters and Telegraph station as a place warranting assessment for possible entry into the State Register of heritage Places, however a full assessment of its cultural heritage significance has not been undertaken.</p> <p>We note that Outline Development Plan is proposed as an interim measure to guide small scale development. We would appreciate being kept informed on future development proposals.</p>	<p>Noted.</p> <p>Noted.</p>
Department of Water	<p>The Department of Water has no objections to the proposal.</p> <p>It is recommended that Council require wastewater disposal to be in line with Department of Water Quality Protection Note 70.</p>	Noted.

Note: Submission from Shark Bay World Heritage Advisory Committee summarised in body of agenda report.

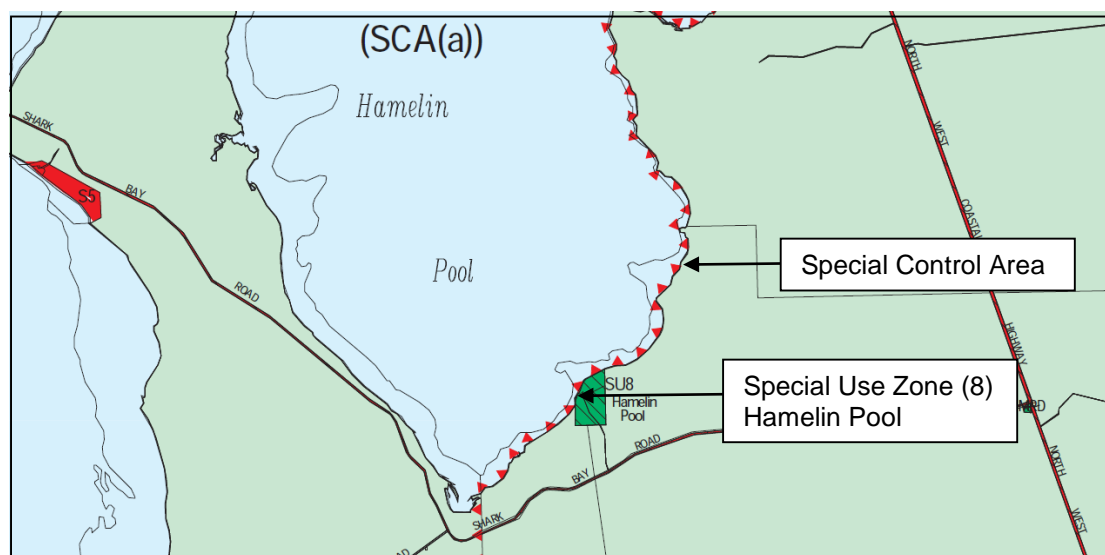
One objection was received from an adjacent landowner, Mary Wake. The main thrust of the objection was that no interim Outline Development Plan should be supported

Gray & Lewis is of the view that facilitating small scale development in the short term will simply allow for some upgrades to service the existing caravan park, will not have any negative impact on amenity and will not prejudice future planning for the lots. It will also not place any major constraints on development of a more comprehensive Outline Development Plan in the future to guide medium to long term development.

Clause 5.8.2 of the Scheme requires a floor level not less than RL 3.2 metres AHD for any land 'subject to inundation'. The Scheme does not define the extent of the inundation area.

It is not known whether the interim Outline Development Plan will be supported by the Western Australian Planning Commission without a coastal report, however from a practical perspective the interim Outline Development Plan will only facilitate 2 new small buildings central to existing development on the lots.

Lots 350 and 351 are located outside of the Special Control Area boundary for Shark Bay World Heritage Property under the Scheme.



A submission from the Chairman of Shark Bay World Heritage Advisory Committee was received on the 17 November 2014 and is summarised below:

- We have had a number of comments from members and I can provide the following response on behalf of the Committee.
- The key issue we wish to raise is in regard to the control of potential nutrient leachates from the proposed facility, and the potential for this to cause impact on the adjacent stromatolites which are a nominated World Heritage Value. Whilst we acknowledge that the potential risk may be low, this matter should be considered further by the Shire once greater detail is received from the proponent. In particular the expected use, type of system to be used and the level of discharges to the environment should be considered to confirm the level of risk.
- The Committee requests that when a more detailed Outline Development Plan is available, this be forwarded to the Committee for its consideration

The applicant will have to lodge a separate application to install any new effluent system which will be assessed by the Shire's Environmental Health Officer.

- *Options available to Council*

Option 1: Adopt the Interim Outline Development Plan for final approval without modification, and seek Western Australian Planning Commissions endorsement.

Option 2: Refuse to adopt the interim Outline Development Plan for final approval and advise the proponent that they should pursue a more comprehensive Outline Development Plan to guide future development.

Option 3: Defer the matter and request more information from the applicant to address the issues raised during public consultation.

Gray & Lewis recommends Option 1 as the interim development will facilitate small scale development to service the existing caravan park, does not need to be guided by a significant Outline Development Plan, and will not prejudice future planning for the locality.

Legal Implications

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

Policy Implications

There are no policy implications relative to this report.

Financial Implications

The Shire pays planning consultancy fees to Gray & Lewis.

Strategic Implications

An Outline Development Plan needs to be developed for Hamelin Pool to guide future development.

Increased flexibility for limited development to occur within Special Use zones is being examined as part of the Scheme review, however is subject to assessment by the Western Australian Planning Commission. Currently the Scheme Review is on hold pending completion of a report for Denham by MP Rogers.

Voting Requirements
Simple Majority Required

Signatures

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

18 November 2014

14. BUILDING REPORT

14.1 AMBULANCE BUILDING HUGHES STREET

P 4012 / RES 40498

Author

Chief Executive Officer

Disclosure of Any Interest

Disclosure of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as a volunteer ambulance officer and committee member

Cr Wake returned to Council Chamber at 11.50 am

Moved Cr Ridgley
Seconded Cr Laundry

Council Resolution

- 1. That the additional submission of an expression of interest for the use of the Old Ambulance building by the Denham Seniors be noted.**
- 2. The Denham Seniors be advised that's Councils resolution of September 2013 as follows remains in force;**

Advise the Denham Seniors, that Council does not consider that the Ambulance building is suitable to the Denham Senior's needs.

5/1 CARRIED

Background

The Council at the meeting held in September 2014 received a resubmission from the Denham Seniors regarding the old ambulance building, the resolution of Council was as follows:

That re-submission of an expression of interest for the use of the Old Ambulance building by the Denham Seniors be noted.

The Denham Seniors have now submitted a further request with additional information, attached, requesting that the submission could be put to Council and Councilor's be given the opportunity to vote on the matter.

Previous reports to Council on this issue are attached.

Comment

The information presented in the resubmission (attached) remains very subjective and provides limited evidence of the ability of the group to source funds to undertake the repairs required for utilisation as a public building and for use as a seniors drop in centre.

The correspondence indicates that the group has \$6,000 in a building fund which can be used to fund part of the renovations.

There is also a commitment to contribute \$1,000 per year towards day to day operating costs i.e. (gas, water, electricity).

There is also the comment:

With regard to the maintenance of the building, we believe it would become the property of the Shire and therefore the maintenance would be at the discretion of the Shire.

The Council could if it considered the building to be suitable for a seniors drop in centre, lease the building to the Denham Seniors.

Given the assurances provided by the Denham Seniors the Council may consider leasing the building on an as is basis with the Denham Seniors being responsible to ensuring the building was bought up to an acceptable standard for use as a seniors drop in centre.

Any lease could be constructed in a similar fashion as other leases with sporting or community bodies. This would require the organisation to be responsible for all ongoing maintenance, repairs and insurance, both building and public liability.

However it is the opinion of the Chief Executive Officer that ownership of a building in this condition would be an ongoing onerous financial burden and responsibility that would be beyond the capacity of the Denham Seniors.

The costs associated with ensuring the building was bought up to a suitable standard to accommodate seniors that have mobility issues would be prohibitive without external funding. The ongoing maintenance and operational costs would also require ongoing external funding or fundraising from the Denham Seniors to ensure the building remained in a suitable condition.

If the Council believes the building a viable structure and does not wish to remove it and considers this request to be viable option it may reduce the Councils financial obligations associated with any ongoing maintenance and operational costs associated with the building.

Legal Implications

The Reserve is currently vested for the purposes of a Community Centre and the current use is in accordance with the vesting.

The Council according to the Reserve vesting does not have the authority to sub lease the reserve. The Council would need to apply to sublease or subdivided the reserve to enable the Denham Seniors to have a separate lease.

Policy Implications

There are no policy implications relevant to this report.

Financial Implications

The estimated cost has been provided by the Contract Manager building and is as follows:

I would estimate general maintenance and structural repairs and providing ambulant and/or facilities suitable for the disabled would cost approximately \$45,000.00, the following is an estimated breakdown:

1) Maintenance

i) External painting of exposed timber	\$2,500.00
ii) Treat structural steel for corrosion	\$1,500.00
iii) Provide storm water runoff i.e. concrete path/fence	\$1,500.00
v) Repair gas bottle connection	\$ 250.00
vi) Remove bougainvillea tree or trim	\$ 500.00
vii) Plumbing and electrical pipes and conduits	\$ 750.00
	\$ 7,000.00

2) Block-work repair, including new galvanised steel columns, sealing and painting, completed block-work

\$10,000.00

3) Roof cladding (Colorbond Ultra)

\$15,000.00

4) Ambulant facilities i.e. hand rails, height of pans and hand basins

\$ 5,000.00

5) Fire extinguishers, exit signs, RCD compliance

\$ 2,500.00

6) Car parking area (site works only)

\$ 2,500.00

7) Miscellaneous, including possible treatment and/or repairs to front doors

\$ 3,000.00

Total

\$45,000.00

The above figures are not meant to be an accurate representation of the potential costs of the repair and maintenance of the existing Ambulance Building but to provide a guide as to the potential financial exposure of the decision to keep the building for future use, and does not include the ongoing maintenance costs these buildings.

The Council should also recognise that any ongoing maintenance and utilities cost including water and electricity may be borne by the Council.

Strategic Implications

Council strategic plan indicates an outcome as follows:

Provide community infrastructure and services that meets the needs of families, youth and retirees.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

P Anderson


Date of Report

12 November 2014

26 NOVEMBER 2014

1-02-17953 CM00043

Denham, WA 6537	
President: Graham Egan	0438 922 877
Secretary: Coralie Hill	0497 001 533
Treasurer: Jan Arlidge	9948 3142



Denham Seniors

Monday 10th November 2014

Shark Bay Shire Council
Knight Terrace
Denham, WA 6537

RECEIVED

11 NOV 2014
Shire of Shark Bay

Dear Sir,

We, the Denham Seniors, would like to submit an Expression on Interest for the use of the old Ambulance Building.

We have read the requirements and cost of the renovations of the building and feel they would make the building suitable for our needs.

We have \$6,000 in a building fund which can be used to fund part of the renovations of this building. We have also had discussions with Lottery West and GDC, and believe that the Shire have also spoken to these organisations. Our Treasurer is willing to work with the Shire to put in applications for funding these renovations.

The Denham Seniors would also be able to contribute \$1,000 per year towards the day-to-day running costs of the building (e.g. gas, water, electricity). We also believe we would be expected to pay a 'peppercorn rent' which we can negotiate with the Shire.

With regards to the maintenance of the building, we believe it would become the property of the Shire and therefore the maintenance would be at the discretion of the Shire.

This would give the 220 seniors citizens of Denham a true 'Drop-In Centre' which could be utilise on various days during the week for a wide range of activities.

This building is also adjacent to the aged persons units which would give them easy access to these facilities. This would make it also available to other like-minded community groups.

We would appreciate it if this submission was put to the next Council meeting and the councillors be given the opportunity to vote on this proposal.

Yours sincerely

Graham Egan,
President, Denham Seniors



MINUTES OF THE ORDINARY COUNCIL MEETING

25 JUNE 2014

14. **BUILDING REPORT**

14.1 **AMBULANCE BUILDING HUGHES STREET**

AM101

Author

Chief Executive Officer

Disclosure of Any Interest

Disclosure of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as Secretary & Volunteer for St Johns Ambulance Shark Bay Sub Centre

Disclosure of Interest: Cr Bellottie

Nature of Interest: Impartiality Interest as Council's representative on the committee

Moved Cr Capewell

Seconded Cr Prior

Council Resolution

That the decision by the St Johns Ambulance Shark Bay Sub Centre in regard to existing ambulance facility in Hughes Street be noted.

That the RSL & Gardening club be advised of the necessity to upgrade the facility at their cost, prior to occupation and be provided with the list of requirements provided by the building inspector as listed in this report.

Advise the Denham Seniors, that Council does not consider that the Ambulance building is suitable to the Denham Senior's needs.

6/0 CARRIED

Background

The new emergency services precinct is nearing completion and St Johns Ambulance will be relocating following completion of the buildings and the sheds.

The current St Johns Ambulance Building which is owned by St Johns is situated on part of reserve 40498 Hughes Street which is vested in the Shire.

The Shire has previously (1985) granted St Johns use of the land for a period of 21 years or until the lot was no longer required for their purposes.

Enquiries were made regarding the existing facility following the relocation to the new premises with the following correspondence being received.

At last week's St Johns Ambulance Shark Bay Sub Centre committee meeting, the decision taken in relation to the future of the existing ambulance facility in Hughes Street was;

That the premises be left intact and donated to the Shire of Shark Bay on the proviso that the Council will allocate its usage to a community group or local club for whatever period it deems.

Confirmed at the Ordinary Meeting of Council held on the 30 July 2014 – Signed by the President Cr C Cowell _____
Page 82

MINUTES OF THE ORDINARY COUNCIL MEETING

25 JUNE 2014

However

Should the Council resolve to demolish the existing buildings, then they will be stripped of fittings which may be either used or sold i.e. air conditioner, stove, etc. The Committee is aware of two applicants representing three groups who are interested in occupying the existing premises once St Johns Ambulance have vacated.

In due course, please advise the committee of Council's decision in relation to the future of the facility.

Comment

The tenure by St Johns on reserve 40498 was for 21 years from 1985 or until the lot was no longer required for the purposes of a St John Ambulance sub branch.

It could be assumed by the correspondence and the construction of new premises would indicate that the tenure and associated buildings are no longer required by St Johns.

The intent by St Johns of donating the building to the Shire albeit with conditions would also indicate that the tenure is no longer required for the purposes of a St Johns sub branch and as such their previous tenure would lapse.

The correspondence received from St Johns places conditions on the Council in relation to the building remaining in place or being demolished, the Council given the premises are on the reserve vested in the Council which St Johns are vacating can comply with the conditions imposed by both options or resolve what it considers the appropriate action in relation to the building.

If the building is left in place and the proviso adhered to by the Council intact it will require works to be undertaken to ensure it is in a fit state.

An inspection was undertaken by the contract Building Manager and his comments and recommendations follow;

The old Denham Ambulance Centre is in need of some major maintenance and rectification works:

A. Damaged front corner block-work - this appears to be caused by the internal corner steel columns that support the roof structure expanding due to corrosion and causing the block-work to break away; the footings and foundations under the building appear to be in good condition and do not show any signs of subsidence.

To rectify this issue the following will need to be carried out:

- 1) Safely prop the existing roof framing internally,*
- 2) Remove the damaged block-work,*
- 3) Remove the damage and corroded steel columns,*
- 4) Replace the columns with new galvanised columns and fixings,*
- 5) Replace block-work,*
- 6) Re-grout any penetrations, etc., that have deteriorated and allow ingress of dust and/or moisture etc.,*
- 7) External wall to be sealed with and appropriate sealer and painted.*

B. Roof framing and cladding:

Confirmed at the Ordinary Meeting of Council held on the 30 July 2014 – Signed by the President Cr C Cowell _____
Page 83

MINUTES OF THE ORDINARY COUNCIL MEETING

25 JUNE 2014

- 1) Chemically treat all internal structural steel for corrosion with specific chemical paints to slow down the corrosion of the metals,
- 2) Replace any structural steel that is too corroded to treat, (Require further investigation)
- 3) Repair or replace the roof cladding including flashings, i.e. Colorbond Ultra steel.

C. General Maintenance:

- 1) Repair all holes in block-work;
- 2) Prepare and repaint all exposed timber, i.e. door frames, doors, exposed rafters, etc.,
- 3) Control stormwater runoff from roof to prevent corrosion to adjoin ground and entering neighbouring property,
- 4) Repair or replace the gas bottle connection valve,
- 5) Remove the Bougainvillea tree from the buildings or trim to keep away from the buildings,
- 6) The two front sliding door and tracks are corroded and may need replacing. (Require further investigation)

D. Electrical:

- 1) Repair and/or replace all electrical conduits that have become brittle with exposure to the elements and including wall fixings,
- 2) On completion of repairs all exposed electrical conduits to be painted with UV resistant external paint,
- 3) Electrical contractor to provide Compliance Certification of all electrical work with the relevant legislation, including RCDs and smoke alarms.

E. Plumbing:

- 1) Repair and replace any/all damaged or brittle drainage pipes from exposure to the elements,
- 2) On completion of repairs etc., all exposed pipes etc. to be painted with UV resistant external paint.

F. General:

- 1) Depending on the future use of the building, a suitable parking area will need to be identified and created to allow safe access to and from the site,
- 2) Depending on the future use of the building, compliance with Public Building legislation will require the installation of fire extinguishers, exit signs, ablution facilities suitable for use by the disabled,
- 3) Provision of disabled access

The submissions to St Johns from the Denham Seniors and RSL/Gardening club in regard to the use of the existing building follow;

Denham Seniors

Hi Cheryl

Thanks for your memo re 'the shed'.

Yes the Denham Seniors are interested in having a place we can call home. There are 2 issues we have with the hall which we believe would be addressed if we had a place of our own. One is the need to stack tables and chairs every week, the tables are very heavy and the number of helpers is dwindling as the seniors simply

Confirmed at the Ordinary Meeting of Council held on the 30 July 2014 -- Signed by the President Cr C Cowell _____
Page 84

MINUTES OF THE ORDINARY COUNCIL MEETING

25 JUNE 2014

cannot manage the tables. The other issue we have is storage. We believe we would be able to manage if we had full access to the ambo building.

Our intent for its usage is a proper Drop in Centre. We have morning tea for up to 25 people every Wednesday morning plus we could plan other activities at other times of the week. Half days and occasionally an evening. We estimate the maximum would be 3 half days a week.

During the winter months when we have visitors we would need to use the shed part therefore it would be good if that could be spruced up a bit eg roof insulation such as sisalation, ceiling fans, washable floor covering, and walls painted a light colour. If the budget would allow it would be great if the shed doors were replaced with a wall with door and window.

We would need parking for 10 to 12 cars, we could arrange for the more disabled to park closest.

We would not be able to afford much rent as we are a Not for Profit organisation. It would be counterproductive to the purpose of the group as a social outing for seniors if we needed to increase our charges. I guess it would be the ambos charging the rent, we wondered if we could negotiate a contra deal via the shire.

Thank you and the ambo committee for considering our Expression of Interest.

RSL/Gardening Club

Proposal for vacated ambo building

We are getting renewed interest in reforming the RSL as an ongoing concern. Our membership has grown to a stage where this could happen. I would, however personally continue to run Anzac Day and Remembrance Day if this never came to fruition. The RSL does not have any dedicated building at present; consequently I have everything stored at my home, (complete sound equipment and stands, drum, raffles bats and numerous other equipment).

I feel if we had the building it is an incentive for other people to join and have an active participation in the League.

The RSL now has an active role in granting small clubs grants for participation and this year I was able to inject \$1500 into clubs in Denham. This includes the Ambo's which we are glad to donate to. We also sponsor a book prize at the school (\$100.00).

I also run the Garden Club.

We also don't have a club room, consequently I have all the clubs equipment at my home as well. This fills a garden shed that I put up for myself not the club. This also includes our mulcher which sits out in the weather at present. We would like to purchase a cement mixer to mix our own potting mix (secret formula) and this could also be housed at the building. I am sure that we could also do a bit of beautification at the building to make it look a bit more appealing.

The building could be let as is where is, and Council provide it to a Community group, however as indicated the building requires maintenance to rectify a number of major issues regarding public safety, concerns and Councils liability which would have to be addressed.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 JUNE 2014

The Council needs to be cognisant of the ongoing costs associated with retaining buildings that have been replaced with new facilities. While the community organisations may derive benefit from their own separate Council provided premises, the ongoing operational costs and major maintenance costs will be borne by the Council due to the groups limited funding.

The refurbishment of older buildings also needs to be carefully considered as the harsh climatic conditions experienced in Denham are detrimental to buildings that have not had ongoing preventative maintenance.

Existing Morgue

The morgue is in the vicinity of the St Johns building but independent of the building. Investigations have been undertaken as to what Government Department assumes responsibility for the establishment and ongoing maintenance of a morgue.

This has proved to be a very grey area with the majority of Government Departments reluctant to assume responsibility for this facility

Currently the State Government contract requires a Government Appointed Contractor to be on site within four hours of being notified that a person is deceased.

Further investigations will be undertaken in regard to this matter, however the Health Department have advised that they are removing morgues from outlying areas.

The Council may if it considers the provision of a morgue to be in the best interests of the community either leaves the current facility in place or if it is considered not fit for purpose build an additional facility.

Further investigations will be undertaken in regard to the ongoing provision of this facility and will report to Council when the information becomes available.

Legal Implications

The Reserve is currently vested for the purposes of a Community Centre and the current use is in accordance with the vesting.

The Council according to the Reserve vesting does not have the authority to sub lease the reserve. But can provide premises for use by Community groups.

Policy Implications

There are no policy implications relevant to this report.

Financial Implications

The estimated cost has been provided by the Contract Manager building and follows

I would estimate general maintenance and structural repairs and providing ambulant and/or facilities suitable for the disabled would cost approximately \$45,000.00, the following is an estimated breakdown:

1) Maintenance

i) External painting of exposed timber	\$2,500.00
ii) Treat structural steel for corrosion	\$1,500.00
iii) Provide storm water runoff i.e. concrete path/fence	\$1,500.00
v) Repair gas bottle connection	\$ 250.00
vi) Remove bougainvillea tree or trim	\$ 500.00

Confirmed at the Ordinary Meeting of Council held on the 30 July 2014 – Signed by the President Cr C Cowell _____
Page 86

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

MINUTES OF THE ORDINARY COUNCIL MEETING

25 JUNE 2014

vii) Plumbing and electrical pipes and conduits	\$ 750.00
	\$ 7,000.00
2) Block-work repair, including new galvanised steel columns, sealing and painting completed block-work	\$10,000.00
3) Roof cladding (Colorbond Ultra)	\$15,000.00
4) Ambulant facilities i.e. hand rails, height of pans and hand basins	\$ 5,000.00
5) Fire extinguishers, exit signs, RCD compliance	\$ 2,500.00
6) Car parking area (site works only)	\$ 2,500.00
7) Miscellaneous, including possible treatment and/or repairs to front doors	\$ 3,000.00
Total	\$45,000.00

The above figures are not meant to be an accurate representation of the potential costs of the repair and maintenance of the existing Ambulance Building but to provide a guide as to the potential financial exposure of the decision to keep the building for future use, and does not include the ongoing maintenance costs these buildings.

The Council should also recognise that any ongoing maintenance and utilities cost including water and electricity may be borne by the Council.

Strategic Implications

Council strategic plan indicates an outcome as follows:

Provide community infrastructure and services that meets the needs of families, youth and retirees.

Voting Requirements

Simple Majority Required

Date of Report

19 May 2014

Confirmed at the Ordinary Meeting of Council held on the 30 July 2014 -- Signed by the President Cr C Cowell _____
Page 87

MINUTES ORDINARY COUNCIL MEETING

24 SEPTEMBER 2014

19.2 AMBULANCE BUILDING HUGHES STREET

P 4012 / RES 40498

Author

Chief Executive Officer

Disclosure of Any Interest

Disclosure of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as Secretary for St Johns Ambulance Shark Bay

Moved Cr Bellottie
Seconded Cr Prior

Council Resolution

That re-submission of an expression of interest for the use of the Old Ambulance building by the Denham Seniors be noted.

5/0 CARRIED

Background

The new Emergency Services precinct is nearing completion and St Johns Ambulance will be relocating following completion of the buildings and the sheds.

The Council at the Ordinary Meeting held in June 2014 resolved the following:

Council Resolution

That the decision by the St Johns Ambulance Shark Bay Sub Centre in regard to existing ambulance facility in Hughes Street be noted.

That the RSL & Gardening club be advised of the necessity to upgrade the facility at their cost, prior to occupation and be provided with the list of requirements provided by the building inspector as listed in this report.

Advise the Denham Seniors, that Council does not consider that the Ambulance building is suitable to the Denham Senior's needs.

6/0 CARRIED

The RSL have been advised of the Councils decision but have not advised as to what their intent is at this time.

The Denham Seniors were also advised and met with the Chief Executive Officer to discuss the reasoning behind Councils decision.

Where they were advised that they could resubmit an application if they had additional supporting information that could assist the Council in their decision making.

The previous report presented to Council follows;

The current St Johns Ambulance Building which is owned by St Johns is situated on part of Reserve 40498 Hughes Street which is vested in the Shire.

MINUTES ORDINARY COUNCIL MEETING

24 SEPTEMBER 2014

The Shire has previously (1985) granted St Johns use of the land for a period of 21 years or until the lot was no longer required for their purposes.

Enquiries were made regarding the existing facility following the relocation to the new premises with the following correspondence being received.

At last week's St Johns Ambulance Shark Bay Sub Centre committee meeting, the decision taken in relation to the future of the existing ambulance facility in Hughes Street was;

That the premises be left intact and donated to the Shire of Shark Bay on the proviso that the Council will allocate its usage to a Community group or local club for whatever period it deems.

However

Should the Council resolve to demolish the existing buildings, then they will be stripped of fittings which may be either used or sold i.e. air conditioner, stove, etc.

The Committee is aware of two applicants representing three groups who are interested in occupying the existing premises once St Johns Ambulance have vacated.

In due course, please advise the committee of Council's decision in relation to the future of the facility.

The tenure by St Johns on Reserve 40498 was for 21 years from 1985 or until the lot was no longer required for the purposes of a St John Ambulance Sub Branch.

It could be assumed by the correspondence and the construction of new premises would indicate that the tenure and associated buildings are no longer required by St Johns.

The intent by St Johns of donating the building to the Shire albeit with conditions would also indicate that the tenure is no longer required for the purposes of a St Johns Sub Branch and as such their previous tenure would lapse.

The correspondence received from St Johns places conditions on the Council in relation to the building remaining in place or being demolished, the Council, given the premises are on the Reserve vested in the Council which St Johns are vacating can comply with the conditions imposed by both options or resolve what it considers the appropriate action in relation to the building.

If the building is left in place and the proviso adhered to by the Council intact it will require works to be undertaken to ensure it is in a fit state.

An inspection was undertaken by the contract Building manager and his comments and recommendations are follow;

The old Denham Ambulance Centre is in need of some major maintenance and rectification works:

A. Damaged front corner block-work - this appears to be caused by the internal corner steel columns that support the roof structure expanding due to corrosion and causing the block-work to break away; the footings and foundations under the building appear to be in good condition and do not show any signs of subsidence.

MINUTES ORDINARY COUNCIL MEETING

24 SEPTEMBER 2014

To rectify this issue the following will need to be carried out:

- 1) Safely prop the existing roof framing internally,
- 2) Remove the damaged block-work,
- 3) Remove the damage and corroded steel columns,
- 4) Replace the columns with new galvanised columns and fixings,
- 5) Replace block-work,
- 6) Re-grout any penetrations, etc., that have deteriorated and allow ingress of dust and/or moisture etc.,
- 7) External wall to be sealed with and appropriate sealer and painted.

B. Roof framing and cladding:

- 1) Chemically treat all internal structural steel for corrosion with specific chemical paints to slow down the corrosion of the metals,
- 2) Replace any structural steel that is too corroded to treat, (Require further investigation)
- 3) Repair or replace the roof cladding including flashings, i.e. Colorbond Ultra steel.

C. General Maintenance:

- 1) Repair all holes in block-work;
- 2) Prepare and repaint all exposed timber, i.e. door frames, doors, exposed rafters, etc.,
- 3) Control stormwater runoff from roof to prevent corrosion to adjoin ground and entering neighbouring property,
- 4) Repair or replace the gas bottle connection valve,
- 5) Remove the Bougainvillea tree from the buildings or trim to keep away from the buildings,
- 6) The two front sliding door and tracks are corroded and may need replacing. (Require further investigation)

D. Electrical:

- 1) Repair and/or replace all electrical conduits that have become brittle with exposure to the elements and including wall fixings,
- 2) On completion of repairs all exposed electrical conduits to be painted with UV resistant external paint,
- 3) Electrical contractor to provide Compliance Certification of all electrical work with the relevant legislation, including RCDs and smoke alarms.

E. Plumbing:

- 1) Repair and replace any/all damaged or brittle drainage pipes from exposure to the elements,
- 2) On completion of repairs etc., all exposed pipes etc. to be painted with UV resistant external paint.

F. General:

- 1) Depending on the future use of the building, a suitable parking area will need to be identified and created to allow safe access to and from the site,
- 2) Depending on the future use of the building, compliance with Public Building legislation will require the installation of fire extinguishers, exit signs, ablution facilities suitable for use by the disabled,
- 3) Provision of disabled access

The submissions to St Johns from the Denham Seniors and RSL/Gardening club in regard to the use of the existing building follow;

MINUTES ORDINARY COUNCIL MEETING

24 SEPTEMBER 2014

Denham Seniors*Hi Cheryl**Thanks for your memo re 'the shed'.*

Yes the Denham Seniors are interested in having a place we can call home. There are 2 issues we have with the hall which we believe would be addressed if we had a place of our own. One is the need to stack tables and chairs every week, the tables are very heavy and the number of helpers is dwindling as the seniors simply cannot manage the tables. The other issue we have is storage. We believe we would be able to manage if we had full access to the ambo building.

Our intent for its usage is a proper Drop in Centre. We have morning tea for up to 25 people every Wednesday morning plus we could plan other activities at other times of the week. Half days and occasionally an evening. We estimate the maximum would be 3 half days a week.

During the winter months when we have visitors we would need to use the shed part therefore it would be good if that could be spruced up a bit eg roof insulation such as sisalation, ceiling fans, washable floor covering, and walls painted a light colour. If the budget would allow it would be great if the shed doors were replaced with a wall with door and window.

We would need parking for 10 to 12 cars, we could arrange for the more disabled to park closest.

We would not be able to afford much rent as we are a Not for Profit organisation. It would be counterproductive to the purpose of the group as a social outing for seniors if we needed to increase our charges. I guess it would be the ambos charging the rent, we wondered if we could negotiate a contra deal via the shire.

Thank you and the ambo committee for considering our Expression of Interest.

RSL/Gardening Club*Proposal for vacated ambo building*

We are getting renewed interest in reforming the RSL as an ongoing concern. Our membership has grown to a stage where this could happen. I would, however personally continue to run Anzac Day and Remembrance Day if this never came to fruition. The RSL does not have any dedicated building at present; consequently I have everything stored at my home, (complete sound equipment and stands, drum, raffles bats and numerous other equipment).

I feel if we had the building it is an incentive for other people to join and have an active participation in the League.

The RSL now has an active role in granting small clubs grants for participation and this year I was able to inject \$1500 into clubs in Denham. This includes the Ambo's which we are glad to donate to. We also sponsor a book prize at the school (\$100.00).

I also run the Garden Club.

We also don't have a club room, consequently I have all the clubs equipment at my home as well. This fills a garden shed that I put up for myself not the club. This also

MINUTES ORDINARY COUNCIL MEETING

24 SEPTEMBER 2014

includes our mulcher which sits out in the weather at present. We would like to purchase a cement mixer to mix our own potting mix (secret formula) and this could also be housed at the building. I am sure that we could also do a bit of beautification at the building to make it look a bit more appealing.

The building could be let as is where is, and Council provide it to a Community group, however as indicated the building requires maintenance to rectify a number of major issues regarding public safety, concerns and Councils liability which would have to be addressed.

The Council needs to be cognisant of the ongoing costs associated with retaining buildings that have been replaced with new facilities. While the community organisations may derive benefit from their own separate Council provided premises, the ongoing operational costs and major maintenance costs will be borne by the council due to the groups limited funding.

The refurbishment of older buildings also needs to be carefully considered as the harsh climatic conditions experienced in Denham are detrimental to buildings that have not had ongoing preventative maintenance.

Comment

The information presented in the resubmission (attached) is very subjective and provides limited evidence of the ability of the group to source funds to undertake the repairs required for utilisation as a public building and for use as a seniors drop in centre.

The correspondence indicates that the group is becoming self-sufficient and that they could be contribute towards the running of the building.

There is no indication as to the level of contribution or if the running costs of the building have been estimated.

There is also no indication in regard to any contribution towards the ongoing maintenance of the premises, which given the age of the building, notwithstanding any repairs or improvements that may be undertaken would increase over time to maintain the building in a suitable condition for the proposed purpose.

If the council considered this request to be viable option it could reduce the councils financial obligations associated with any ongoing maintenance and operational costs associated with the building.

Legal Implications

The Reserve is currently vested for the purposes of a Community Centre and the current use is in accordance with the vesting.

The Council according to the Reserve vesting does not have the authority to sub lease the reserve. But can provide premises for use by Community groups.

MINUTES ORDINARY COUNCIL MEETING

24 SEPTEMBER 2014

Policy Implications

There are no policy implications relevant to this report.

Financial Implications

The estimated cost has been provided by the Contract Manager building and follows

I would estimate general maintenance and structural repairs and providing ambulant and/or facilities suitable for the disabled would cost approximately \$45,000.00, the following is an estimated breakdown:

1) Maintenance	
i) External painting of exposed timber	\$2,500.00
ii) Treat structural steel for corrosion	\$1,500.00
iii) Provide storm water runoff i.e. concrete path/fence	\$1,500.00
v) Repair gas bottle connection	\$ 250.00
vi) Remove bougainvillea tree or trim	\$ 500.00
vii) Plumbing and electrical pipes and conduits	\$ 750.00
	\$ 7,000.00
2) Block-work repair, including new galvanised steel columns, sealing and painting, completed block-work	\$10,000.00
3) Roof cladding (Colorbond Ultra)	\$15,000.00
4) Ambulant facilities i.e. hand rails, height of pans and hand basins	\$ 5,000.00
5) Fire extinguishers, exit signs, RCD compliance	\$ 2,500.00
6) Car parking area (site works only)	\$ 2,500.00
7) Miscellaneous, including possible treatment and/or repairs to front doors	\$ 3,000.00
Total	\$45,000.00

The above figures are not meant to be an accurate representation of the potential costs of the repair and maintenance of the existing Ambulance Building but to provide a guide as to the potential financial exposure of the decision to keep the building for future use, and does not include the ongoing maintenance costs these buildings.

The Council should also recognise that any ongoing maintenance and utilities cost including water and electricity may be borne by the council.

Strategic Implications

Council strategic plan indicates an outcome as follows

Provide community infrastructure and services that meets the needs of families, youth and retirees.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

P Anderson

Date of Report

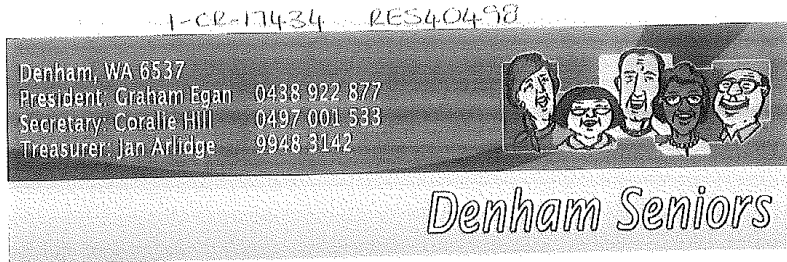
18 September 2014

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

MINUTES ORDINARY COUNCIL MEETING

24 SEPTEMBER 2014



Shark Bay Shire Council
Knight Terrace
Denham, WA 6537

RECEIVED

12 SEP 2014

Shire of Shark Bay

Dear Sir,

We, the Denham Seniors, would like to resubmit an Expression of Interest for the use of the old Ambulance building.

We have read the requirements and cost of the renovations of the building and feel they would make the building suitable for our needs.

We have looked into the possibility of applying for a grant to supplement our own funds, and have had positive feedback regarding this.

Our group is now becoming self sufficient and we also participate in fund raising so feel that we could contribute towards the running costs of the building.

This would give the 220 Senior citizens of Denham a true Drop In Centre which could be utilised on various days during the week for a wide range of activities. This building is also adjacent to the aged persons units which would give them easy access to these facilities.

This would make it available to other like minded Community Groups.

We would gratefully appreciate the Council consider our interest and advice us of the outcome.

Yours sincerely

Graham Egan
President
Denham Seniors

12-10-14

15. HEALTH REPORT

Nil

16. WORKS REPORT

16.1 PURCHASE OF NEW WORKS MANAGERS VEHICLE

CM00040

Author

Works Manager

Disclosure of Any Interest

Nil

Moved Cr Prior
Seconded Cr Wake

Council Resolution

The recommendation submitted by the Works Managers in the confidential evaluation report for supply of a New Work Managers Ute as per the conditions of Quote be considered.

6/0 CARRIED

Moved Cr Prior
Seconded Cr Ridgley

Council Resolution

That Council appoint Geraldton Toyota to supply one 2014 SR5 Hilux 4x4 Dual Cab which will provide the most advantageous outcome and best value for money to the Shire of Shark Bay based on the assessment of the capability, warranty and pricing considerations.

6/0 CARRIED

Background

As per the Shire of Shark Bay's Policy Manual and in accordance with the Five Year Plant Replacement Plan and 2014/2015 budget, the Shire's Work Managers Ute is due for replacement. Quotes were called for from three vehicle suppliers. The Shire received three responses. The qualitative selection criteria that was decided upon was a weighting system and the weighting percentages are as described.

- Capability - 35%
- Warranties/maintenance - 25%
- Pricing Considerations - 40%

Comment

All of the submitted vehicles are capable of performing the tasks required.

The recommended vehicle has a five star ANCAP safety rating

The recommended vehicle does have the lowest purchase amount and also represents the greatest resale value based on current trends.

Legal Implications

As the expected purchase price was thought to be between \$40,000 and \$99,999 (without trade considerations) and as per the shire's purchasing policy, quotes for a new Works Managers vehicle were called for from 3 suppliers. This is in keeping with our local purchasing policy. The evaluation and recommendation report contained within is a confidential report.

Policy Implications

Conforms to the Shire of Shark Bays Purchasing Policy

Financial Implications

The budget for the purchase of a New Works Managers Ute is \$49,000 exclusive of any trade in values.

In accordance with the Local Government Act the vehicle Council currently owns is required to be tendered for sale as the anticipated value will be in excess of the \$20,000.00.

It is difficult to ascertain exactly what the changeover price will be due to the tender process, however indicative pricing indicates the tender value may be in the vicinity of \$26,000.

The value included in the Council budget for the sale of the vehicle is \$23,000 which gives a net amount required from reserves to purchase a new vehicle of \$26,000.

The recommendation presented to council may result in a total changeover cost of \$26,213.08

This may vary due to the final sale price of the current vehicle and it is anticipated the total change over may be less.

Strategic Implications

There are no strategic implications relative to this report.

Voting Requirements

Simple Majority Required

Signatures

Author

B Galvin

Chief Executive Officer

P Anderson

Date of Report

18 November 2014

CM00040
N-FM-3033

EVALUATION & RECOMMENDATION REPORT

Title of Quote:	Supply of Works Manager Vehicle
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Evaluation Panel:	Mick Beck Brian Galvin
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1 INTRODUCTION

The purpose of this document is to assist the Evaluation Panel (the Panel) to assess the Quotes. The objectives of this Handbook are to:

- Ensure that the assessment of the quotes is undertaken fairly according to a pre-determined weighting schedule;
- Ensure adherence to probity procedures and relevant policies; and
- Ensure that the requirements specified in the quote document are evaluated in a way that can be measured and documented (in accordance with Regulation 18(4) Local Government (Function & General) Regulations 1996)

1.1 TITLE

The Shire of Shark Bay issued a RFQ for the Supply of a New Work Manager's Vehicle.

1.2 SCOPE

To seek quotes from Supplier's for the supply of a New Work Manager's Vehicle.

2 EVALUATION PANEL

The purpose of the Panel is to:

- Assess each Quote in accordance with the process and methodology contained in this document;
- Undertake any communication with Quoters that may be necessary to clarify submissions; and
- Document the Panel member's decision in an evaluation report which may be submitted to The Shire of Shark Bay Council.

3 REPORTING

The Panel may present a written report for consideration at the completion of the scoring process.

4 SCORING SYSTEM

Each Panel member will individually assess each submission on a 0-10 score basis, as shown in the below table. Half marks, for example 3.5 or 4.5, are acceptable.

Score	Description
0	Inadequate or non-appropriate offer, many deficiencies, does not meet criterion,
1	Between 0 and 2,
2	Marginal offer, some deficiencies, partly meets criterion,
3	Between 2 and 4,
4	Fair offer, few deficiencies, almost meets criterion,
5	Between 4 and 6,
6	Good offer, no deficiencies, meets criterion,
7	Between 6 and 8,
8	Very good offer, exceeds criterion,
9	Between 8 and 10,
10	Outstanding offer greatly exceeds criterion.

There is not a set formula for determining scores. All scores should be made by comparing the responses of each quoter.

In determining the score that will be given to each quoter, Panel members should consider:

- Does the response answer each element of the criterion?
- Are any examples provided to substantiate the claims made in the response?
- Are the examples relevant to the requirements of the Quote?

5 THE SCORE SHEET

The Score Sheet is to be completed by each Evaluation Panel Member to evaluate all quotes received. The score sheet is divided into 3 sections:

- Capabilities criteria;
- Warranties criteria; and
- Pricing Considerations

SCORE SHEET

Scorer's Names: Mick Beck, Brian Galvin

Quoter 1	Geraldton Toyota
Quoter 2	Carnarvon Toyota
Quoter 3	Mid-West Auto's

1. COMPLIANCE CRITERIA

The Quoter's have complied with:

QUOTES:	1	2	3
• Completion of offer	Yes	Yes	Yes
• Compliance with Conditions of Quote	Yes	Yes	Yes

Comments: _____

2. QUALITATIVE CRITERIA

Insert each Quoters scores (0-10)

QUOTES:	1	2	3
a) Capabilities:	Weighting 35%	35%	35%
COMMENTS: All vehicles are capable of performing the required tasks.			

QUOTERS:		1	2	3
a)	Warranties:	Weighting 25%	25%	25%
		COMMENTS: All vehicles have similar warranties although quote 1 and quote 2 will have a greater resale value.		

QUOTES:		1	2	3
a)	Pricing:	Weighting 40%	39%	38%
		COMMENTS: The pricing between the top two quotes was minimal with a total spread between all quotes of \$1172.74		

QUOTES:		1	2	3
d)	Totals:	Weighting 100%	99%	98%
		COMMENTS: Quote one has the cheapest price differing from quote 2 by \$644.59. The top two quotes will deliver the best resale value in the future.		

COMPARATIVE PRICE SCHEDULE

SEE ATTACHED COMPARATIVE PRICE SCHEDULE

5. BASIS OF RECOMMENDATION

The Evaluation Panel considered Quotes submissions against the Capabilities, Warranties and Pricing considerations.

In considering the compliance and qualitative criteria it was considered that **Geraldton Toyota** have demonstrated the ability to provide some and/or all of the required services to the Shire of Shark Bay.

As a result of the Evaluation Panel determining Quoter's qualitative score and pricing structures offered, it was considered that **Geraldton Toyota**, have demonstrated the ability to provide the most advantageous outcome for the Shire of Shark Bay.

6. EVALUATION COMMITTEE RECOMMENDATION

The Evaluation Panel recommends that the appointment of **Geraldton Toyota** to supply one **2014 SR5 Hilux 4x4 Dual Cab** will provide the most advantageous outcome and best value for money to the Shire of Shark Bay based on the assessment of the Capability, Warranty and pricing considerations offered.

7. ENDORSEMENT BY EVALUATION PANEL

Mick Beck

(Signature)

17.11.14
(Date)

Brian Galvin

(Signature)

18.11.2014
(Date)

8. WORKS MANAGER RECOMMENDATION

The Works Manager recommends that the appointment of **Geraldton Toyota** to supply one **2014 SR5 Hilux 4x4 Dual Cab** will provide the most advantageous outcome and best value for money to the Shire of Shark Bay based on the assessment of the Capability, Warranty and pricing considerations.

PROCEDURAL FAIRNESS AND EVALUATION PANELS

1. INTRODUCTION

Local Governments engaged in purchasing goods and services from the private sector must ensure that their quote evaluation process meets the appropriate standards of probity. Quote selection/evaluation panels (Panels) are part of these processes and it is therefore important that Panel members are aware of the principles underlying probity – these principles are referred to as procedural fairness.

2. WHAT IS PROCEDURAL FAIRNESS?

Procedural fairness can be defined as the duty to act fairly and the duty to adopt fair procedures that are appropriate and adapted to the circumstances of a particular case.

3. WHY SHOULD PANEL MEMBERS BE CONCERNED ABOUT PROCEDURAL FAIRNESS?

There are two main reasons why Panel members should be concerned:

- a) Public quoter's are entitled to a fair process, and
- b) Failing to follow a fair process could lead to the quote being subject to judicial review, with a re-quote being required – this would be costly in terms of time and resources.

4. WHAT ARE THE REQUIREMENTS OF PROCEDURAL FAIRNESS?

In order to ensure the quote selection process is fair and objective, the following principles of procedural fairness must be adhered to:

a) Knowledge

Before commencing the quote/expression of interest selection process, Panel members must have an understanding of the contents of each quote, the selection criteria against which quoter will be rated, and the process by which each quoter will be rated.

b) Relevant Considerations

Panel members must consider all relevant considerations related to each quoter. This would include the quoter's responses to the selection criteria, and all other information quoter's were required to supply. If information is considered irrelevant, the reason must be stated in the selection report.

c) Irrelevant Considerations

The quote selection process must not be based on irrelevant considerations, that is, anything outside the selection criteria or information requested in the quote. The quoter selection must use the information requested and adhere to the selection criteria.

d) Bias

The quote selection process must be free of bias, and any perception of bias. Any connections between a Panel member and a quoter must be disclosed to the Panel chairperson. Panel members should not accept gifts, and should limit contact with quoter's during the quote selection process. Any possible issue of bias should be discussed with the Panel chairperson as soon as it arises.

e) Evidence

Quote ratings and selections must be made on the basis of the material presented and included in the quotes rather than rumour. If any adverse allegations are made against a quoter affecting the way in which the quote/expression of interest is assessed, these allegations must be communicated to the quoter/respondent. The quoter must also be given a reasonable opportunity to respond to these allegations.

f) Confidentiality

The contents of each quoter should not be disclosed to any outside party. Each quoter should be viewed as commercially confidential information.

g) Commenting During the Quote Selection Process

One Panel member, usually the Panel chairperson, should be nominated as the only person permitted to comment to outside parties about the quote selection process and outcome. Panel members should not discuss any element of the selection process with work colleagues or any other party.

5. RECORDING OF QUOTER SCORES

Panel members must fully record their quote evaluation against the selection criteria.

6. CONCLUSION

By observing and implementing the rules of procedural fairness, Panel members will ensure that quote selections are 'visible', defensible and auditable. Following these guidelines, not only ensures that the quote selection process is fair, but also helps to ensure that the best quoter is chosen. These guidelines also aid in maintaining a high level of transparency of process.

New Works Managers Vehicle 2014/2015

Geraldton Toyota

Replacement	Price	Discount	Canopy	Long range tank	Bull Bar	Tow Bar	Dealer Delivery	price ex	Sale price	over price	Over pice	budget
Hilux 4X4 SR5 T/D D/C AT	\$49,536.36	-\$7,627.49	\$2,272.73	\$1,500.00	\$2,181.82	\$836.36	\$513.30	\$49,213.08	\$23,000.00	\$26,213.08	\$26,000.00	\$213.08

Carnarvon Toyota

Replacement												
Hilux 4X4 SR5 T/D D/C AT	\$49,536.37	-\$7,627.00	\$3,500.00	\$1,450.00	\$1,790.00	\$695.00	\$200.00	\$49,544.37	\$ 23,000.00	\$26,544.37	\$26,000.00	\$544.37

Midwest Autos

Replacement												
FX Ranger 4X4 XLT Crew cab Pickup 3.2 T/D 6 Speed Auto	\$50,809.09	-\$9,672.02	\$2,409.09	\$2,268.18	\$2,522.73	\$1,235.45	\$500.00	\$50,072.52	\$23,000.00	\$27,072.52	\$26,000.00	\$1,072.52

Geraldton



QUOTATION

Head Office: 100 The Esplanade, Geraldton, WA 6531 Tel: 08 9421 0000 Fax: 08 9421 0001

100 The Esplanade, Geraldton, WA 6531

100 The Esplanade, Geraldton, WA 6531

Phone: 08 9421 0000 Fax: 08 9421 0001

Mobile: 08 9421 0000 Fax: 08 9421 0001

100 The Esplanade, Geraldton, WA 6531

100 The Esplanade, Geraldton, WA 6531

QUOTATION FOR :

QUOTE DETAILS

Shire Of Shark Bay (5473)
Po Box 126
Denham WA 6537
E: CEO@sharkbay.wa.gov.au M: 0428178501

DATE : 03/07/2014
QUOTE : 10296 (2)
DEPT : 112 New Toyota Vehicles Fleet
REP : Dane Taylor
STOCK No :

QUOTATION DETAILS

PRICE

MOTOR VEHICLE

HILUX 4x4 3.0L T/D D/C A/T SR5 1R77200 002 \$49,536.36 Factory Option (H2)
State Government \$7,627.49-

ACCESSORIES / OPTIONS

SR5 No Charge (Factory Fitted Option)
Air Conditioning No Charge
Breaker Bar - Steel Bull Bar - Winch Compatible \$2,181.82
Tow Bar High Capacity - with Small Round Plug \$836.36
ARB Canopy \$2,272.73
LR Tank \$1,500.00
Colour : Glacier White No Charge
Trim : Black No Charge
Dealer Delivery Fleet Govt \$200.00

TOTAL PRICE (Excl. GST)

\$48,899.78

GST Payable

\$4,889.98

ON ROAD COSTS

Commercial 12 mth CTP (See CTP Policy for GST) \$264.15
Bulk Licence Fee \$12.10
Plate Fee \$24.00
Recording Fee \$13.05

TOTAL PAYABLE

\$54,103.06 Inc. GST

*NOTE - This quotation is valid for 7 days if signed by a manager and is subject to manufacturer's price increases.

Dane Taylor
Sales Consultant

Authorised Manager

ORDINARY COUNCIL MEETING
26 NOVEMBER 2014



CARNARVON TOYOTA - "EXCEEDING YOUR EXPECTATIONS"

November 12, 2014

Attention: SHRE OF SHARKBAY
SHRE OF SHARKBAY

Thank you for allowing us the opportunity to quote on one of our Market Leading Toyota products.
It is with pleasure that we supply you the quotation on the vehicle below as requested.

TO SUPPLY ONE 2014 NEW TOYOTA HILUX 4WD SR5 AUTO DUALCAB T/D	
Model Code: KUN28 PRASVD	
LESS:	LIST PRICE (EXCLUDING GST/LCT.) \$49,596.37
	FLEET DISCOUNT \$7,627.00
	ADDITIONAL DEALER DISCOUNT
	SUB TOTAL \$41,969.37
PLUS:	OPTIONS EXCLUDING GST. (G = Genuine NG, Non-Genuine)
	NOTE: G = Genuine Toyota Accessories are covered by a 3 year/100,000km warranty if fitted at time of delivery.
	NOTE: NG = Non-Genuine items are not covered under the Toyota warranty and are fitted at clients request.
	DEALER DELIVERY \$200.00
	G STEEL BULLBAR \$1,750.00
	G TOWBAR \$605.00
	NG LONG RANGE FUEL TANK \$1,450.00
	NG CANOPY \$2,820.00
	SUB-TOTAL PRE-GST. \$48,814.37
PLUS:	GST @ 10% \$4,881.44
	ADDITIONAL LCT. OVER \$51,834.00 @ 33% \$17,304.62
	SUB-TOTAL INC. GST/LCT. (IF APPLIC.) \$69,728.81
PLUS:	STAMP DUTY ON R.R.P. OF \$64,489.00
	12 MONTHS LICENCE
	SUB-TOTAL DRIVE AWAY \$69,728.81
LESS:	TRADE-IN
	(Trade-in price includes GST and is subject to the supply to us of a valid tax invoice.)
	(Please advise prior to ordering if claiming GST exemption on trade-in under section 38-250 of the GST act.)
PLUS:	PAYOUT
	TOTAL CHANGE-OVER PRICE INC. GST/LCT. \$69,728.81

Conditions: All prices are current at time of quoting and include GST/LCT, where applicable. Quotes are current for 30 days only.
In the event of any change the ruling price at time of delivery will apply. We reserve the right to revise any quote after 14 days. A copy of Carnarvon Toyota "Conditions of Sale" can be obtained on request.

Carnarvon Toyota would also like to offer you the services of our competitive and efficient Finance & Insurance Department.
Please feel free to contact our Finance Manager, Graham Jackson on 99411 029 for an obligation free quote.

We will be in touch shortly to discuss this proposal, should this quote not be to your satisfaction, please feel free to contact the undersigned.

Yours faithfully
CARNARVON TOYOTA - "EXCEEDING YOUR EXPECTATIONS"

Graham Jackson
Sales Manager
DIRECT: 08-99411029 MOBILE: 0407 081 156 FAX: 08-99412695 E-MAIL: graham@wesnet.com.au





Midwest Auto Group
Cnr Phelps & Urch Streets
Geraldton W.A. 6530
Phone: (08) 9938 0500
Fax: (08) 9964 1541
KSA 1847 5106670130

QUOTATION

QUOTATION FOR :		QUOTE DETAILS	
Shire Of Shark Bay (34130) 65-67 Knight Terrace Denham WA 6537 E: brian@sharkbay.wa.gov.au P: 0428178501		DATE :	25/07/2014
		QUOTE :	17591 (2)
		DEPT :	212 New Ford Fleet Sales
		REP :	Emily Wendt
		STOCK No :	
QUOTATION DETAILS		PRICE	
MOTOR VEHICLE			
2014 Ford PX Ranger 4x4 XLT CrewCab P-up 3.2L			\$50,809.09
TD Automatic 6sp (5715002D03A)			
Dealer Discount			\$9,872.02-
ACCESSORIES / OPTIONS			
Flexiglass Canopy High Roof Lift-up Windows			\$2,409.09
Ford Genuine Steel Bull Bar			\$2,522.73
Ford Genuine Tow Bar			\$1,235.45
Long Range Fuel Tank			\$2,288.18
Dealer Delivery			\$500.00
TOTAL PRICE (Excl. GST)			\$50,072.52
GST Payable			\$5,007.25
TOTAL PAYABLE			\$55,079.78 Inc. GST

*NOTE - This quotation is valid for 7 days if signed by a manager and is subject to manufactures price increases.

Emily Wendt
Business Manager

Authorised Manager

16.2 PURCHASE OF NEW TOWN SUPERVISORS VEHICLE

CM00040

Author

Works Manager

Disclosure of Any Interest

Nil

Moved Cr Prior
Seconded Cr Laundry

Council Resolution

The recommendation submitted by the Works Manager in the confidential evaluation report for supply of a New Town Supervisors Ute as per the conditions of Quote be considered.

6/0 CARRIED

Moved Cr Wake
Seconded Cr Prior

Council Resolution

That Council appoint Carnarvon Toyota to supply one 2014 SR Hilux 4x4 Dual Cab will provide the most advantageous outcome and best value for money to the Shire of Shark Bay based on the assessment of the Capability, Warranty and pricing considerations.

6/0 CARRIED

Background

As per the Shire of Shark Bay's Policy Manual and in accordance with the Five Year Plant Replacement Plan and 2014/2015 budget, the Shire's Town Supervisors Ute is due for replacement. Quotes were called for from three vehicle suppliers. The Shire received three responses with one company supplying quotes for two vehicles resulting in 4 vehicles submitted for evaluation. The qualitative selection criteria that was decided upon was a weighting system and the weighting percentages are as described.

- Capability - 35%
- Warranties/maintenance - 25%
- Pricing Considerations - 40%

Comment

All of the submitted vehicles are capable of performing the tasks required.

The recommended vehicle has a five star ANCAP safety rating.

The recommended vehicle does have the lowest purchase amount and also represents the greatest resale value based on current trends.

Legal Implications

As the expected purchase price was thought to be between \$40,000 and \$99,999 (without trade considerations) and as per the Shire's purchasing policy, quotes for a new Works Managers vehicle were called for from 3 suppliers. This is in keeping with our local purchasing policy. The evaluation and recommendation report contained within is a confidential report.

Policy Implications

Conforms to the Shire of Shark Bays Purchasing Policy

Financial Implications

The budget for the purchase of a New Town Supervisors Ute is \$45,000 exclusive of any trade in values.

In accordance with the Local Government Act the vehicle council currently owns is required to be tendered for sale as the anticipated value will be in excess of the \$20,000.00

It is difficult to ascertain exactly what the changeover price will be due to the tender process, however indicative pricing indicates the tender value may be in the vicinity of \$25,000.

The value included in the Council budget for the sale of the vehicle is \$20,000 which gives a net amount required from reserves to purchase a new vehicle of \$25,000.

The recommendation presented to council may result in a total changeover cost of \$20,238.49.

This may vary due to the final sale price of the current vehicle and it is anticipated the total changeover may be less.

Strategic Implications

There are no strategic implications relative to this report.

Voting Requirements

Simple Majority Required

Signatures

Author

B Galvin

Chief Executive Officer

P Anderson

Date of Report

18 November 2014

cm 00040.
N-FM-3032

EVALUATION & RECOMMENDATION REPORT

Title of Quote:	Supply of Town Supervisors Vehicle
Evaluation Panel:	Mick Beck Brian Galvin

1 INTRODUCTION

The purpose of this document is to assist the Evaluation Panel (the Panel) to assess the Quotes. The objectives of this Handbook are to:

- Ensure that the assessment of the quotes is undertaken fairly according to a pre-determined weighting schedule;
- Ensure adherence to probity procedures and relevant policies; and
- Ensure that the requirements specified in the quote document are evaluated in a way that can be measured and documented (in accordance with Regulation 18(4) Local Government (Function & General) Regulations 1996)

1.1 TITLE

The Shire of Shark Bay issued a RFQ for the Supply of a New Town Supervisors Vehicle.

1.2 SCOPE

To seek quotes from Suppliers for the supply of a New Town Supervisors Vehicle.

2 EVALUATION PANEL

The purpose of the Panel is to:

- Assess each Quoter in accordance with the process and methodology contained in this document;
- Undertake any communication with QUOTERS that may be necessary to clarify submissions; and
- Document the Panel member's decision in an evaluation report which may be submitted to The Shire of Shark Bay Council.

3 REPORTING

The Panel may present a written report for consideration at the completion of the scoring process.

4 SCORING SYSTEM

Each Panel member will individually assess each submission on a 0-10 score basis, as shown in the below table. Half marks, for example 3.5 or 4.5, are acceptable.

Score	Description
0	Inadequate or non-appropriate offer, many deficiencies, does not meet criterion,
1	Between 0 and 2,
2	Marginal offer, some deficiencies, partly meets criterion,
3	Between 2 and 4,
4	Fair offer, few deficiencies, almost meets criterion,
5	Between 4 and 6,
6	Good offer, no deficiencies, meets criterion,
7	Between 6 and 8,
8	Very good offer, exceeds criterion,
9	Between 8 and 10,
10	Outstanding offer, greatly exceeds criterion.

There is not a set formula for determining scores. All scores should be made by comparing the responses of each quoter.

In determining the score that will be given to each quoter, Panel members should consider:

- Does the response answer each element of the criterion?
- Are any examples provided to substantiate the claims made in the response?
- Are the examples relevant to the requirements of the Quote?

5 THE SCORE SHEET

The Score Sheet is to be completed by each Evaluation Panel Member to evaluate all quotes received. The score sheet is divided into 3 sections:

- Capabilities criteria;
- Warranties criteria; and
- Pricing Considerations

SCORE SHEET

Scorer's Names: Mick Beck, Brian Galvin

Quoter 1	Geraldton Toyota – Hilux SR 4x4 Dual Cab
Quoter 2	Carnarvon Toyota – Hilux SR 4x4 Dual Cab
Quoter 3a	Mid West Auto's – Ranger PX 4x4 Crew Cab 3.2L
Quoter 3b	Mid West Auto's – Navara ST 4x4 Dual Cab

1. COMPLIANCE CRITERIA

The Quoters have complied with:

QUOTES:	1	2	3a	3b
• Completion of offer	Yes	Yes	Yes	Yes
• Compliance with Conditions of Quote	Yes	Yes	Yes	Yes

Comments: _____

2. QUALITATIVE CRITERIA

Insert each QUOTERS scores (0–10)

QUOTERS:	1	2	3a	3b
a) Capabilities:	Weighting 35%	35%	35%	35%
	COMMENTS: All vehicles are potentially capable of performing the required tasks.			

QUOTERS:		1	2	3a	3b
a)	Warranties:	25%	25%	25%	25%
		COMMENTS: All Quotes have similar warranties although quotes 1 and 2 will have a greater resale value.			

QUOTERS:		1	2	3a	3b
a)	Pricing:	38%	39%	37%	36%
		COMMENTS: the spread of pricing from the most expensive to the least expensive is \$5805.54. the spread between the top three was \$1549.90.			

QUOTERS:		1	2	3a	3b
d)	Totals:	98%	99%	97%	96%
		COMMENTS: Quote 2 has the cheapest price differing from quote 1 by \$701.00. Both quote 1 and quote 2 will have the best resale value when replaced and therefore represent the best value for money.			

COMPARATIVE PRICE SCHEDULE

SEE ATTACHED COMPARATIVE PRICE SCHEDULE

5. BASIS OF RECOMMENDATION

The Evaluation Panel considered Quotes submissions against the Capabilities, Warranties and Pricing considerations.

In considering the compliance and qualitative criteria it was considered that **Carnarvon Toyota** have demonstrated the ability to provide some and/or all of the required services to the Shire of Shark Bay.

As a result of the Evaluation Panel determining Quoters qualitative score and pricing structures offered, it was considered that **Carnarvon Toyota**, have demonstrated the ability to provide the most advantageous outcome for the Shire of Shark Bay.

6. EVALUATION COMMITTEE RECOMMENDATION

The Evaluation Panel recommends that the appointment of **Carnarvon Toyota** to supply one **2014 SR Hilux 4x4 Dual Cab** will provide the most advantageous outcome and best value for money to the Shire of Shark Bay based on the assessment of the Capability, Warranty and pricing considerations offered.

7. ENDORSEMENT BY EVALUATION PANEL

Mick Beck

(Signature)

18.11.14
(Date)

Brian Galvin

(Signature)

18.11.2014
(Date)

8. WORKS MANAGER RECOMMENDATION

The Works Manager recommends that the appointment of **Geraldton Toyota** to supply one **2014 SR Hilux 4x4 Dual Cab** will provide the most advantageous outcome and best value for money to the Shire of Shark Bay based on the assessment of the Capability, Warranty and pricing considerations.

PROCEDURAL FAIRNESS AND EVALUATION PANELS

1. INTRODUCTION

Local Governments engaged in purchasing goods and services from the private sector must ensure that their quote evaluation process meets the appropriate standards of probity. Quote selection/evaluation panels (Panels) are part of these processes and it is therefore important that Panel members are aware of the principles underlying probity – these principles are referred to as procedural fairness.

2. WHAT IS PROCEDURAL FAIRNESS?

Procedural fairness can be defined as the duty to act fairly and the duty to adopt fair procedures that are appropriate and adapted to the circumstances of a particular case.

3. WHY SHOULD PANEL MEMBERS BE CONCERNED ABOUT PROCEDURAL FAIRNESS?

There are two main reasons why Panel members should be concerned:

- a) Public quoters are entitled to a fair process, and
- b) Failing to follow a fair process could lead to the quote being subject to judicial review, with a re-quote being required – this would be costly in terms of time and resources.

4. WHAT ARE THE REQUIREMENTS OF PROCEDURAL FAIRNESS?

In order to ensure the quote selection process is fair and objective, the following principles of procedural fairness must be adhered to:

a) Knowledge

Before commencing the quote/expression of interest selection process, Panel members must have an understanding of the contents of each quote, the selection criteria against which quoter will be rated, and the process by which each quoter will be rated.

b) Relevant Considerations

Panel members must consider all relevant considerations related to each quoter. This would include the quoters' responses to the selection criteria, and all other information quoters were required to supply. If information is considered irrelevant, the reason must be stated in the selection report.

c) Irrelevant Considerations

The quote selection process must not be based on irrelevant considerations, that is, anything outside the selection criteria or information requested in the quote. The quoter selection must use the information requested and adhere to the selection criteria.

d) Bias

The quote selection process must be free of bias, and any perception of bias. Any connections between a Panel member and a quoter must be disclosed to the Panel chairperson. Panel members should not accept gifts, and should limit contact with quoters during the quote selection process. Any possible issue of bias should be discussed with the Panel chairperson as soon as it arises.

e) Evidence

Quote ratings and selections must be made on the basis of the material presented and included in the quotes rather than rumour. If any adverse allegations are made against a quoter affecting the way in which the quote/expression of interest is assessed, these allegations must be communicated to the quoter/respondent. The quoter must also be given a reasonable opportunity to respond to these allegations.

f) Confidentiality

The contents of each quoter should not be disclosed to any outside party. Each quoter should be viewed as commercially confidential information.

g) Commenting During the Quote Selection Process

One Panel member, usually the Panel chairperson, should be nominated as the only person permitted to comment to outside parties about the quote selection process and outcome. Panel members should not discuss any element of the selection process with work colleagues or any other party.

5. RECORDING OF QUOTER SCORES

Panel members must fully record their quote evaluation against the selection criteria.

6. CONCLUSION

By observing and implementing the rules of procedural fairness, Panel members will ensure that quote selections are 'visible', defensible and auditable. Following these guidelines, not only ensures that the quote selection process is fair, but also helps to ensure that the best quoter is chosen. These guidelines also aid in maintaining a high level of transparency of process.

26 NOVEMBER 2014

New Town Supervisors Vehicle 2014/2015

Geraldton Toyota

Replacement	Price	Discount	Steel Tray	Long range tank	Bull Bar	Tow Bar	Dealer Delivery	Aircon	Mod Plate	New vehicle price ex GST	Budget sale price	Expected change over price	Budget Change over price	Savings on budget
Hilux 4X4 SR5 T/D/C Manual	\$37,263.64	-\$6,334.82	\$2,681.82	\$1,500.00	\$1,863.64	\$836.36	\$513.30	\$1,864.55	\$50.00	\$40,238.49	\$20,000.00	\$20,238.49	\$25,000.00	\$4,761.51

Carnarvon Toyota

Replacement	Price	Discount	Steel Tray	Long range tank	Bull Bar	Tow Bar	Dealer Delivery	Aircon	Mod Plate	New vehicle price ex GST	Budget sale price	Expected change over price	Budget Change over price	Savings on budget
Hilux 4X4 SR T/D/C Manual	\$37,263.64	-\$7,334.00	\$3,245.00	\$1,450.00	\$1,790.00	\$695.00	\$200.00	\$1,864.55		\$39,174.19	\$20,000.00	\$19,174.19	\$25,000.00	\$5,825.81

MidWest Autos

Replacement	Price	Discount	Steel Tray	Long range tank	Bull Bar	Tow Bar	Dealer Delivery	Aircon	Mod Plate	New vehicle price ex GST	Budget sale price	Expected change over price	Budget Change over price	Savings on budget
FX Ranger 4X4 XL Crew cab Pickup 3.2L T/D 6 Speed Manual	\$41,263.64	-\$10,315.91	\$3,250.00	\$2,268.18	\$2,522.73	\$1,235.45	\$500.00			\$40,724.09	\$20,000.00	\$20,724.09	\$25,000.00	\$4,275.91
Navara ST 4X4 D/C Manual 2.5L	\$42,990.91	-\$8,258.91	\$3,450.00	\$2,390.91	\$2,718.18	\$1,263.64	\$425.00			\$44,979.73	\$20,000.00	\$24,979.73	\$25,000.00	\$ 20.27

Geraldton



QUOTATION

Model: Hilux 4x4 3.0L T/D D/C/C M/T SR 1R61230 002 301 22 00 00 00 00

4x4 3.0L T/D D/C/C M/T SR 1R61230 002 301 22 00 00 00 00

4x4 3.0L T/D D/C/C M/T SR 1R61230 002 301 22 00 00 00 00

Phone: (08) 9924 0000 Fax: (08) 9924 0001

Mobile: (08) 9924 0000 Fax: (08) 9924 0001

Email: sales@geraldtontoyota.com.au

Website: www.geraldtontoyota.com.au

QUOTATION FOR :		QUOTE DETAILS	
Shire Of Shark Bay (5473) Po Box 126 Denham WA 6537 E: CEO@sharkbay.wa.gov.au M: 0428178501		DATE :	03/07/2014
		QUOTE :	10297 (2)
		DEPT :	112 New Toyota Vehicles Fleet
		REP :	Dane Taylor
		STOCK No :	
QUOTATION DETAILS		PRICE	
MOTOR VEHICLE			
HILUX 4x4 3.0L T/D D/C/C M/T SR 1R61230 002		\$37,263.64	Factory Option (H1)
State Government		\$6,334.82	
ACCESSORIES / OPTIONS			
SR		No Charge	(Factory Fitted Option)
Air Conditioning		\$1,864.55	
Breaker Bar - Steel Bull Bar - Winch Compatible		\$1,863.64	
Tow Bar High Capacity - with Small Round Plug		\$836.36	
HDS Tray		\$2,681.82	
LR Tank		\$1,500.00	
Mod Plate		\$50.00	
Colour : Glacier White		No Charge	
Trim : Black		No Charge	
Dealer Delivery Fleet Govt		\$200.00	
TOTAL PRICE (Excl. GST)		\$39,925.19	
GST Payable		\$3,992.52	
ON ROAD COSTS			
Commercial 12 mth CTP (See CTP Policy for GST)		\$264.15	
Bulk Licence Fee		\$12.10	
Plate Fee		\$24.00	
Recording Fee		\$13.05	
TOTAL PAYABLE		\$44,231.00	Inc. GST

*NOTE - This quotation is valid for 7 days if signed by a manager and is subject to manufacturers price increases.

Dane Taylor
Sales Consultant

Authorised Manager

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014



CARNARVON TOYOTA - "EXCEEDING YOUR EXPECTATIONS"

November 12, 2014

Attention: SHIRE OF SHARKBAY
SHIRE OF SHARKBAY

Thank you for allowing us the opportunity to quote on one of our Market Leading Toyota products.
It is with pleasure that we supply you the quotation on the vehicle below as requested.

TO SUPPLY ONE 2014 NEW TOYOTA HILUX SR 4WD DUALCAB/CHASS MANUAL
Model Code: KUN26R PRMDYQ3

LESS:	LIST PRICE (EXCLUDING GST./LCT.)	\$37,263.64
	FLEET DISCOUNT	\$7,334.00
	ADDITIONAL DEALER DISCOUNT	
	SUB TOTAL	\$29,929.64
PLUS:	OPTIONS EXCLUDING GST. (G.= Genuine NG, Non-Genuine)	
	NOTE : G = Genuine Toyota Accessories are covered by a 3 year/100,000km warranty if fitted at time of delivery.	
	NOTE : NG = Non-Genuine items are not covered under the Toyota warranty and are fitted at clients request.	
	DEALER DELIVERY	\$200.00
	G AIRCON	\$1,864.55
	NG. HD STEEL TRAY	\$3,245.00
	G STEEL BULLBAR	\$1,790.00
	NG. LONG RANGE FUEL TANK	\$1,450.00
	G TOWBAR	\$695.00

	SUB-TOTAL PRE-GST.	\$39,174.19
PLUS:	GST. @ 10%	\$3,917.42
	ADDITIONAL LCT. OVER \$61884.00 @ 33%	
	SUB-TOTAL INC.GST./LCT.(IF APPLIC.)	\$43,091.61
PLUS:	STAMP DUTY ON R.R.P. OF \$40,990.00	
	12 MONTHS LICENCE	
	SUB-TOTAL DRIVE AWAY	\$43,091.61
LESS:	TRADE-IN	
	(Trade-in price includes GST and is subject to the supply to us of a valid tax invoice.)	
	(Please advise prior to ordering if claiming GST exemption on trade-in under section 38-250 of the GST act.)	
PLUS:	PAYOUT	
	TOTAL CHANGE-OVER PRICE INC. GST./LCT.	\$43,091.61

Conditions: All prices are current at time of quoting and include GST/LCT. where applicable. Quotes are current till month end.

In the event of any change the ruling price at time of delivery will apply. We reserve the right to re-value
any trade-ins after 14 days. A copy of Carnarvon Toyota's "Condition's of Sale " can be obtained on request.

Carnarvon Toyota would also like to offer you the services of our competitive and efficient Finance & Insurance Department.
Please feel free to contact our Finance Manager, Graham Jackson on 99411 029 for an obligation free quote.

We will be in touch shortly to discuss this proposal, should this quote not be to your satisfaction, please feel free to contact the undersigned.

Yours faithfully

CARNARVON TOYOTA - "EXCEEDING YOUR EXPECTATIONS"

Graham Jackson
Sales Manager

DIRECT: 08-99411029 MOBILE: 0407 081 155 FAX: 08-99412668 E-MAIL: grahamj@westnet.com.au

CARNARVON TOYOTA part of the CARNARVON MOTOR GROUP PTY LTD
223 Robinson Street, Carnarvon WA 6701

ABN: 85 123 182 490 Dealer Lic. 19489



Midwest Auto Group
Cnr Phelps & Urch Streets
Geraldton W.A. 6530
Phone: (08) 9938 0500
Fax: (08) 9964 1541
www.mwagroup.com.au

QUOTATION

QUOTATION FOR :		QUOTE DETAILS	
Shire Of Shark Bay (34130) 65-67 Knight Terrace Denham WA 6537 E: brian@sharkbay.wa.gov.au P: 0428178501		DATE :	28/07/2014
		QUOTE :	17599 (2)
		DEPT :	212 New Ford Fleet Sales
		REP :	Emily Wendt
		STOCK No :	
QUOTATION DETAILS		PRICE	
MOTOR VEHICLE			
2014 Ford PX Ranger 4x4 XL CrewCab/C 3.2L TD			\$41,263.64
Manual 6sp (5724902D03M)			
Dealer Discount			\$10,315.91-
ACCESSORIES / OPTIONS			
Ford Genuine Steel Bull Bar			\$2,522.73
Ford Genuine Tow Bar			\$1,235.45
Long Range Fuel Tank			\$2,268.18
Steel Tray Chequer floor w dropsides			\$3,250.00
Dealer Delivery			\$500.00
TOTAL PRICE (Excl. GST)			\$40,724.09
GST Payable			\$4,072.41
TOTAL PAYABLE			\$44,796.50 Inc. GST

*NOTE - This quotation is valid for 7 days if signed by a manager and is subject to manufactures price increases.

Emily Wendt
Business Manager

Authorised Manager



Midwest Auto Group
 Cnr Phelps & Urch Streets
 Geraldton W.A. 6530
 Phone: (08) 9938 0500
 Fax: (08) 9964 1541
 95A Bay Street, 6530

QUOTATION

QUOTATION FOR :		QUOTE DETAILS	
Shire Of Shark Bay (34130) 65-67 Knight Terrace Denham WA 6537 E: brian@sharkbay.wa.gov.au P: 0428178501		DATE :	25/07/2014
		QUOTE :	17588 (2)
		DEPT :	212 New Ford Fleet Sales
		REP :	Emily Wendt
		STOCK No :	
QUOTATION DETAILS		PRICE	
MOTOR VEHICLE			
2014 Nissan D40 Navara ST 4x4 DualCab 2.5L			\$42,990.91
Manual Series 7			
Dealer Discount			\$8,258.91-
ACCESSORIES / OPTIONS			
Long Range Fuel Tank			\$2,390.91
Nissan Genuine Tow Bar			\$1,263.64
Non Genuine Steel Bull Bar			\$2,718.18
Steel Tray Chequer Floor w dropsides			\$3,450.00
Colour : Arctic White			No Charge
Trim : GREY			No Charge
Dealer Delivery			\$425.00
TOTAL PRICE (Excl. GST)			\$44,979.73
GST Payable			\$4,497.97
TOTAL PAYABLE			\$49,477.70 Inc. GST

*NOTE - This quotation is valid for 7 days if signed by a manager and is subject to manufactures price increases.

Emily Wendt
 Business Manager

Authorised Manager

17. TOURISM, RECREATION AND CULTURE REPORT

17.1 SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE RECOMMENDATIONS

Leeuwin Ocean Adventure Foundation Scholarships

CM00024

Author

Executive Manager Tourism Community and Economic Development

Disclosure of Any Interest

Nil

Officer Recommendation

That Council consider including in the annual budgets, sufficient funds to offer one full scholarship per year to allow Shark Bay youth to participate in the Leeuwin youth voyage program.

Moved Cr Ridgley
Seconded Cr Laundry

Council Resolution

That Council include in the annual budgets, sufficient funds to offer one full scholarship per year to allow Shark Bay youth to participate in the Leeuwin youth voyage program.

6/0 CARRIED

Background

At the Shark Bay 2016 Commemoration Advisory Committee meeting held on 4 November 2014, the Committee made a number of recommendations to Council arising from matters considered.

The Leeuwin Adventure Foundation runs ocean voyages for youth between the ages of 14 and 25 and includes programs to build skills in communication, team work, self-confidence and leadership. The voyage is approved by the Curriculum Council of Western Australia and participants gain the equivalent of one semester of study in one subject towards their Western Australian Certificate of Education. Details of the 2014 - 2015 programs are attached.

Comment

Through the Leeuwin Adventure Foundation, the Sir Frank Ledger Trust and the Department of Aboriginal Affairs, two types of scholarships are available to young Australians between 14 and 25 years of age to help them participate in the Leeuwin Adventure Program. The full cost of the voyage is \$1,980 of which the Sir Frank Ledger Trust Scholarship covers \$1,400 leaving a balance of \$580 to be covered by

the participant. The Department of Aboriginal Affairs offers a scholarship covering the full cost of the voyage to eligible indigenous youth.

Council could consider allocating \$580 to subsidise the Sir Frank Ledger Trust Scholarship, however if the scholarship application was not successful, the applicant would need to fund the \$1,400 themselves or not participate in the program.

If Council allocates the full cost of \$1,980 for the voyage, this would ensure that at least one of Shark Bay's young people will have the opportunity to participate in the adventure each year.

The tall ship STS Leeuwin II regularly travels between Monkey Mia and Fremantle which provides an excellent opportunity for Shark Bay youth to experience the challenges of an ocean voyage.

Legal Implications

There are no legal implications relevant to this report.

Policy Implications

There are no policy implications relevant to this report.

Financial Implications

If Council offered one full scholarship per year the current cost to Council would be \$1,980 in the first instance. If Council offered one partial scholarship per year the current cost to Council would be \$580 in the first instance.

Strategic Implications

Strategic Objective 1.1 Promote the Dirk Hartog Celebrations.

Strategic Objective 1.4 Develop a marketing strategy to promote Shark Bay.

Voting Requirements

Simple Majority Required

Signatures

Author

S Burwill

Chief Executive Officer

P Anderson

Date of Report

19 November 2014

17.2 SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE RECOMMENDATIONS

DUTCH TALL SHIPS

CM00024

Author

Executive Manager Tourism Community and Economic Development

Disclosure of Any Interest

Nil

Officer Recommendation

That Council investigate and report back to Council on options, including indicative costings, for Dutch Tall Ships to visit Shark Bay as part of their future circumnavigations of the globe.

Moved Cr Ridgley
Seconded Cr Cowell

Council Resolution

That the administration investigate and report back to Council on options, including indicative costings, for Dutch Tall Ships to visit Shark Bay as part of their future circumnavigations of the globe.

6/0 CARRIED

Background

Three Dutch tall ships, the Bark Europa, the Ossterschelde and the Tecla Ossterschelde regularly sail short and medium voyages around the northern hemisphere, South Africa, South America and Antarctica. Further details are available at <http://www.dutchtallships.com>

Between 2012 and 2014 the three ships sailed together on a circumnavigation of the globe following historic trading routes and visited Geraldton as part of their itinerary.

Comment

Although it may be a challenge to anchor these ships and tender their passengers, by approaching the company we may be able to raise the profile of Shark Bay, particularly in relation to the Dutch historical connections. This has the potential to improve tourism visits, not only from people participating in the cruises but travellers from other regions who may participate in shorter cruises and receive information on future voyages.

Legal Implications

There are no legal implications relevant to this report.

Policy Implications

There are no policy implications relevant to this report.

Financial Implications

There are no financial implications relevant to this report.

Strategic Implications

Strategic Objective 1.1 Promote the Dirk Hartog Celebrations.

Strategic Objective 1.4 Develop a marketing strategy to promote Shark Bay.

Voting Requirements

Simple Majority Required

Signatures

Author *S Burwill*

Chief Executive Officer *P Anderson*

Date of Report 19 November 2014

17.3 SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE RECOMMENDATIONS - FUEL SUBSIDY SCHEME

CM00024

Author

Executive Manager Tourism Community and Economic Development

Disclosure of Any Interest

Nil

Officer Recommendation

That Council investigate developing a fuel subsidy scheme to be made available to visitors in all Gascoyne Region towns to encourage visitors to visit and stay in the region in conjunction with the 2016 commemoration events.

Moved Cr Ridgley
Seconded Cr Cowell

Council Resolution

That the administration refer the recommendation, of developing a fuel or alternative subsidy scheme to be made available to visitors, visiting the Shire of Shark Bay to encourage visitors to visit and stay in the district in conjunction with the October 2016 commemoration events, back to the committee.

6/0 CARRIED

Background

Cr Ridgley suggested that, as fuel costs are significant for travellers to the region, a fuel subsidy scheme operating in the Gascoyne during the commemoration time could be considered.

Comment

Mr S Webster supported the concept and advised that a possible funding avenue was the Gascoyne Development Commission's Community Chest Fund. A fuel subsidy could be introduced in Denham, Carnarvon and Exmouth, and possibly Upper Gascoyne and Karijini, whereby visitors confirming their stay in town during a defined period, collect a fuel voucher from Visitor Centres allowing them up to 10 cents per litre discount on fuel bought in the town as an incentive for them to visit and stay.

Contact would need to be made with local fuel operators to gauge interest and a system to deliver the program would need to be developed, however this could prove to be a strong marketing tool to encourage travellers to "make the turn" into Denham at the Highway turnoff as part of the overall event promotion.

If, for example, \$20,000 was allocated to the program with a 10 cent per litre discount, that would allow for over 2,800 tanks of fuel based on a 70 litre tank. If travellers are given the opportunity for three or more tanks of fuel (at Denham,

Carnarvon, Exmouth and other possible sites) this will provide a strong incentive to remain in the region.

In addition, by making the vouchers available only at Visitor Centres, it provides Centres with a strong customer base with whom to market the tourism products available not only in their own town but throughout the region.

Such a scheme may cause concern among local community members who may perceive that tourists are gaining an advantage over locals who are not able to access the scheme, however many of Shark Bay's residents are eligible for the State Government Country Age Pension Fuel Card scheme which provides each single or couple with \$550 in fuel discounts per year.

In addition to this, all locals who travel to participating towns and stay overnight during the specified period would be eligible to claim a voucher from the local visitor centre and receive the same discount available to tourists.

Legal Implications

There are no legal implications relevant to this report.

Policy Implications

There are no policy implications relevant to this report.

Financial Implications

It is anticipated that, if Council resolves to pursue this strategy, administration would apply for grant funding to cover the costs involved. If such applications are unsuccessful, the strategy may be used as part of wider funding applications relating to the overall Festival of Discovery.

Strategic Implications

Strategic Objective 1.1 Promote the Dirk Hartog Celebrations.

Strategic Objective 1.4 Develop a marketing strategy to promote Shark Bay.

Voting Requirements

Simple Majority Required

Signatures

Author *S Burwill*

Chief Executive Officer *P Anderson*

Date of Report 19 November 2014

The President adjourned the Ordinary Council meeting at 12.47 pm.

The President reconvened the Ordinary Council meeting at 1.13 pm without Cr Wake in attendance.

17.4 GASCOYNE REGIONAL TOURISM STRATEGY

CM00046

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved Cr Ridgley
Seconded Cr Laundry

Council Resolution

That Council advise the Gascoyne Development Commission it agrees in principle to the contribution of \$5,000 in 2014/2015 financial year for the implementation of the Gascoyne Tourism Strategy, and a further \$5,000 to be considered in Draft 2015/2016 financial budget for this purpose, subject to clarification of the following points:

- 1. How the Gascoyne Tourism Board, if industry driven, will establish balanced representation and integrate in an effective manner with the respective tiers of Federal, State and Local Government and other external key stakeholders to deliver quality outcomes for tourism in the Region?**
- 2. What alternative funding sources exist to ensure a recurrent income stream and sustainability of the Tourism Board to effectively delivery on the strategic actions outlined in the Gascoyne Regional Tourism Strategy beyond the requested 2 years of 'seed' funding currently being sought by the Gascoyne Development Commission?**

5/0 CARRIED

Background

The Gascoyne Development Commission, using tourism consultants and collaborating with relevant stakeholders and industry representatives over the past nine months, has prepared a tourism strategy for the Gascoyne Region.

The Council is in receipt of correspondence from the Gascoyne Development Commission seeking a financial contribution from Council over the next two years in support of a funding application for employment of a Regional Tourism Officer to deliver on the objectives of the Gascoyne Regional Tourism Strategy that has recently been endorsed by the Gascoyne Development Commission Board.

In summary this Strategy focuses on achieving the following key strategic objectives, as extracted from the document:

- “1. Improve the rates of visitor satisfaction by 20% from baseline (2015) over three years across all levels of the industry through leading the implementation of collaborative regional initiatives.*
- 2. Grow the regional value of the tourism industry by \$20m over 5 years by targeting industry cohesiveness, access, infrastructure and higher yielding markets.*
- 3. Increase the number of accredited tourism products and services available in the region by 20% and commence 15 new tourism products over the next five years by providing support to industry operators to build their individual and collective capacity.”*

The document proceeds to state that:

“ In order to implement these strategic priorities, an industry-led model for the Gascoyne tourism industry has been developed. Formation of a Gascoyne Tourism Board consisting of limited numbers to oversee, lead strategy implementation is recommended. It is also suggested a number of sub-committees and working groups are generated by the Board to address strategic priorities.

The Working Groups will bring in appropriate stakeholders and expertise as required to progress issues. They will also use the leveraging and influencing powers of key agencies and bodies to promote, advocate and stimulate investment and funding for initiatives. The Working Groups that could be formed at the discretion of the proposed Gascoyne Tourism Board may include:

- 1. Cruise Ship Committee*
- 2. Marketing and Events Working Group*
- 3. Tourism Excellence Working Group*
- 4. Cultural Connections Working Group*
- 5. Inland Pathways Working Group*

The recruitment of a role (a Tourism Development Officer) that supports regional tourism development is recommended to build relationships and facilitate, coordinate and help implement actions of the Board and Working Groups.

The Strategy highlights a wide range of products and initiatives aimed at growing and developing the industry into the future. Not all of these projects and initiatives can be achieved at once. Key project to be considered ‘Quick Wins’ include:

- 1. Establish a Regional Tourism Board and Regional Development Role*
- 2. Regional ‘Value of Tourism/Advocacy for Tourism Campaign to build business and community sentiment towards tourism*
- 3. Establish suitable berthing facilities for cruise ships in Exmouth*

The key objective in developing this strategy was the identification of priority ‘flagship’ projects that would add significant value to the region’s tourism industry.

Priority ‘Flagship’ Tourism Projects

Short Term

- **Establish Gascoyne Tourism Board and Regional Tourism Development Role**

- *Regional Value of Tourism/Advocacy for Tourism Campaign*
- *Regional marketing opportunities and positioning, supported by reliable data*
- *Establish suitable berthing facilities for cruise ships in Exmouth*
- *Grow existing markets and development higher yield market segments*
- *Enhancement of caravan and camping infrastructure across the region*
- *Improve air access to and across the region*
- *Development Mt Augustus Tourist Park*
- *Develop Regional Heritage and Cultural Trails*
- *Develop new and innovative events and continue to grow and build the capacity of existing events that are unique to the Gascoyne region.*

Medium Term

- *Develop and improve visitor interpretive quality and standards*
- *Develop a suite of cross-regional packages and visitor experiences*
- *Renew and rejuvenate products and experiences across the region.*

Long Term

- *The Ningaloo Coast Road and Gascoyne Junction to Paraburdoo road infrastructure*
- *Land assembly of Ningaloo coastal tourism nodes for eco retreat developments*

In addition there are a range of initiatives linked to regional training, packaging of products at a regional level, sharing of information and data, and support for Aboriginal tourism products. These and other innovative themes will be used to build the scale, scope, diversity and coherence of the regional tourism industry. ”

More specific to the Gascoyne Development Commission's request that forms the basis of this report, the Regional Tourism Strategy (on Pg. 18 and 19) details the recommended management structure as follows:

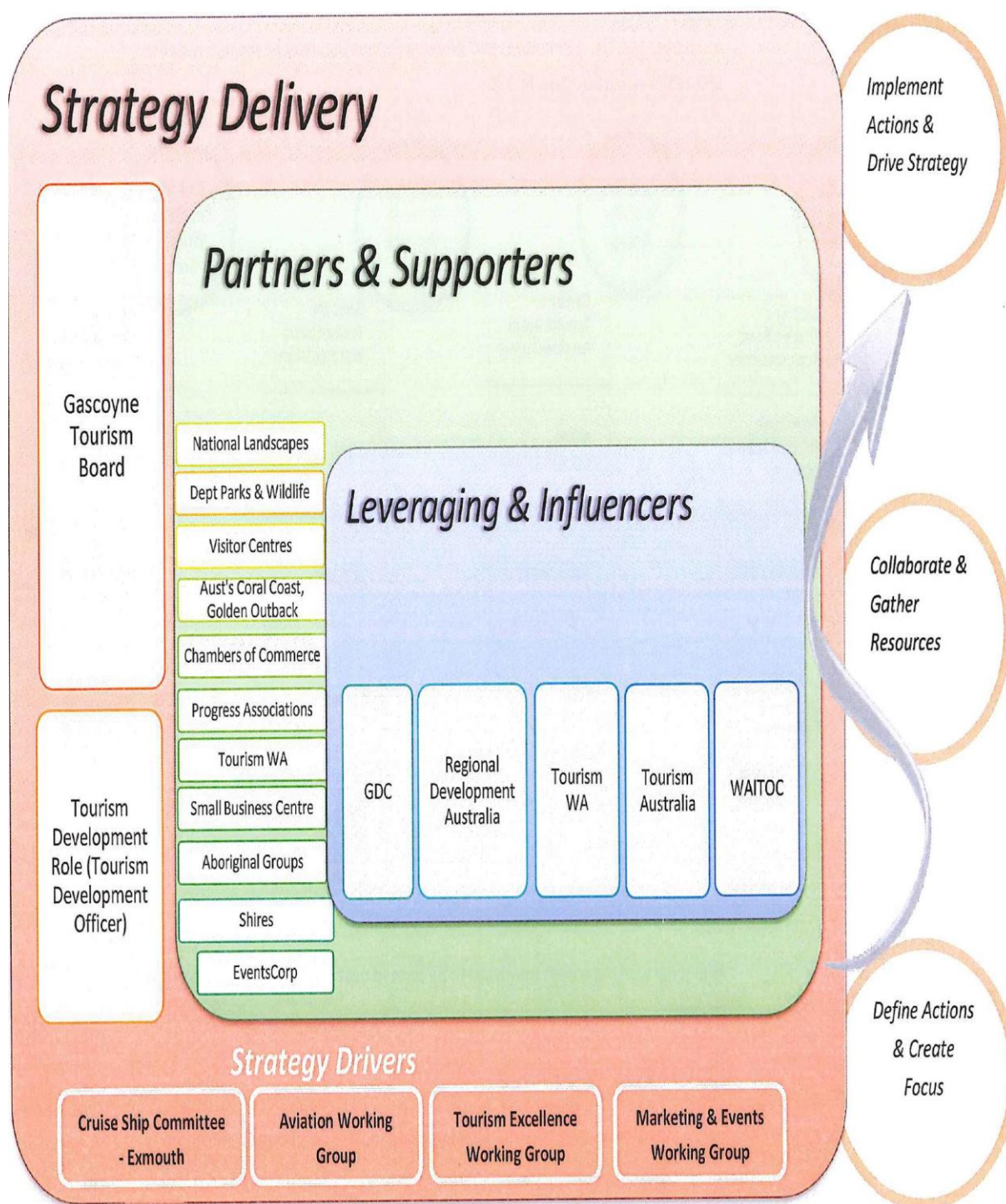
“The Success of this Strategy relies on its delivery. Participation and support for implementation activities is required from all levels of the industry- from those operating tours and managing visitor centres through to State and Federal government agencies.

*The Regional model we seek to establish is **industry driven** and involves two new key roles within the Gascoyne tourism industry:*

1. ***The Gascoyne Tourism Board** the regional peak leadership group that is industry led, and has membership held by industry representatives. Board size is important and should be limited in numbers for effectiveness.*
2. *A Senior Tourism Development Officer position that reports to the Gascoyne Tourism Board and has the responsibility for co-ordination and communication relating to Tourism Strategy programs, sub-committees, links to National Landscape initiatives, relationship and partnership management with all stakeholders.*

Formation of the Tourism Board will initially be coordinated by the Gascoyne Development Commission. The main funding source identified for this initiative is the Royalty for Regions program.

The delivery model follows:



The Drivers of Strategy

The Board provides overall governance, strategic direction and impetus for action. It is proposed that working groups and sub-committees of the Board drive the implementation of many (but not all) strategic priorities. They will draw on industry expertise in particular areas and bring in other strategic partners who are critical to the successful implementation of actions. The role of the working groups and committees will firstly define and map actions that need to be achieved and then source the financial

and technical resources (with support as required from the “Leverage and Influencers” group) to drive the implementation of the strategy. The formation of working groups and/or sub-committees is something that is anticipated to evolve as the strategy is implemented with the specific nature of these groups being determined at a local level as required.”

A full copy of the Gascoyne Regional Tourism Strategy can be provided to Councillors on request.

Comment

Although this report is not intended to respond to Gascoyne Development Commission’s Strategy document as a whole given it is already endorsed by the Gascoyne Development Commission, there is some concern with regard to the level of detailed on the governance structure and recurrent funding to effectively achieve implementation of the strategic actions outlined in the Tourism Strategy.

In this context it is considered the ‘Strategy Delivery’ (refer to Background Section of this report) lacks clarity on the governance framework and necessary funding for implementation. Ideally, the Strategy should offer guidance on the following in order for key stakeholders, such as the local governments, to better understand their position and roles in delivering regional tourism initiatives, notwithstanding the letter received by the Gascoyne Development Commission states the Gascoyne Regional Strategy Steering Committee will determine some of this detail:

- The Head of Power and form of membership to be applied;
- The suggested size and balance of representation on the Board;
- The frequency of Board meetings and suggested location for such meetings;
- The avenues and sources for recurrent sustained funding to effectively deliver quality outcomes.

Whilst it is acknowledged the implementation of the Strategy is to be “**industry driven**” and may possibly be funded by Royalties for Regions, at least initially which is supported, there is limited detail as to:

1. How the Board, if industry driven, will establish balanced representation and integrate in an effective manner with the respective tiers of Federal, State and Local Government to deliver quality outcomes for tourism in the Region? Given, the document states.....

*.....“**The Gascoyne Tourism Board** the regional peak leadership group that is industry led, and has membership held by industry representatives. Board size is important and should be limited in numbers for effectiveness”.....*

..... it is assumed that Government, and in particular Local Government, will not individually be represented on the Board, but rather be recognized as support agencies. Based on this understanding, and in reading of the Strategy document as outline above, it is suggested the Tourism Board will be selected by the Gascoyne Development Commission following guidance from the Steering Committee and take a similar form and function to other constituted organisations, such as the Chamber of Commerce and Industry and the Carnarvon Grower’s Association as peak leadership industry groups.

If this understanding is correct, the delivery of strategic actions and achieving meaningful outcomes will largely rely on balanced representation, strong partnership arrangements/agreements and a cohesive approach by key stakeholders across the region to be effective given the limited head of powers and resources of the Tourism Board. Accordingly, there needs to be a clear understanding as to 'make-up' of the Board, and the mechanisms of agreement, the roles and the responsibilities between the Board and respective Government Agencies/other stakeholders to establish collaborate partnerships.

Notably, there does not appear to be such guidance in the Regional Tourism Strategy document.

2. What alternative funding sources exist to ensure a recurrent income stream and sustainability of the Tourism Board to effectively delivery on the strategic actions outlined in the Tourism Strategy beyond the requested 2 years of 'seed' funding currently being sought by the Gascoyne Development Commission? – refer to **Schedule 8.1.3(1)**.

In this regard the document appears to rely on Royalties for Regions funding as a sole source of income without reference to other measures such as a membership fee, as applied by other similar industry based organisations, and alternative grants funding. This raises concern that in time Local Government may in part be relied upon as a default source of income which cannot be viewed as a serious or sustainable option given the on-going financial obligations applicable to core business of Local Government.

In consideration of this concern there should some clarity around sustainable funding beyond the initial two (2) years of funding being sought by the Gascoyne Development Commission through a Gascoyne Regional Grant Scheme application.

However, notwithstanding these comments a regional approach to tourism in the Gascoyne area should be pursued to ensure that the work currently being undertaken by a number of tourism operators in regards to national landscapes and the world heritage areas is capitalised upon.

On this basis, and accounting for the above concerns, it is recommended the Council support the funding request from the Gascoyne Development Commission subject to clarity being provided on the concerns raised in points 1 and 2 above to the satisfaction of the Chief Executive Officer before any financial contribution is made.

Legal Implications

There are no legal implications relevant to this report.

Policy Implications

There is no specific Plan or Policy that applies to this matter, although a local Shark Bay Tourism Strategy can be developed that will complement the Gascoyne strategy should be considered in future.

Financial Implications

Should the Council consider the Gascoyne Development Commission's request

worthwhile to contribute \$5,000 towards in this financial year, there are sufficient funds in the tourism promotion account to accommodate the request

As for the subsequent allocation of \$5,000 in the next financial year, this funding can be notionally allocated in the draft budget deliberations.

Strategic Implications

Addresses in part strategy 2.4.1 promote world heritage values through tourism strategies.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

P Anderson

Date of Report

20 November 2014

26 NOVEMBER 2014



Our Ref: T047

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

Paul
Dear Mr Anderson

GASCOYNE TOURISM STRATEGY IMPLEMENTATION

For the past nine months the Gascoyne Development Commission (GDC) has been working with KPP Business Development and key tourism stakeholders, including the Shire of Shark Bay, to prepare the Gascoyne Regional Tourism Strategy. The GDC Board has now endorsed the Gascoyne Regional Tourism Strategy and a copy is enclosed for your information and reference.

The GDC is now progressing with the implementation of the Strategy and has called a meeting of the Gascoyne Tourism Strategy Steering Committee to discuss the setup of the Gascoyne Tourism Board, including their terms of reference and constitution. The GDC is also preparing a Gascoyne Regional Grant Scheme (GRGS) application for funding to assist the Gascoyne Tourism Board with the employment of a Gascoyne Tourism Development Officer, for a period of two years, and associated project implementation costs. The Strategy is based on a five year implementation plan, however at this stage and given the limitations on funding available through the GRGS, funds are only sought for the first two years.

The objectives of the Gascoyne Tourism Board will be to build industry cohesion, collaboration and advocacy across the Gascoyne region, to oversee the implementation of the Gascoyne Regional Tourism Strategy and to generally take steps to encourage, promote, facilitate and monitor the development of the tourism industry across the region. The Gascoyne Tourism Development Officer will support the Gascoyne Tourism Board in meeting these objectives and will be guided by their strategic direction.

Carnarvon
15 Stuart Street
PO Box 781 Carnarvon WA 6701
Tel: (08) 9941 7000
Fax: (08) 9941 2576
Email: info@gdc.wa.gov.au

Exmouth
21 Maidstone Crescent
PO Box 266 Exmouth WA 6707
Tel: (08) 9949 2090
Fax: (08) 9949 1618
Email: exmouth@gdc.wa.gov.au

www.gdc.wa.gov.au

To deliver on the vision of the Gascoyne Tourism Strategy, that tourism across the Gascoyne is prosperous and resilient, the region will need to work together to create a strong industry voice, will need to build the capacity of individuals and organisations, and will need to focus collective efforts towards achieving an increase in the value of tourism across the region. To enable this project to succeed the GDC, on behalf of the Gascoyne Tourism Board, is requesting the support of the Shire of Shark Bay in the form of a financial contribution of \$5,000 per year for the next two years to support the implementation of the Gascoyne Regional Tourism Strategy.

GRGS applications will need to be submitted by the 11 December 2014 and your written support for this project would be appreciated prior to this date to allow us to submit a complete application.

Mrs Cheryl Cowell has been invited to attend the meeting of the Gascoyne Tourism Strategy Steering Committee planned for Tuesday 2 December 2014 at 9.30 am in the GDC Boardroom, however if you would also like to attend you would be most welcome.

Thanks for your consideration.

Yours sincerely



Stephen Webster
Chief Executive Officer

13 November 2014

Enc. Gascoyne Regional Tourism Strategy

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

NIL

19. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Moved Cr Prior
Seconded Cr Ridgley

Council Resolution

That Council accept the tabling of urgent business items as follows:

19.1 Eastern Knight Terrace Parking Land and Drainage,

19.2 Durlacher Street / Knight Terrace Intersection,

19.3 Sale / Tender of Shire Work Utes

20.3 Employment of Senior Designated Employee

5/0 CARRIED

19.1 EASTERN KNIGHT TERRACE PARKING LANE AND DRAINAGE

CM00025

Author

Works Manager

Disclosure of Any Interest

Nil

Officers Recommendation

That the design plans for the installation of Kerbed Embankment Stormwater Treatment and Landscaping with associated costs be endorsed with

a) Option 1- Installation of Rubber Kerbs

b) Option 2 – Installation of Concrete Kerbs

Moved Cr Prior
Seconded Cr Ridgley

Council Resolution

That the design plans for the installation of Kerbed Embankment Stormwater Treatment and Landscaping with associated costs be endorsed with the installation of Rubber Kerbs.

5/0 CARRIED

Background

At the Ordinary Council meeting 25 June 2014, it was brought to Council's attention the need to rectify the confusing parking lane along the Eastern End of Knight Terrace from the roundabout at IGA Eziway Supermarket and Netta's Beach.

On the 22 July Mr Adam Wilmot and Ms Colleen Murphy, representatives from GHD, presented the Denham Town Site Structure Plan to Council members. Comment was made that the Denham Town Site Structure Plan was complete and under budget and

as Mr Adam Wilmot is an Engineer, we may be able to utilise his expertise around Town.

The Works Manager took this opportunity to show Mr Adam Wilmot and Ms Colleen Murphy some of the issues associated with storm water drainage and parking along Knight Terrace and sought their opinion.

As a result a report and recommendation was presented to Council at the August Ordinary Council Meeting. A copy of the minutes are attached to this report.

The Council Resolution from the August meeting was:

That the concept plans for the installation of Kerbed Embankment Stormwater Treatment and Landscaping be further developed, including costing's and presented to the September meeting of Council for consideration.

Comment

Further discussions with Adam Wilmot from GHD resulted in the design plans presented in this report with the associated costing's.

On looking at the placement of the KESTrAL's as per the plan it was found that the first KESTrAL from the roundabout in front of IGA heading east was in front of the ramp adjacent to the backpacker Hostel. It has been decided not to install a KESTrAL at this position as to do so will hinder the users of this boat ramp. This reduces the number of KESTrAL's to six thus lowering the overall cost.

The remaining KESTrAL's are placed along the eastern end of Knight Terrace at all the low points. This happens to coincide with the entry points that the local vehicles use to gain access to the beach. To ensure success of this project the KESTrAL's need to be placed in these locations. One access point has been left at the far eastern end of Knight Terrace.

There are two options for the kerbs required to be placed around the KESTrALs.

Option 1 is the installation of rubber kerbs and

Option 2 is the installation of concrete kerbs.

There are pro's and con's for both options.

Option 1- has the advantage that the kerbs can be installed as the project progresses but has the disadvantage of extra associated costs.

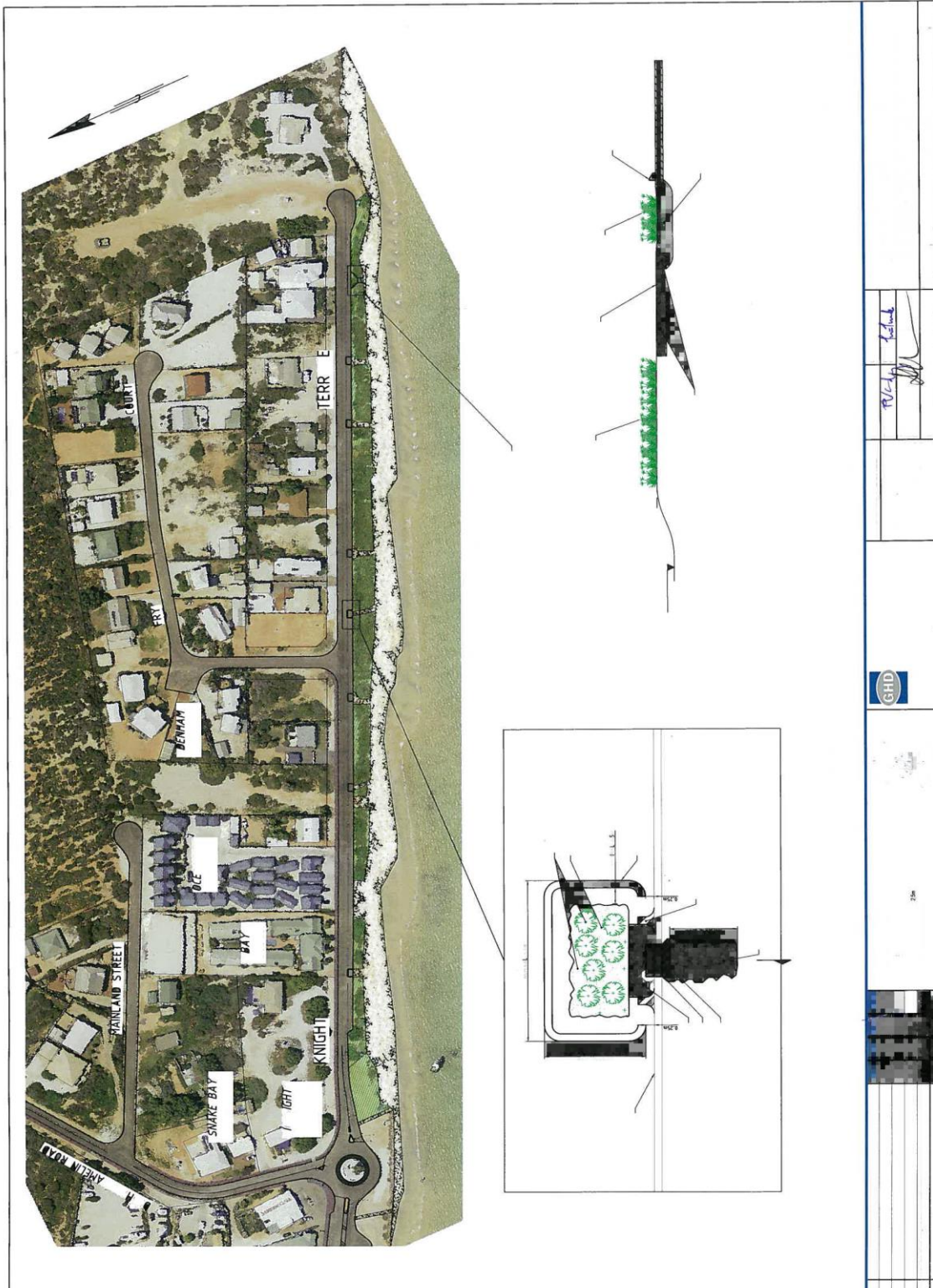
Option 2- has the advantage of less cost but procuring a kerbing contractor for a small job such as this may lead to extended time frames and the possibility of the project sitting unfinished.

This issue can be negated to a certain extent by close coordination with the kerbing contractor. The problem still remains that this project is small and therefore has the potential that, if a larger and more lucrative project presents itself to the contractor he will push the smaller project back.

The road along the Eastern end of Knight Terrace where these KESTrALs are planned to be installed has a total combined width of 9 metres. This consists of 5.8 metres of road width and 3.2 metres of parking lane width. It has been decided to reduce the parking lane width down to 2.8m and increase the road width to 6.2 metres. This is more in line with normal road dimensions.

The benefits of installing KESTrALs will be three fold,

- 1 Provide friendlier environmental stormwater runoff.
- 2 Provide clear marking of existing on-street parking.
- 3 Provide slow points along this section of road providing a safer environment for the users of this foreshore area.



Legal Implications

There are no legal implications associated with this report

Policy Implications

There are no Policy Implications associated with this report.

Financial Implications

The 2014-15 budget has an allocation of \$30,000.00 for drainage upgrades.
A portion of this funding could be allocated to this project if required.

The total cost liable to be incurred for Option 1: Rubber Kerbs is \$24,497.50 this equates to \$4,082.92 per KESTrAL.

The total cost liable to be incurred for Option 2: Concrete Kerbs is \$20,327.06 this equates to \$3,387.84 per KESTrAL.

Costings for KESTReL's With Rubber Kerbs			
	cost	Amount	total
Labour per hour	\$ 165.00	48	\$ 7,920.00
Kerbs per metre	\$ 125.00	84.14	\$ 10,517.50
Machines per hour	\$ 120.00	48	\$ 5,760.00
Freight	\$ 150.00	2	\$ 300.00
Total			\$ 24,497.50
Cost per Unit			\$ 4,082.92

Costings for KESTReL's With Concrete Kerbs			
	cost	Amount	total
Labour per hour	\$ 165.00	48	\$ 7,920.00
Kerbs per metre	\$ 79.00	84.14	\$ 6,647.06
Machines per hour	\$ 120.00	48	\$ 5,760.00
Total			\$ 20,327.06
Cost per Unit			\$ 3,387.84

Strategic Implications

Objective 2 Protecting our precious natural environment

Outcome 2.2.1 - Improve the appearance, attractiveness and diversity of uses to add to Town Centre vibrancy. (Provide safer environment for pedestrian and vehicles.)

Outcome 2.4.1- To consider the natural environment in all Shire operations. (Provide improved environmental management of stormwater.)

Outcome 2.4.3 - Ensure Council operations follow environmental best practices.

Voting Requirements

Simple Majority Required

Signatures

Author
Chief Executive Officer

B Galvin
P Anderson

Date of Report

21 November 2014

MINUTES OF THE ORDINARY COUNCIL MEETING

27 AUGUST 2014

14 HEALTH REPORT

NIL

15 BUILDING REPORT

NIL

16 WORKS REPORT

16.1 EASTERN END KNIGHT TERRACE PARKING LANE
RD00019

Author

Works Manager

Disclosure of Any Interest

Nil

Moved Cr Capewell
Seconded Cr Wake

Council Resolution

That the concept plans for the installation of Kerbed Embankment Stormwater Treatment and Landscaping be further developed, including costings and presented to the September meeting of Council for consideration.

6/0 CARRIED

Background

At the Ordinary Council meeting 25 June 2014, it was brought to Council's attention the need to rectify the confusing parking lane along the Eastern End of Knight Terrace from the roundabout at IGA Eziway Supermarket and Netta's Beach.

On the 22 July 2014, Mr Adam Wilmot and Ms Colleen Murphy, representatives from GHD, presented the Denham Town Site Structure Plan to Council members. Comment was made that the Denham Town Site Structure Plan was complete and under budget and as Mr Adam Wilmot is an Engineer, we may be able to utilise his expertise around Town.

The Works Manager took this opportunity to show Mr Adam Wilmot and Ms Colleen Murphy some of the issues associated with storm water drainage and parking along Knight Terrace and sought their opinion.

ORDINARY COUNCIL MEETING

26 NOVEMBER 2014

MINUTES OF THE ORDINARY COUNCIL MEETING

27 AUGUST 2014

Comment

After showing Mr Adam Wilmot and Mrs Colleen Murphy the problems along Knight Terrace, various concept ideas were discussed for the concerns observed.

Attached is a sketched idea for the Eastern section of Knight Terrace and an email from Colleen to Adam with her recommendation.

The object of this report is to ascertain if the Council members agree with the concept idea before any time is spent on official designs and budgeting.

Kerbed Embayment Stormwater Treatment and Landscaping (KESTRAL's) have been recommended by GHD. The Works Manager believes this initial concept is sound in principle. The road along the Eastern end of Knight Terrace where these KESTRALs are planned to be installed has a total combined width of 9 metres. This consists of 5.8 metres of road width and 3.2 metres of parking lane width. These widths are more than adequate for this treatment to be installed. The benefits of installing KESTRALs will be three fold,

- 1 Provide friendlier environmental stormwater runoff
- 2 Provide clear marking of existing onstreet parking and
- 3 Provide slow points along this section of road providing a safer environment for the users of this foreshore area.

Legal Implications

There are no legal implications associated with this report.

Policy Implications

There are on Policy implications associated with this report.

Financial Implications

The 2014-15 budget has an allocation of \$30 000.00 for drainage upgrades. A portion of this funding could be allocated to this project if required. Detailed costings can be submitted if Council agrees to the concept ideas presented in this report.

Strategic Implications

- | | |
|---------------|---|
| Objective 2 | Protecting our precious natural environment |
| Outcome 2.2.1 | Improve the appearance, attractiveness and diversity of uses to add to Town Centre vibrancy. (Provide safer environment for pedestrian and vehicles.) |
| Outcome 2.4.1 | To consider the natural environment in all Shire operations. (Provide improved environmental management of stormwater.) |
| Outcome 2.4.3 | Ensure Council operations follow environmental best practices. |

Voting Requirements

Simple Majority Required

Date of Report 15 August 2014

Confirmed at the Ordinary Council meeting held on the 24 September 2014 – Signed by the President Cr Cowell _____

Page 79

Confirmed at the Ordinary Council meeting held on 26 November 2014 -

Page
181

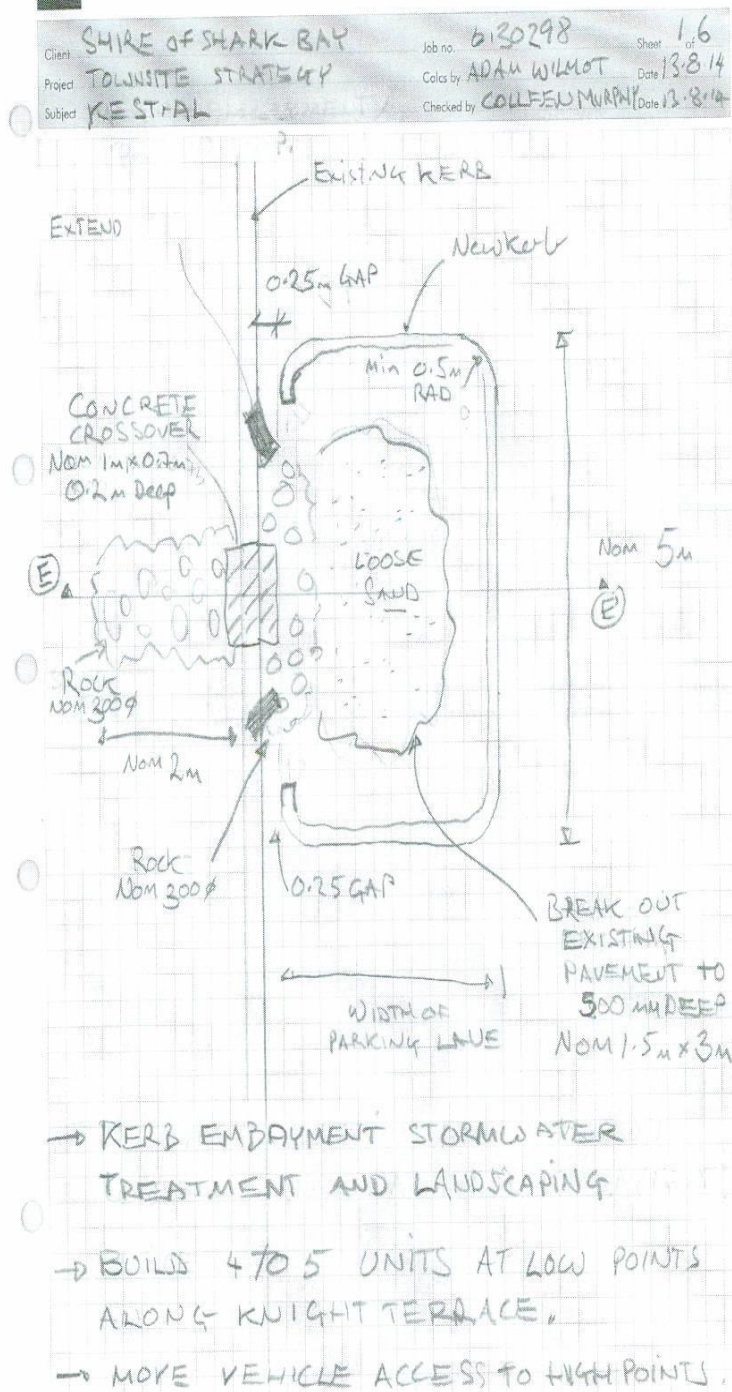
Signed by the President Cr Cowell _____

MINUTES OF THE ORDINARY COUNCIL MEETING

27 AUGUST 2014



CALCULATIONS



Confirmed at the Ordinary Council meeting held on the 24 September 2014 – Signed by the President Cr Cowell

Page 80

Confirmed at the Ordinary Council meeting held on 26 November 2014 -

Page 182

Signed by the President Cr Cowell

MINUTES OF THE ORDINARY COUNCIL MEETING

27 AUGUST 2014

*From: Colleen Murphy
Sent: Wednesday, 13 August 2014 11:27 AM
To: Adam Wilmot
Subject:*

Knight Terrace – East of Hamelin Road

Current Issue

*Scouring at existing informal stormwater outfalls to Denham Sound.
Traffic issue due to confusion of onstreet parking area as traffic lane.*

Solution

Kerbed Embayment Stormwater Treatment and Landscaping (KESTrAL)

Description

Parking Embayments cut into existing onstreet parking area, comprising sand traps and rocked outfalls to Denham Sound.

Diversion of stormwater via a sand/vegetation infiltration basin and a rocked outfall will reduce the velocity and quantity of stormwater. This will alleviate current scouring issues and potentially result in achieving a small amount of water quality improvement by removing gross pollutants and enabling greater infiltration and treatment of stormwater before it enters Denham Sound. The construction of KESTrALs within the existing car parking area of Knight Terrace will create clearer embayments, thereby reducing existing traffic issues that arise where the onstreet parking area is confused with traffic lanes.

KESTrALs can be constructed easily utilising resources available at low cost to the Shire, and existing skills within the Shire's works crew.

To maximise efficacy, KESTrALs should be installed at low points along the roadside, ensuring any other vehicle or pedestrian crossovers relocated to high points to manage uncontrolled flows. A kerb line survey will be necessary to identify these locations.

19.2 DURLACHER STREET / KNIGHT TERRACE INTERSECTION

Author

Works Manager

Disclosure of Any Interest

Nil

Moved Cr Laundry
Seconded Cr Prior

Council Resolution

That the design plans presented by GHD for Durlacher Street and Knight Terrace intersection with anticipated costings be endorsed and that the Works Manager be instructed to finalise quotes and initiate construction procedures.

5/0 CARRIED

Background

In the past, flooding issues have been identified at the intersection of Knight Terrace and Durlacher Street.

Storm water from Durlacher Street and Hughes Street converge at the intersection of Durlacher Street and Knight Terrace.

A considerable portion of stormwater enters a storm water drain at the driveway entrance to the Heritage Resort's drive in bottle shop and continues to flow into the internal stormwater drainage system of the Heritage Resort before flowing out through a drainage pipe next to the gazebo across Knight Terrace from the Heritage Resort.

This inflow of storm water contributes to the inundation of water within the Heritage Resorts car park and undercover car park area. This necessitates considerable effort to alleviate the problem with manual pumping during these rain events.

This also presents a risk to the Council due to the liability of Council in contributing to the flooding of a private residence.

Comment

On the 22 July 2014, Mr Adam Wilmot and Ms Colleen Murphy, representatives from GHD, inspected some of the issues associated with storm water drainage and flood inundation along Knight Terrace.

Issues of stormwater drainage at the intersection of Knight Terrace and Durlacher Street were discussed with possible solutions for the problem suggested.

Adam Wilmot put forward the solution represented in the attached design plans. The solution presented herein appears to be a logical and cost effective way to rectify the issues identified.

The plan proposes that the drain in front of the Heritage driveway bottle shop be decommissioned and the excess storm water be directed across Knight Terrace via a swale drain.

Once over the road it is proposed to slow down the water via a swale basin of nominal size and depth acting as a natural gross pollutant trap. At this point the swale basin will allow the slowing water to drop sand and other gross pollutants.

The swale drain will be designed to alleviate 3 problems associated with this location on Knight Terrace.

1. Guide stormwater across Knight Terrace away from the Heritage Resort into a natural gross pollutant trap, decreasing the impact of debris entering the environment.
2. Provide safer pedestrian access across Knight Terrace whilst increasing disability access within the area.
3. Provide a traffic calming device to encourage motorists to traverse along Knight Terrace at a sedate speed providing increased safety for pedestrians and other users within the area.

For this project to become a reality and function correctly it is understood that the intersection at Knight Terrace and Durlacher Street will need to be partially reconstructed to ensure that the road geometry effectively guides any stormwater into the proposed swale drain crossing Knight Terrace and through the natural gross pollutant trap proposed without hindering motorists or pedestrians.

Funding required to implement this project has been identified and would be sourced from Roads to Recovery funding already aligned to Durlacher Street resealing.

Legal Implications

The current design of the drainage system diverts water into a private residence before exiting to the ocean presents a liability risk to the Council.

Any runoff from a public road should not be diverted onto a private property for disposal without either an easement or caveat being in place.

Currently there are no easements or caveats that can be identified in regard to the system that is in place.

This design will ensure that the Shire of Shark Bay complies with its legal and moral obligations to the best of its ability given the topography at the site.

Policy Implications

There are no Policy Implications associated with this report.

Financial Implications

The 2014/2015 budget has an allocation of \$164 000.00 divided between Barnard Street and Durlacher Street of which \$100,000.00 still remains. These funds originate from the 2011 to 2015 Roads to Recovery program and have been nominated to start

a reseal program along Durlacher Street commencing from Knight Terrace intersection.

This funding needs to be expended before the end of the calendar year 2014. This funding is not dependent on any Council contributions.

The anticipated costs for this project have been identified and are presented in the following table.

Knight Terrace / Durlacher Street Upgrades

Item	Cost per unit	Amount	cost
Asphalt/profiling	\$ 56.00	850 m2	\$ 47,600.00
Concrete	\$ 427.00	20 m3	\$ 8,540.00
Grano	\$ 28.00	86 m2	\$ 2,408.00

Earthworks		\$ 15,000.00
Surveying/ Design		\$ 7,000.00
Mesh SL 81		\$ 2,100.00
Signage/Paint		\$ 1,500.00
Project Management		\$ 2,500.00
Traffic management		\$ 7,500.00
Reinstatement		\$ 4,000.00
Total		\$ 98,148.00

Strategic Implications

Objective 2 Protecting our precious natural environment
 Outcome 2.2.1 Improve the appearance, attractiveness and diversity of uses to add to Town Centre vibrancy. (Provide safer environment for pedestrian and vehicles.)
 Outcome 2.4.1 To consider the natural environment in all Shire operations. (Provide improved environmental management of stormwater.)
 Outcome 2.4.3 Ensure Council operations follow environmental best practices.

Voting Requirements

Simple Majority Required

Signatures

Author

B Galvin

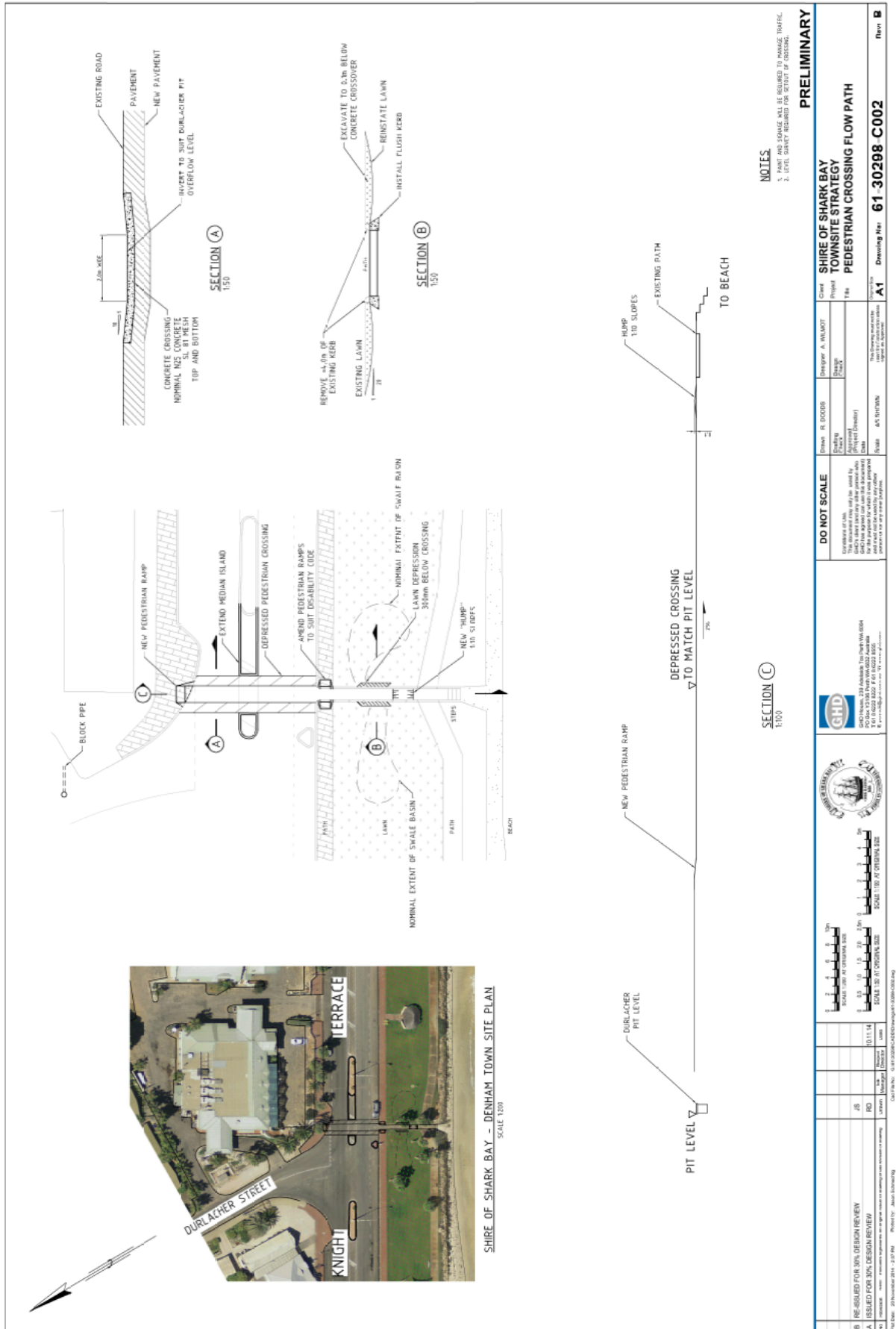
Chief Executive Officer

P Anderson

Date of Report

25 November 2014

Knight Terrace / Durlacher Street Upgrades			
Item	Cost per unit	Amount	cost
Asphalt/profiling	\$ 56.00	850	\$ 47,600.00
Concrete	\$ 427.00	20	\$ 8,540.00
Grano	\$ 28.00	86	\$ 2,408.00
Earthworks			\$ 15,000.00
Surveying/ Design			\$ 7,000.00
Mesh SL 81			\$ 2,100.00
Signage/Paint			\$ 1,500.00
Project Management			\$ 2,500.00
Traffic management			\$ 7,500.00
Reinstatement			\$ 4,000.00
		Total	\$ 98,148.00



19.3 SALE / TENDER OF SHIRE WORK UTES

CM000

Author

Works Manager

Disclosure of Any Interest

Nil

Moved Cr Cowell
Seconded Cr Ridgley

Council Resolution

That in accordance with section 5.43 of the *Local Government Act 1995*, the Chief Executive Officer be delegated the authority to accept the tenders for the sale of the Work Managers and Town Supervisors vehicle's, to the most advantageous tender price not exceeding \$50,000 each vehicle in accordance with the tender regulations.

5/0 CARRIED

Background

As per the Local Government Act 1995, Section 3.58 all sales of surplus items over \$20,000.00 must go through a tender process.

As this is a legal requirement, the replacement of the Work Managers and Town Supervisor's vehicles have been separated into two processes.

- a. Outright purchase as one procedure and
- b. Sale of surplus items as a second procedure.

Both vehicles up for replacement have been advertised for sale as per the requirements of due tender process. Tenders close 28 November 2014.

Comment

Due to the imposition of the requirement to advertise the sale of the vehicles by the tender process the advertising time frames did not enable the sale of the vehicles to be presented to the Council meeting.

The current Work Managers and Town Supervisors vehicles are expected to exceed the \$20,000.00 limit imposed by Section 3.58 of the *Local Government Act 1995* and with the anticipated endorsement by Council for the purchase of replacement vehicles it would seem prudent to authorise the Chief Executive Officer to accept the tenders submitted under Delegated Authority after the closing date of 28 November 2014.

This would allow the supply of the tendered vehicles to the successful tenderer immediately after the tender closure and decreasing possible additional kilometres which may be detrimental to the tender transaction.

In accordance with the section 5.43 of the *Local Government Act 1995* the Council must impose a limit on the delegation to the Chief Executive Officer.

Given the anticipated value of the works supervisors vehicle is \$37,000 an upper price limit of \$40,000 could be applied in this instance.

Pricing considerations are the only qualitative criteria to be assessed in the evaluation process. A recommendation report will be supplied to the Chief Executive Officer as per the tender process.

Legal Implications

Compliance with the *Local Government Act 1995* Section 3.58.

Section 5.43 of the Act also applies and the Council if in agreement to delegate the authority to accept the tender or the disposal of the vehicles must place a value limit on the delegation

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;

Policy Implications

Complies with the Shire of Shark Bay's Purchasing Policy.

Financial Implications

Imposing unnecessary waiting times on the successful tenders could conceivably increase the kilometres on the current vehicles thus lessening the expected tender sale price.

Strategic Implications

There are no Strategic Implications associated with this report.

Voting Requirements

Simple Majority Required

Signatures

Author

B Galvin

Chief Executive Officer

P Anderson

CLASSIFIED5 THE WEST AUSTRALIAN

EMPLOYMENT

REQUEST FOR TENDER



Request for Tender	TE2014/15-02 Sale of Surplus Vehicle's
RFT Number:	TE2014/15-02
Deadline: 2pm	Friday, 28 November 2014

TABLE OF CONTENTS

<u>1</u>	<u>PRINCIPALS REQUEST</u>	<u>2</u>
1.1	REQUIREMENTS IN BRIEF	2
1.2	CONTACT PERSON	2
1.3	DEFINITIONS	2
1.4	SELECTION CRITERIA	2
<u>2</u>	<u>CONDITIONS OF QUOTATION</u>	<u>4</u>
2.1	LODGEMENT OF TENDERS AND DELIVERY METHOD	4
2.2	REJECTION OF TENDERS	4
2.3	ACCEPTANCE OF TENDERS	4
2.4	DISCLOSURE OF CONTRACT INFORMATION	4
2.5	ALTERATIONS	4
2.6	COSTS OF TENDERS	4
2.7	TENDER OPENING	4
<u>3</u>	<u>SPECIFICATION</u>	<u>6</u>
3.1	SCOPE OF WORK	6
3.2	REQUIREMENTS	6
<u>4</u>	<u>GENERAL CONDITIONS OF CONTRACT</u>	<u>7</u>
4.1	GENERAL	7
<u>5</u>	<u>OFFER</u>	<u>8</u>
5.1	OFFER FORM	8
5.2	PRICE INFORMATION	9

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Read and Keep Part 1

1 PRINCIPALS REQUEST

1.1 REQUIREMENTS IN BRIEF

The Shire of Shark Bay is seeking tenders for surplus vehicles.

1.2 CONTACT PERSON

Submitting organisations should not rely on any information provided by any person other than those listed below:

Enquiries

Name: Brian Galvin
Telephone: 0428 178 501
Email: works@sharkbay.wa.gov.au

1.3 DEFINITIONS

Below is a summary of some of the important defined terms used in this Request:

Deadline:	The Deadline for lodgement of your Submission as detailed on the front cover of this Request;
Principal:	The Western Australian Local Government known as the Shire of Shark Bay;
Tender:	Completed Response Form, response to the Selection Criteria and Attachments;
Tenderer:	A person who has or intends to submit a Submission in response to an Expression of Interest.
Request for Tender or RFT or Request:	This document;

1.4 SELECTION CRITERIA

The Contract may be awarded to a participating organisation who best demonstrates the ability to provide a quality service at a competitive price.

The Principal may elect to not proceed with any submitted Tender in its sole discretion.

Tenderers must, address the following information in the format provided by the Principal:

1.4.1 COMPLIANCE CRITERIA

These criteria will not be point scored. Each tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of 'No' against any criterion may eliminate any participating organisation from consideration. A summary of the Compliance Criteria detailed in Part 5 of this Request is listed below for information purposes only.

(a)	Completion of Offer Completion and provision of Part 5 Offer (Including the Price Schedule and Offer Form)
(b)	Compliance with the Conditions of Tender

Read and Keep Part 1

1.4.2 QUALITATIVE CRITERIA (TE2014/15-02 Sale of Surplus Vehicle's)

Before responding to the following qualitative criteria, Tenderers must note the following:

- All information relevant to your answers to each criterion are to be contained within your Tender;
- Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- In determining the most advantageous Tender, the Evaluation Panel will score each Tender against the qualitative criteria as detailed below.
- It is essential that Tenderers address each qualitative criterion.
- Failure to provide the specified information may result in elimination from the evaluation process or a low score.

A summary of the Qualitative Criteria for the services detailed in Part 5 of this Request is listed below for information purposes only.

- Pricing Considerations - Weighting 100%

Read and Keep Part 2

2 CONDITIONS OF QUOTATION

2.1 LODGEMENT OF QUOTATIONS AND DELIVERY METHOD

Tenders must be lodged by the Deadline as detailed on the front cover of this document.

Tenders are to be:

- (a) Be lodged electronically through admin@sharkbay.wa.gov.au prior to the Deadline; with Tender Surplus Vehicle's in the subject line.
- (b) submitted by Hand or Mail, and addressed to:

Private and Confidential
TE2014/15-02 Sale of Surplus Vehicle's
Chief Executive Officer
Shire Of Shark Bay
65/67 Knight Terrace
Denham WA 6537

2.2 REJECTION OF TENDERS

A Tender may be rejected without consideration of its merits in the event that:

- (a) It is not submitted before the Deadline; or
- (b) It is not submitted at the place specified in this document.

A tender may also be rejected if it fails to comply with any other requirements of this document.

2.3 ACCEPTANCE OF TENDERS

Unless otherwise stated in this document, tenders may be for all or part of the specified requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept any tender submitted.

2.4 DISCLOSURE OF CONTRACT INFORMATION

Documents and other information relevant to the Contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All participating organisations to this Request for tender will be given particulars of the successful quotation or advising that no tender was accepted.

2.5 ALTERATIONS

This document must not be altered unless required by these Conditions of Tender.

2.6 COSTS OF TENDER

The Principal will not be liable for payment to any participating organisation for any costs, losses or expenses incurred in preparing their offer.

2.7 TENDER OPENING

The names of the organisations who submitted a tender by the due Deadline will be read out at the tender opening. No discussions will be entered into concerning the tender submitted.

The tender opening will be held as soon as practicable after the Deadline.

Read and Keep Part 2

2.8 RESPONSE FORMAT

Tenderers must provide a response to this Request for Tender in the format provided by the Principal. The Offer form is attached as a word version for completion by Tenderers and email to:
admin@sharkbay.wa.gov.au

Alternatively the Offer form can be either mailed or handed in person to the front counter of the Shire of Shark Bay's office and addressed to:

Private and Confidential
TE2014/15-02 Sale of Surplus Vehicle's
Chief Executive Officer
Shire of Shark Bay
65-67 Knight Terrace
Denham WA 6537

Read and Keep Part 4

3 SPECIFICATION

3.1 SCOPE OF WORK

The Principal is seeking to:

- Find suitable companies and or individuals for the sale of the Shire of Shark Bay's surplus vehicles.

3.2 REQUIREMENTS

3.2.1 Requirements

The following information is the minimum requirements required by the Principal.

- Price including GST for the sale of the following two shire vehicles.

Vehicle One:

- Toyota Hilux SR5 4x4 Dual Cab Auto Diesel.
- Registration 1EAQ-740
- 66618 Kilometres
- Build Date 8/12
- Tow Bar
- Bull Bar
- ARB Canopy
- Long Range Fuel Tanks
- Colour White

Vehicle 2:

- Toyota Hilux SR 4x4 Dual Cab, Cab Chassis Manual Diesel
- Registration 1DZG-638
- 29363 Kilometres
- Build Date 6/12
- Tow Bar
- Bull Bar
- Steel Tray
- Colour White

Read and Keep Part 4

4 GENERAL CONDITIONS OF CONTRACT

4.1 GENERAL

This Contract is subject to the Terms and Conditions as detailed in AS 4912 – 2002 General Conditions of Contract for the periodic Supply of Goods.

It is the Tenderers responsibility to ensure they have read and understood AS 4912 – 2002 General Conditions of Contract for the periodic Supply of Goods.

Tenderers can obtain copies AS 4912 – 2002 General Conditions of Contract for the periodic Supply of Goods from, www.saiglobal.com.

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Complete and Return Part 5

5 OFFER

5.1 OFFER FORM

Private and Confidential
TE2014/15-02 Sale of Surplus Vehicle's
Chief Executive Officer
Shire of Shark Bay
65-67 Knight Terrace
Denham WA 6537

I/We (The Tenderer) _____
(BLOCK LETTERS)

ABN/GST Status _____ ACN (if any) _____

In response to RFT TE2014/15-02 – TE2014/15-02 Sale of Surplus Vehicle's

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of tendering contained in this Request signed and completed.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The Tender consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this tender.

Company Name _____

Telephone _____

Address _____

Name of authorised signatory _____

Signature of authorised signatory: _____

Date _____

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Read and Keep Part 5

5.2 SELECTION CRITERIA

The Contract may be awarded to a participating organisation who best demonstrates the ability to provide a quality service at a competitive price..

The Principal may elect to not proceed with any submitted tender in its sole discretion.

5.2.1 COMPLIANCE CRITERIA**a) Completion of Offer (Including the Price Schedule and Offer Form)****b) Compliance with the Conditions of Tender****5.2.2 QUALITATIVE CRITERIA****a) Pricing considerations**

All prices offered under this Request must include Goods and Services Tax (GST) and remain firm for a minimum of 30 days following acceptance of Tender.

The Tender price(s) will be considered along with related factors affecting the total cost to the Principal. The Principal's contract management costs may also be considered in assessing the best value for money outcome.

Tenderers must, address the following information in the format provided by the Principal:

Vehicle One: Toyota Hilux SR5 4x4 Dual Cab Auto Diesel 1EAQ-740

Price Excluding Gst	
Price Including Gst	

Vehicle Two: Toyota Hilux SR 4x4 Dual Cab Manual Diesel 1DZG-638

Price Excluding Gst	
Price Including Gst	

The President thanked Ms Burvill for her service to the Shire of Shark Bay for the past 3 years.

Council staff, Ms Wood, Mr Galvin, Ms Burvill, Mrs Hoults and Mrs Mettam, left Council Chamber at 1.51 pm

20. MATTERS BEHIND CLOSED DOORS

Moved Cr Ridgley
Seconded Cr Laundry

Council Resolution

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

5/0 CARRIED

20.1 CHIEF EXECUTIVE OFFICER'S CONTRACT CONDITIONS

PE00009

Author

Chief Executive Officer

Disclosure of Any Interest

Disclosure of Interest: Chief executive officer

Nature of Interest: Financial Interest as part of contract of employment

Mr Paul Anderson left the Council Chamber at 1.55 PM

Moved Cr Ridgley
Seconded Cr Cowell

Council Resolution

The request to vary the contract of employment between the Chief Executive Officer and the Shire of Shark Bay be considered.

5/0 CARRIED

Moved Cr Ridgley
Seconded Cr Cowell

Council Resolution

To vary the current contract of employment between the Chief Executive Officer and the Shire of Shark Bay to:

- 1. 13. Motor Vehicle – entitlement to use outside of Western Australia – Vehicle use only, ie no fuel allowance.**
- 2. Consideration can be given to additional executive leave entitlements in future contracts contingent upon depletion of current leave balances.**

5/0 CARRIED

Mr Paul Anderson returned to Council Chamber at 2.19 pm

20.2 CONTRACT TO MANAGE THE SHARK BAY RECREATION CENTRE
CM00038

Author

Executive Manager Tourism Community and Economic Development

Disclosure of Any Interest

Nil

Moved Cr Prior
Seconded Cr Ridgley

Council Resolution

The recommendation submitted by the Executive Manager, Tourism, Community and Economic Development, in the confidential evaluation report for Tender 2014/2015-01 Contract to Manage the Shark Bay Recreation Centre be considered.

5/0 CARRIED

Moved Cr Ridgley
Seconded Cr Prior

Council Resolution

That Council appoint the Shark Bay Community Resource Centre based on the assessment criteria and pricing considerations offered under TE2014/2015-01 – Contract to Manage the Shark Bay Recreation Centre, for a period of two years from signing with an option of a further year.

5/0 CARRIED

20.3 EMPLOYMENT OF SENIOR DESIGNATED EMPLOYEE
PE 000

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved Cr Ridgley
Seconded Cr Prior

Council Resolution

That Council receive the report of the Chief Executive Officer in accordance with Section 5.37(2) of the *Local Government Act 1995*.

That the Chief Executive Officer's intent to employ a Senior Designated Officer to the position of Executive Manager Community Development be endorsed.

5/0 CARRIED

Moved Cr Prior
Seconded Cr Cowell

Council Resolution

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

5/0 CARRIED

21. DATE AND TIME OF NEXT MEETING

The next Ordinary meeting of Council will be held on the 17 December 2014 in Council Chambers commencing at 3.00 pm.

22. CLOSURE OF MEETING

As there was no further business the President closed the Ordinary Council meeting at 2.31 pm.